



COUNCIL AGENDA

Meeting: August 14, 2023 6:00 p.m. – 10:00 p.m.
Location: Council Chambers – 502 – 2nd Avenue

1. CALL TO ORDER

2. EXCUSED FROM MEETING

3. ADOPTION OF AGENDA

4. ADOPTION OF MINUTES

4.1 June 10, 2023 Regular Meeting

5. DELEGATIONS

5.1 Stew Heron, Resident – Beautification and Watering - 7:00 p.m.

6. UNFINISHED BUSINESS

6.1 BUILD Bassano - Main Street Building Revitalization Project

6.2 Highway Sign Upgrades Project TOB66/2023-01

6.3 Bassano Outdoor Pool Liner Replacement Project – Tender Results

7. NEW BUSINESS

None

8. BOARD & COMMITTEE REPORTS

8.1 Mayor I. Morey

- JBS Tour – August 21, 2023

8.2 Deputy Mayor Slomp

- Newell Regional Solid Waste – July 27, 2023
- Newell Housing Foundation – August 1, 2023

8.3 Councillor K. Jones

- Newell Regional Services Corporation – August 9, 2023

8.4 Councillor M. Wetzstein

8.5 Councillor S. Miller

9. CAO REPORT

9.1 CAO Operations Report

9.2 Financial Statement for the month ending June 30, 2023

9.3 Cheque listing for the month ending June 30, 2023

- 9.4 FCSS Report for the period ending July 31, 2023
- 9.5 CPO Report for per the period ending July 31, 2023
- 9.6 RCMP Report – 2023 Q1 Policing Report

10. CORRESPONDENCE

- 10.1 Municipal Affairs, 2023 Grant Funding Letter – July 7, 2023
- 10.2 Armsreach Printing & Graphic – Tips to Reduce Water Consumption
- 10.3 Newell Housing Foundation Minutes – June 6, 2023
- 10.4 Resident Concerns – Off-leash Dog Park Opposition Letter – July 27, 2023
- 10.5 Oldman River Regional Services Commission Minutes of May 11, 2023
- 10.6 Community Futures Wild Rose – Digital Economy Program – Project Report 2022-2023
- 10.7 Bassano Memorial Library – Change of Financial Reviewer Endorsement Request

11. CLOSED SESSION

- 11.1 None

12. ROUND TABLE

13. ADJOURNMENT



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

ELECTED OFFICIALS

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

STAFF Amanda Davis, Chief Administrative Officer

DELEGATES/PUBLIC Jaime McIntosh, Brooks Region Tourism
Molly Douglass, Bassano Health Foundation

1. CALL TO ORDER

Mayor Morey called the meeting to order at 6:20 p.m.

2. EXCUSED FROM MEETING

- None

3. ADOPTION OF AGENDA

TOB127/23 Moved by **COUNCILLOR JONES** that the agenda is approved as presented.

CARRIED

4. ADOPTION OF MINUTES

4.1 Adoption of minutes from the regular meeting of May 8, 2023

TOB128/23 Moved by **COUNCILLOR MILLER** that motion TOB108/23 is rescinded due to a clerical error.

CARRIED

TOB129/23 Moved by **DEPUTY MAYOR SLOMP** that the May 8, 2023 minutes are approved as presented.

CARRIED

4.2 Adoption of minutes from the regular meeting of June 12, 2023

TOB130/23 Moved by **COUNCILLOR JONES** that that the June 12, 2023 minutes are approved as presented.

CARRIED

5. DELEGATIONS**5.1 Jaime McIntosh, Executive Director, Brooks Region Tourism – 6:30 p.m.**

McIntosh entered the meeting at 6:23 p.m.

McIntosh provided an operational update regarding Brooks Region Tourism. A Q&A ensued.

McIntosh departed the meeting at 7:01 p.m.

5.2 Molly Douglass, Bassano & District Health Foundation, Chair- 7:00 p.m.

Douglass entered the meeting at 7:06 p.m.

Douglass requested that the fee for the Community Hall be waived on August 9, 2023 to accommodate a welcome event for local physicians and families. A Q&A ensued.

Douglass departed the meeting at 7:13 p.m.

6. UNFINISHED BUSINESS**6.1 Bassano & District Health Foundation – Community Hall Rental Waiver**

TOB131/23 Moved by **COUNCILLOR WETZSTEIN** that council approves the request from the Bassano & District Health Foundaiton dated June 28, 2023 to waive the Community Hall rental fee on August 9, 2023 to accommodate a welcoming “meet and greet” for new physicians and their families. Users are responsible for set-up, takedown, and cleaning the facility after the event.

CARRIED**6.2 BUILD Bassano – Main Street Development Incentive**

An open discussion was held regarding main street development incentives.

7. NEW BUSINESS**7.1 2023 Tax Auction Dates**

TOB132/23 Moved by **COUNCILLOR WETZSTEIN** be it resolved that the 2023 tax recovery and public auction will be held on October 11, 2023 at 10:00 a.m. at the Bassano Town Office (502 – 2nd Avenue), and

be it resolved that the Terms and Conditions of Sale for the 2023 Public Auction are hereby approved as follows:

1. A parcel of land offered for sale may be redeemed by payment of all arrears, penalties and costs by guaranteed funds at any time until the property is declared sold.
2. Each parcel of land offered for sale will be subject to a reserve bid and to the reservations and conditions contained in the existing certificate of title.
3. The lands are being offered for sale on an "as is, where is" basis, and the municipality makes no representation and gives no warranty whatsoever as to the state of the parcel nor its suitability for any intended use by the successful bidder.
4. The auctioneer, councillors, the chief administrative officer and the designated officers and employees of the municipality must not bid or buy any parcel of land offered for sale, unless directed by the municipality to do so on behalf of the municipality.
5. The purchaser of the property will be responsible for property taxes for the current year.
6. The purchaser will be required to execute a sale agreement in form and substance provided by the municipality.
7. The successful purchaser must, at the time of sale, make payment in cash, certified cheque or bank draft payable to the municipality as follows:
 - a. The full purchase price if it is \$10,000 or less; OR
 - b. If the purchase price is greater than \$10,000, the purchaser must provide a nonrefundable deposit in the amount of \$10,000 and the balance of the purchase price must be paid within 20 days of the sale.
8. GST will be collected on all properties subject to GST.
9. The risk of the property lies with the purchaser immediately following the auction.
10. The purchaser is responsible for obtaining vacant possession.
11. The purchaser will be responsible for registration of the transfer including registration fees.
12. If no offer is received on a property or if the reserve bid is not met, the property cannot be sold at the public auction.
13. The municipality may, after the public auction, become the owner of any parcel of land that is not sold at the public auction.
14. Once the property is declared sold at public auction, the previous owner has no further right to pay the tax arrears.

And finally, that a reserve bid is set on the following properties:

1. 302 – 3rd Avenue (Plan 3158AB; Block 14; Lot 20) - \$73,900
2. 226 – 2nd Avenue (Plan 3872T; Block 5; Lots 16 & E ½ of 17) - \$220,167
3. 223 – 3rd Street (Plan 3872T; Block 7; Lots 1-2) - \$91,000
4. 509 – 7th Avenue (Plan 4437AD; Block 9; Lots 5-7) - \$101,775
5. 808 – 3rd Avenue (Plan 771 1039; Block 1; Lot 18) - \$197,733

CARRIED

8. BOARD AND COMMITTEE REPORTS

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

Mayor
08/14/23

CAO
08/14/23

TOB133/23 Moved by **COUNCILLOR JONES** to accept the Board and Committee reports as attached to and forming parts of these minutes.

CARRIED

9. CAO REPORTS

9.1 Operations Report

A written CAO report was provided for the period ending July 6, 2023.

TOB134/23 Moved by **COUNCILLOR MILLER** that administration proceeds with subdivision actions at the Bassano Airport per the Airport Concept Plan prepared by ISL Engineering dated June 23, 2023 with the County of Newell.

CARRIED

TOB135/23 Moved by **COUNCILLOR MILLER** that the Town of Bassano requests that the Bassano RCMP Policing Priorities remain unchanged to include a focus on rural crime, traffic/speed enforcement, and community engagement.

CARRIED

TOB136/23 Moved by **MAYOR MOREY** that council approves the appointment of Bassano Fire Department leadership team on a three-year term as recommended by the members as follows:

- Fire Chief, Cory Cochrane
- Deputy Fire Chief, Logan Rose
- Captain, Michael Wetzstein
- Captain, Tyler Reimer
- Lieutenant, Derek Gibeau
- Lieutenant, Michael Phillips (promotion)

CARRIED

TOB137/23 Moved by **COUNCILLOR WETZSTEIN** that council accepts the information regarding the off-leash dog park provided by the volunteer committee. Further actions shall be completed:

1. Approval notices must be signed by property owners not tenants. The volunteers must ensure their 70 percent approval volume is obtained from property owners.
2. Council maintains that as this project processes, it is a two-year pilot project and will be reviewed as needed.
3. As requested by the volunteers in a letter dated July 10, 2023, the Town will provide use of the Bassano Community Hall at no charge for the group to host/facilitate a community information session about the off-leash dog park. The volunteers are responsible for the set-up, takedown, and clean-up after the community information session.

4. Finally, in response to the request for financial support outlined in the letter dated July 10, 2023, council declined committing any funds for garbage cans or dog waste dispensing stations at this time.

CARRIED

TOB138/23 Moved by **COUNCILLOR MILLER** directing administration to submit an amendment request that re-opens the Bassano Wastewater Treatment Upgrades Project to the Investing in Canada Infrastructure Program to maximize the use of any remaining federal funds that were allocated for the project. Where applicable, the amendment will accommodate the replacement of another section of the trunk main and deteriorated manholes.

CARRIED

TOB139/23 Moved by **COUNCILLOR WETZSTEIN** directing administration to send a response letter to the property owner of Plan 771 1039, Block 1, Lot 4 (214 – 8th Street) to address complaints received during a delegation on February 13, 2023 regarding operations at Plan 201 1468, Block 31, Lot 10 (902 – 2nd Avenue) having completed an investigation. The business owner is operating within the Town's bylaws and in accordance with their development permit. No further action will be taken at this time.

CARRIED

9.2 Q2 Financial Summary

A second quarter financial summary for the period ending June 30, 2023 was presented.

9.3 Financial Statements

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

9.4 Cheque Listings

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

9.5 FCSS Report

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

9.6 CPO Report

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

9.6 RCMP Report

None

TOB140/23 Moved by **COUNCILLOR JONES** that the CAO report for the period ending June 6, 2023 is approved as amended and discussed as attached to and forming parts of these minutes.

CARRIED

10. CORRESPONDENCE

- 10.1** Municipal Affairs is accepting nominations for the 2023 Minister's Award for Municipal and Public Library excellence.
- 10.2** The Bassano Memorial Library provided an updated list of active board members.
- 10.3** Municipal Affairs announced the second cycle of the Municipal Accountability Program review.
- 10.4** Newell Regional Services Corporation provided a public notice regarding water usage for June 2023 following announcements of draught.
- 10.5** Joint Shared Services meeting notes of June 13, 2023 were reviewed.
- 10.6** Minister McIvor provided an introduction as the appointed representative for Alberta Municipal Affairs.
- 10.7** Oldman River Regional Services Commission issued the 2023 Summer Periodical on Temporary Uses.
- 10.8** A publication from Technical Services Canada was reviewed related to internet business solutions.
- 10.9** Newell Housing Foundation minutes of May 3, 2023 were reviewed.
- 10.10** Registration is open for the Alberta Municipalities Fall Convention.

TOB141/23 Moved by **COUNCILLOR MILLER** to accept the correspondence and to file the items as information.

CARRIED

11. CLOSED SESSION

None

12. ROUND TABLE

A round table discussion ensued.

13. ADJOURNMENT

TOB142/23 Moved by **MAYOR MOREY** for adjournment of the regular council meeting of July 10, 2023 at 8:51p.m.

CARRIED

Mayor

Chief Administrative Officer

Unapproved

Mayor
08/14/23

CAO
08/14/23



DELEGATION

Meeting: August 14, 2023

Agenda Item: 5.1

SUBJECT: Stew Heron, Resident – Beautification and Watering

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

Stew Heron is a resident of Bassano. He is an active volunteer on the Beautify Bassano Initiative committee that assists with various community development projects. He is one of the lead volunteers that cares for the cenotaph greenspace.

Heron is concerned about water rates and requested to attend the meeting as a delegate to address council about a change in water rates for 2024 that encourages residents and businesses to better care for their yards. From his perspective, the way the water rates were restructured in 2019 to achieve cost recovery is not working. His suggestion would be to offer a reduced water rate between June and August annually – he is looking for a collaborative two-way discussion.

Heron provided a water rate comparison (see below) –

“Here is a small comparison of water rates between Bassano, Brooks and Duchess. My question to council is: why are we paying more than double per cubic metre than both Brooks and Duchess for regional water.

The result for having expensive water rates is people are not watering--at all! Weeds are out of control, trees are stressed and yards look terrible with the exception of a few. I would like to discuss with council a solution to this problem.”

Comparison Water Rates August 2023			
	Bassano	Brooks	Duchess
Flat Rate	\$20	\$56.82/13.65 cu metres	\$45
Cost/cubic metre	\$2.70/cu metre over flat rate	\$1.27/cu metres over flat rate	\$1.20/cu metres over flat rate
Heron usage May-June	146.6 cubic metres x \$2.70 = \$395.82 + \$20 flat rate = \$414.82	146.6 - 13.65 flat rate consumption = 132.95 x \$1.27 = \$168.85 + \$56.82 flat rate = \$225.67	146.6 x \$1.20 = \$175.92 + \$45 flat rate = \$220.92

Attachments:

1. None

Prepared by: Amanda Davis, CAO



REQUEST FOR DECISION

Meeting: August 14, 2023

Agenda Item: 6.1

SUBJECT: BUILD Bassano – Main Street Building Revitalization Project

BACKGROUND

Council determined it would be appropriate to invest in the two abandoned buildings (413 – 2nd Avenue and 415 – 2nd Avenue), recovered through the tax forfeiture process on main street to improve the downtown aesthetics and sales potential.

A budget of \$20,000 is required to complete this project. Items 1 and 2 are funded from the general marketing budget. The signage costs can be redirected from the MSI Operating plan as proposed below.

MSI Operating	Current 2023	Amended
(12) Professional Development	\$ 26,000	\$ 26,000
(12) Muniware Contract	\$ 10,000	\$ 10,000
(12) Contract for Audit Pronouncements (JDP/MPE)	\$ 10,000	\$ 10,000
(32) Roads Engineering	\$ 39,579	\$ 24,579
(32) G2 - T2 - Public Signage Upgrade	\$ 7,500	\$ 7,500
(33) Airport - TOB Contr. ASP/ISL	\$ 5,000	\$ 5,000
(64/66) Marketing & Development - Highway Signage	\$ 30,000	\$ 30,000
(64/66) BUILD Bassano Main Street Revitalization Project		\$ 15,000
Total:	\$ 128,079	\$ 128,079

1. Repaint the exterior and secure the windows – complete.



2. Design faux storefronts – designers are working on window images/signs.
3. Purchase and installation of faux storefronts (e.g. outdoor store, barber shop, professional services, rentals - residential). This will include a combination of alupanel signage and window wraps framed on the exterior of the building.

OPTIONS

- #1 – that council approves the 2023 MSI Operating Plan as amended. The amendment enables the use of funds for the BUILD Bassano – Main Street Revitalization Project.
- #2 – that council approves a budget of \$20,000 for the completion of the BUILD Bassano – Main Street Revitalization Project. The funds shall be allocated from the Land and Development Reserve.
- #3 – that council declines any further action regarding the BUILD Bassano – Main Street Revitalization Project meaning faux storefronts will not be completed at 413 – 2nd Avenue or 415 – 2nd Avenue.

CAO COMMENTS

None.

ALIGNMENT WITH STRATEGIC PLAN

G2

PROPOSED RESOLUTION

- #1 – that council approves the 2023 MSI Operating Plan as amended. The amendment enables the use of funds for the BUILD Bassano – Main Street Revitalization Project.

Attachments:

1. None

Prepared by: Amanda Davis, CAO



OPEN DISCUSSION

Meeting: August 14, 2023

Agenda Item: 6.2

SUBJECT: Highway Sign Upgrades Project – TOB66/2023-01

BACKGROUND

A strategic priority of the town for 2023 was to resurface the highway sign. The purpose of this project is to improve the promotion and marketing of Bassano. We have been unable to confirm who owns the sign. After numerous calls to community members, following up on leads, reviewing the history book, and checking the resolution index it is unclear who is authorised to do work on the sign.

The sign surface is in poor condition and the images are not reflective of Bassano's vision for a better future. The sign has not been maintained. Upon completion of the main street building revitalization project, our designers will start renderings for this project – ***pending council's direction to proceed without confirmation of ownership.***



Tying into the Town's three-pronged approach to BEAUTIFY – BUILD – BENEFIT, the theme of the project is ***THROUGH THE LOOKING GLASS – IMAGINE YOURSELF HERE.***

Rather than being a content heavy sign, we will focus on imagery that presents a future beyond what can be seen when driving into Bassano. There is a strategy behind the imagery – by designing the sign in this manner, it will prevent outdated content and become more relevant overtime.

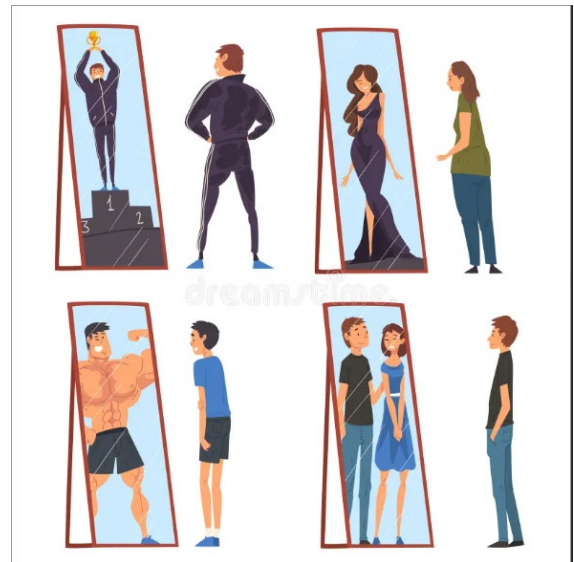
Below are some of the images we will use for inspiration to design the new sign.



The metaverse is one way to capture a future state.



Ideation, imaging a future state.



Playful ways to showcase opportunities and potential in Bassano.

CAO COMMENTS

None.

ALIGNMENT WITH STRATEGIC PLAN

G2

Attachments:

1. None

Prepared by: Amanda Davis, CAO



REQUEST FOR DECISION

Meeting: August 14, 2023

Agenda Item: 6.3

SUBJECT: Bassano Outdoor Pool Liner Replacement Project - Tender Results

BACKGROUND:

A Request for Quotation (RFQ) was issued on July 21, 2023, to complete a full PVC membrane liner system replacement including a replacement of the 17 skimmers and beach gutter at the Bassano Outdoor Pool.

The RFP was prepared with the support of Hub Aquatics Solutions Inc., a pool expert. This was done to ensure the upgrade met technical requirements as pool liner replacements have proven to be quite challenging for municipalities. Throughout this process, we learned the skimmers should be replaced in conjunction with the PVC liner because a portion of the liner must be removed to install new skimmers – cutting into our new liner will impact its structural integrity. Public Works informed us that 5 skimmers require immediate replacement. The addition of skimmers and gutters/grating significantly changed the cost estimate of \$300,000 but is required to protect the longevity of the asset.

With that, an optional pre-bid meeting was held on August 1, 2023. One contractor, RECA Vinyl Works attended the meeting.

At closing on August 8, 2023, two bids were received. The submissions were assessed pursuant to the matrix and were both compliant with the RFQ.

Criteria	Percentage	RECA Vinyl Works	Paradise Pools (Commercial) Inc.
Qualifications	20	20	16
Cost and competitive structure	20	18	15
*Ability to perform the work within the timeline	25	23	21
Project experience	15	15	15
Manufacturer and installation warranty	10	10	10
Previous work experience with the Town of Bassano	5	1	0
Completeness of submission	5	4	2
Total	100	91	79

*Pending access to material and weather.

Bidder	Project Cost (exc. GST)	Installation Warranty
RECA Vinyl Works	\$398,729.29	5 years
Paradise Pools (Commercial) Inc.	\$453,916.03	2 years

Project Summary

Work includes the following with construction in September 2023:

1. Removal of existing PVC membrane and fleece underlay.
2. Pool basin repairs and sanitation – Repairs beyond regular basin preparation will be identified and remediated at an additional cost. The extent of the damage will not be known until the existing PVC liner is removed.
3. Removal and installation of skimmers.
4. Installation of new PVC membrane system including markings and lane lines.
5. Installation of new gutter grating.
6. Quality control and water tightness testing.

OPTIONS

#1 – First, that council awards the Bassano Outdoor Pool Liner Replacement Project (TOB-72a-Pool-Liner-001/23) to RECA Vinyl Works in the amount of \$398,729.29 excluding GST. Second, the increased project costs be funded under the Municipal Sustainability Initiative Capital budget.

#2 – that council rejects both tenders for the Bassano Outdoor Pool Liner Replacement Project and rest operates the facility in 2024 based on patchwork completed in 2023.

CAO COMMENTS

Capital costs are addressed in the RFQ with a project contingency. The Small Town Smoke Down BBQ competition raised \$7,100 which will offset the overall project cost and reduce MSI capital funds where applicable.

A Community Facility Enhancement Program application was submitted with the Bassano Enhancement Society for the project. There has been no award announcement. Again, the success of this application would offset the entire cost of the project.

ALIGNMENT WITH STRATEGIC PLAN

- G2-T5

RECOMMENDATION

#1 – First, that council awards the Bassano Outdoor Pool Liner Replacement Project (TOB-72a-Pool-Liner-001/23) to RECA Vinyl Works in the amount of \$398,729.29 excluding GST. Second, the increased project costs be funded under the Municipal Sustainability Initiative Capital budget.

Prepared by: Sydney Smith, Recreation & Community Services Liaison

Reviewed by: Amanda Davis, CAO

Attachments:

1. RECA Vinyl Works Bid Submission
2. Paradise Pools (Commercial) Inc. Bid Submission

Appendix B

Request for Quotation Submission

Bassano Outdoor Pool Liner Replacement Project

The undersigned, having carefully read these specifications, hereby agrees to supply all labor, equipment, and materials, for the completion of work as outlined in the Bassano Outdoor Pool Liner Replacement Project Request for Quotation - TOB-72a-POOL-LINER-001/23 dated July 21, 2023. The Contractor shall include all costs for visits to the project site to coordinate various aspects of the existing PVC liner system removal, design, installation, and testing of the new PVC membrane system.

Note: Damage to the pool basin will only be visible once the old liner is removed. Contractors may be asked to provide pricing for repairs (unknown/not visible) upon completion of the pool basin inspection. Contractors must still include regular pool basin preparation and cleaning as a part of this quotation.

The lump-sum quotation shall include the following items excluding GST.

	Description	Qty	Unit	Unit Price	Extension
Removal of existing PVC liner system, regular pool basin preparation and installation of a new PVC liner system, testing and quality control.					
1.	Materials	1	L.S.	\$ _____	\$ <u>199,106.17</u>
2.	Labor and equipment	1	L.S.	\$ _____	\$ <u>135,000.00</u>
3.	Disposal	1	L.S.	\$ _____	\$ <u>875.00</u>
4.	Travel and Accommodations	1	L.S.	\$ _____	\$ <u>27,500.00</u>

TOTAL LUMP SUM \$ 362,481.17

EXTRA WORK ALLOWANCE (10%) \$ 36,248.12

SUB-TOTAL \$ 398,729.29

G.S.T. (5%) \$ 19,936.46

TOTAL AMOUNT \$ 418,665.75



249-256 6 Avenue, Bassano

TOB-72a-POOL-LINER-001/23

Appendix B

Request for Quotation Submission

Bassano Outdoor Pool Liner Replacement Project

The undersigned, having carefully read these specifications, hereby agrees to supply all labor, equipment, and materials, for the completion of work as outlined in the Bassano Outdoor Pool Liner Replacement Project Request for Quotation - TOB-72a-POOL-LINER-001/23 dated July 21, 2023. The Contractor shall include all costs for visits to the project site to coordinate various aspects of the existing PVC liner system removal, design, installation, and testing of the new PVC membrane system.

Note: Damage to the pool basin will only be visible once the old liner is removed. Contractors may be asked to provide pricing for repairs (unknown/not visible) upon completion of the pool basin inspection. Contractors must still include regular pool basin preparation and cleaning as a part of this quotation.

The lump-sum quotation shall include the following items excluding GST.

	Description	Qty	Unit	Unit Price		Extension
Removal of existing PVC liner system, regular pool basin preparation and installation of a new PVC liner system, testing and quality control.						
1.	Materials	1	L.S.	\$ _____	\$	\$215,096.32__
2.	Labor and equipment	1	L.S.	\$ _____	\$	_\$85,958.57__
3.	Disposal	1	L.S.	\$ _____	\$	_\$13,362.07__
4.	Travel and Accommodations	1	L.S.	\$ _____	\$	_\$30,462.50__
				TOTAL LUMP SUM	\$	344,879.46
				EXTRA WORK ALLOWANCE (10%)	\$	34,487.95
				SUB-TOTAL	\$	379,367.41
				G.S.T. (5%)	\$	18,968.37
				TOTAL AMOUNT	\$	398,335.78
5.	Option A- Replacement Skimmers	1	L.S.	\$ _____	\$	_\$55,654.11 + GST__
6.	Option B- Replacement Gutter Grating	1	L.S.	\$ _____	\$	_\$12,117.46 + GST__

Aug 21/2023

JBS Tour

I attended a Tour of JBS Foods at the invitation of Martin Shields along with 6 other individuals from Brooks and area and found the Facility to be quite fascinating and informative

Although the facility itself is quite eye opening with its automated functions and the fact is so very efficient in all facets of the operation I was most impressed with the Company itself and how they treat their employees, team building, safety protocols and staff retention policies

They are also very engaged with the entire area with their financial commitments in regards to facilities, parks, schooling and Public events

They are particularly interested in supporting Community events that have a large involvement and support of the Municipalities

They also did state that their #1 concern in the area is Housing or more importantly , the lack of affordable housing

They are also currently quite heavy investors in the Habitat for Humanity project in Brooks

When asked if they might support some type of housing supports in the Town of Bassano they were very receptive and said they would absolutely be interested

They mentioned that they are particularly interested in unused Commercial space that might be possibly converted to housing or some sort of building space

A few fun facts include that there are currently 2900 employees speaking some 66 languages and 80 dialects that are currently involved in a Virtual ESL program as well as 50 CFIA Inspectors at the plant There are approximately 50-60 truck loads of boxed beef that leave the plant every day equating to 35,000 boxes of all cuts of beef

They have an approximate hire of 500 + employees annually with a retention rate more than 50% higher than just 20 years ago

They also have expansion in mind with a 100,000 sq ft fully automated warehouse planned for construction in the next 2 years

The management team that spoke are very diversified and skilled in their particular jobs and I believe that there is room for a further relationship for the Town of Bassano with JBS especially as was pointed out that we are the 2nd largest municipality in the County of Newell and more importantly are self sustained with our grocery store, hospital, dentist,pharmacy and more

I look forward to further discussions with JBS regarding all of the above noted points

Irv Morey

JULY/AUGUST 2023 BOARD REPORTS

JOHN SLOMP

NRSWMA MEETING JULY 27, 2023

- 1) Mike Vail Trucking has been hauling approximately 40 loads of soil from Calgary per day lately. 23337 tonnes of contaminated soil were taken in in May.
- 2) The new scales and scale house will likely be installed in September.
- 3) The landfill will purchase a new scale software program. The cost of the software, transfer of data, staff training and installation will be 61,213.00 and a first year annual support and service fee of \$12,000.00. The landfill will only purchase the one year of support.
- 4) The transfer site hauling has been going very well.
- 5) A price per tonne is expected soon from HZI for the proposed SAEWA waste to energy facility which may or may not kill it.
- 6) The RFP for the accounting for NRSWMA should be going out soon.

NEWELL HOUSING FOUNDATION MEETING

AUGUST 1, 2023

- 1) The needs and demand assessment that Newell Housing commissioned the Rural Development Network to do has been completed. The report is 161 pages of data on the region. We thought that there would be info on what types of housing is needed but there were only stats. We will need to figure out how to get the data we need from the stats.
- 2) There are 9 empty rooms at Newbrook. 3 are being used for guest suites. There are 4 people on the waiting list for studio suites but they are all full. There are 7 empty rooms at Playfair. There is one person on the wait list for the Dr. Scott apartments.
- 3) Madison seems to be doing a good job as rec coordinator at Playfair. It is a big learning curve for her and the residents. She is working on trying to do more activities with Newbrook.
- 4) The emergency call system at Playfair is almost complete. The exterior door replacement is complete. The carpet replacement tender and the tender for the replacement of the 2 boilers has been awarded. Capital budget requests will be sent in for new windows at the Playfair Lodge and the Wildrose villa in Rosemary.

Newell Regional Services Corporation.
Meeting held 9th August 2023 at plants board room.

Call to order at 2pm.

Adoption of agenda. Carried.
Minutes from 31st May meeting. Carried
Business from minutes. None
New business

Operations report;

Tilley Hamlet distribution and wastewater systems, clean out wastewater Lagoon.
Funding costs using Lamboure Enviro. Looking for more quotes.

Rural water project.
Leak at Rolling Hills under control. Wastewater collection piping is in poor condition.

NRSC treatment plant.
Membrane returned with report from manufacturer, that reported it was at 80% efficient with advice on modifying the cleaning methods. After introducing new cleaning method, it was back to 100% efficient however with operating time the fibres are subjected to tensile stress and will start to break, this is being monitored, and replacement modules to be ordered.

Approved the May/June cheque register.
Approved the May/June internet payments.
Presented with graphs of May/June water consumption, and cost of water treatment.
May/June financial surplus. Second quarter Financial and investment review.

Budget adjustment to allow for the purchase an online Ammonia Analyzer, if it performs well two more will be purchased.

Policy amendment. Vehicle Driving policy.

Approved the use of Digital Signatures for payments.

No post agenda items
Next meeting will be held 4th of October 2023 at 2pm.

Kevin Jones - Councillor
Town of Bassano



MONTHLY CAO REPORT

Meeting: August 14, 2023

Agenda Item: 9.1

Report Period: July 6, 2023 – August 9, 2023

Amanda Davis, Chief Administrative Officer

General Administration

- Brand modernization transition continues with all administrative and public documents.
- Website glitches have been resolved. Please notify administration if you are having any problems with www.bassano.ca.
- The Arena Management Board executive declined the town's invitation for a shared employment position for caretaker responsibilities in the winter and public works/beautification in the summer. The board has hired an employee and will continue to operate with this individual.
- Administrations from the Town, County and regional partners are exploring the feasibility of partnering on rural economic development project, following the release of a microgrant from the Rural Municipalities Association. A meeting was held with landfill and recycling personnel in the region to discuss waste streams and the possibility of using the microgrant for new business ventures around composting. The scope of a regional composting project exceeds the capacity of the microgrant and will not be used. An alternate project is being investigated.
- The County is undertaking a Community Risk Assessment for Fire Halls. Administration and the fire chief have completed preliminary interviews with Behr Integrated Solutions Inc. regarding this project.
- As directed by council, the off-leash dog park volunteer committee was advised that to proceed with the pilot project, the 70% response rate of adjacent landowners had to be property owners and not tenants. The committee may proceed to next steps after this is verified with the Town offering the community hall at no cost for a volunteer led information session. There is no update from the volunteers based on this direction.
- The Asset Retirement Obligation (ARO) has been initiated with MPE and our auditors. This is a three-way project that will be completed by December 31, 2023.

- The Town's Public Lands Watering Schedule Policy P-TOB41/001-23 was re-instated with regular watering after the EID lifted its draught advisory.
- The Thrive Fitness Centre facility rental contract was extended for an additional year. August 1, 2023 – July 31, 2024. There is no change to the annual rate of \$7,800.
- With the understanding that the Town is interested in hosting the 3rd Annual Small Town Smoke Down BBQ competition, a request was submitted to the BBQ on the Bow Society for a partnership. The date is June 7-9, 2024.
- A community grant was submitted to TC Energy to deliver Mental Health First Aid training to first responders and residents this fall. Grant request: \$7,750.
- Administration is preparing an application to the New Horizons program for capital costs to build an amphitheatre at the greenspace near the Community Hall in partnership with the Bassano Arts Council. The amphitheatre would support outdoor music in the park and the annual BBQ competition. It would also provide an asset for performing arts in the future. The project is something community members have inquired about for the past few years. This project aligns with the Recreation & Leisure Master Plan objectives.
- The BUILD Bassano – Main Street Revitalization project was organized at 413 and 415 – 2nd Avenue. The two buildings have been painted, windows were covered/re-enforced, and our graphic designer was contracted.
- The Bassano Historical Society received approval from AGLC to continue with their mural and bench project. With this approval, we can expect to see progress on their files. The first mural was installed on the Empty Bottle last week.
- Mayor Morey, Deputy Mayor Slomp and I attended/participated in the firefighter recognition BBQ in Brooks. The event was well attended with +/-125 fire personnel, and over 500 guests.
- Mayor Morey and I attended a meeting with the RCMP to welcome Wayne Nichols, the new Chief Superintendent of the Southern Alberta K Division at the local detachment. We confirmed the Town's position to maintain a local detachment, the importance of community policing and our satisfaction with local members. We encouraged them to review RCMP capacity to increase local members where possible. The meeting was positive, and we will continue to work collaboratively.
- Continuing Care Capital Program – Planning Session

The Town hosted a planning session with the County of Newell, Newell Housing Foundation, Garden Loft, and the Brenda Stafford Foundation representatives to determine the feasibility of submitting a joint application for a small care home under the above program.

The Newell Housing Foundation provided a copy of their recently completed Demand and Needs Assessment for housing in the region. The statistical report has some useful information for the project.

All parties have action items to complete and will reconvene the first week of September.

Further to this, a meeting was held with Alberta Health Services regarding the healthcare needs assessment. Representatives confirmed their regional plan for the south zone is expected later this fall, with a Newell plan in Q2 – 2024. These plans are required to guide decision/planning for healthcare assets in the region.

Capital Project Updates

- Lagoon Upgrades – submissions were sent to ICIP/AT for a project amendment. We are in consultations for approval.

General Public Works

- Street markings started are complete.
- The bulk water loading system upgrade is complete and fully operational.
- Crackfilling is underway.

Bylaw Enforcement

- Weeds have been very problematic in town this season. The county's agriculture division was consulted about this situation. We were informed that drought like conditions have made the perfect environment for kochia and other weed variants. This is impacting areas across the county and the weeds are becoming resistant to approved chemicals.

Bassano's contracted bylaw enforcement officer engaged with property owners regarding unhooked trailers and monitored traffic and pedestrian safety in priority areas.

1. Community Standards Bylaw 920/21

- a. 1 file remains open from 2022.
- b. 3 files remain open regarding an unsightly property from the previous month. 3 files were closed.
- c. 6 files were open for unsightly properties in July. 1 file has been closed and 5 remain open.

2. Dog Control Bylaw 928/22 – Unlicensed Dog.

- a. 1 file related to a dog altercation was opened and closed.

Total files initiated in July: 8

Total files closed: 5

Total Files initiated in 2023 (Period Ending July 31, 2023): 28

Development

PERMIT NUMBER	LOCATION	DEVELOPMENT
TOB-D-13-23	#1, 831 – 2 nd Avenue	8' x 16' shed (declined by MPC)
TOB-D-14-23	201 – 1 st Street South	30' x 40' garage demolition and replacement.
TOB-D-15-23	102 – 8 th Avenue Close	Home Occupation 2 – Massage Therapy Practice
TOB-D-16-23	1002 – 2 nd Avenue	6,500 square ft. shop (x2)
TOB-D-17-23	1026 – 1 Avenue	100' x 120' storage compound.

- Administration has been busy responding to numerous inquiries about development incentives and responding to inquiries about the tax recovery properties. 701 – 2nd Avenue is now sold.

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

Council approved a development commitment with Ry Bar Oilfield Services Ltd. on May 8, 2023:

6.2 Development Commitment Transfer Request – Ry Bar Oilfield Services Ltd.

TOB100/23 Moved by **COUNCILLOR JONES** that council approves the request from Ry Bar Oilfield Services Ltd. received on April 28, 2023 to transfer the development commitment from 322 – 1st Avenue (Plan 1847K; Block 2; Lots 11-18) to 1002 – 2nd Avenue (Plan 141 1466; Block 1; Lot 2), with purchase of the lands at the list price of \$150,000. Approval is a continuation to motion TOB205/21. Construction of the proposed shop must start in 2023, failure to do so may result in the Town recovering the lands in accordance with the municipal Purchase Agreement upon execution for 1002 – 2nd Avenue.

CARRIED

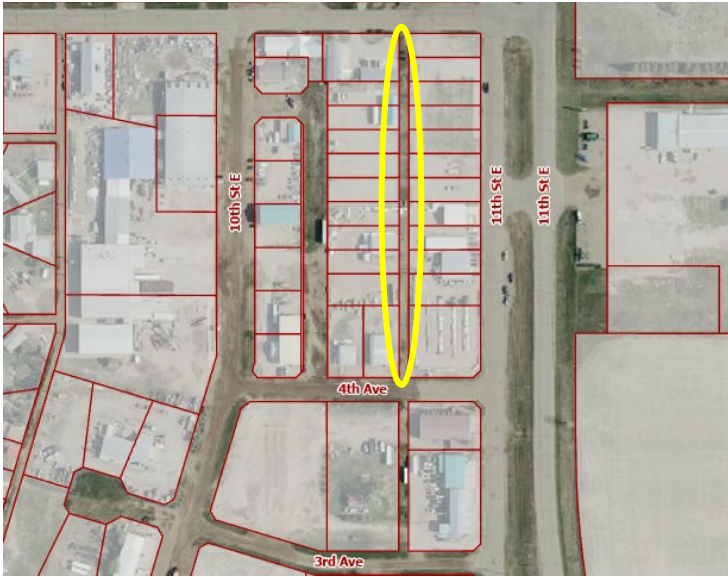
Council passed the above development incentive policy on June 12, 2023 stating the Ry Bar Oilfield Services Ltd. would be ineligible for the incentive as it pertains to motion TOB100/23 (Development Permit TOB-D-12-23).

The Town has issued another development permit for this location to build a second 6,500 square foot shop. The second shop is separate from motion TOB100/23 and would be eligible for the development incentive P-TOB66/005-23. Upon completion of the second shop, administration will prepare the required file for issuance of the incentive to council.

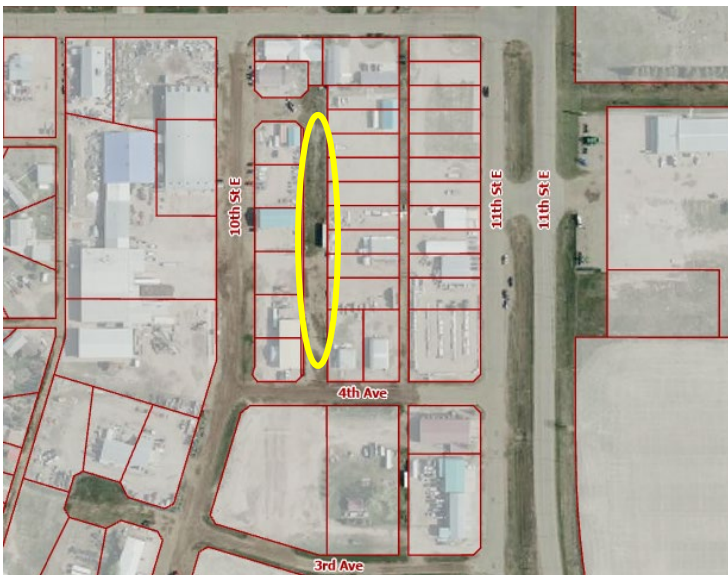
- We continue to support South Country Co-op's development process. They are on target for mid-October opening.
- I presented the airport subdivision request at the county's Municipal Planning Commission meeting on August 10, 2023. We have also started an engagement process with some of the active flyers regarding the future state of the airport and how to ensure it is an economic driver for the community and region. This will be integrated into the new land use district for

the county's bylaw. Preliminary estimates are being obtained to construct the new airport lots in 2024.

- A request was received from the owner of 429 – 11th Street to initiate the closure and sale of the undeveloped alley between 11th Street E and 10A Street. Only 50% of the property owners are in favor of this closure. Administration has sent a request to ORRSC to verify if a partial closure would be acceptable. The outcome of a partial closure will guide next steps.



- A formal request was received from the owner of 429 – 10A Street to close and sell the undeveloped area known as 10A Street. Administration will initiate this request with adjacent property owners later this month. More to follow.



Recreation

2023 Small Town Smoke Down BBQ Competition

The second annual Small Town Smoke Down took place June 2-4, 2023 at the Bassano Community Hall and Homecoming Campground. Throughout the weekend over 1,000 community members and visitors were able to enjoy a beef dinner and live music, amateur and professional steak cook-off, street market, tasting booth, children's games, Bassano Dam tours, beer gardens, and visit with professional BBQers – it was a sell-out weekend/event. With the generous support of our sponsors and volunteers, we were able to enhance returning events and include three new attractions: a chain saw carving demonstration, a local live music showcase, and the Show Up and Show Off Auto Show. The \$7,000 raised during the vent will be put toward the Bassano Outdoor Pool Liner Replacement Project. Proceed from the Yoder Smoker Raffle operated by the BBQ on the Bow will be received in the coming months.

Bassano Outdoor Pool

- A total of 2,390 patrons attended the facility during public swimming times in July, consistent with previous operating years. In addition, there were two private rentals.
- The Bassano Outdoor Pool received an anonymous donation of \$2,500 intended to help local patrons access the pool and to support general operations. Using this funding, the pool will offer 5 free swims (Fridays from 1:00 p.m. – 3:00 p.m. beginning July 28, 2023) and purchase items both practical and fun for pool operations. Items include replacement lifejackets, toys, and a lifeguard rescue tube.
- Bassano Outdoor Pool management and staff are looking forward to a very active August. Stay updated on Facebook for fun days including Hawaiian Day (August 11, 2023), Disney Day (August 17, 2023), and our Last Day Bash (August 28, 2023).

Bassano Outdoor Pool Liner Replacement Project

With the assistance of Hub Aquatics Solutions Inc, a PVC membrane expert, an RFQ was prepared for the full replacement of the Bassano Outdoor Pool PVC Pool Liner system. The request for quotation was issued on July 21, 2023. Two bids were received. Administration has prepared an analysis and recommendation for your consideration.

Bassano and District Centennial Arena Basement Updates Project

Armor Building Development Systems LTD. has begun upgrades to the ventilation system and installation of the fire-rated acoustical ceiling. Ric's Electric is onsite installing LED Lighting throughout the facility. Both contractors will be working simultaneously to complete their respective upgrades by October 1, 2023.

Attachments

1. Action Items List – no action required
2. Bylaw Enforcement Tracker – July 2023 – information only

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

Aug. 9, 2021 Regular Meeting

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

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	

Apr. 11, 2023 Regular Meeting

Directed to	Action	Completed
Davis, A.	Market new bylaw 932/23 in NL.	
Smith, S.	Connect with Library re: pool pass sales.	

June 12, 2023 Regular Meeting


Directed to	Action	Completed
Davis, A.	Market policy P-TOB66/005-23	

July 10, 2023 Regular Meeting

Town of Bassano
Council Meeting Action Items 2021-2023

Directed to	Action	Completed
DeMott, L.	Resolution index	Complete
DeMott, L.	Rotate minutes	Complete - Jul. 12, 2023
DeMott, L.	Amend resolution index/filing for May 8, 2023 minutes	Complete
Davis, A.	Email J. McIntosh re: thank you.	Complete - Jul. 11, 2023
Davis, A.	Email M. Douglass re: CH fee waiver.	Complete - Jul. 11, 2023
Davis, A.	Main street beautification model for windows.	Request to Graphic Designers - Jul. 11, 2023
	MS exterior discussion with WW/BHS.	Complete - Jul. 11, 2023 - emailed summary and welcomed feedback.
Davis, A.	Engage south side properties on MS re: what needs to happen for exterior renovations	
Davis, A.	Notify Taxervice of 2023 auction date.	Complete - Jul. 11, 2023
Petkau, C.	Set up 2023 tax auction.	In progress.
Davis, A.	Work with CoN re: process subdivision at airport.	Direction provided on Jul. 11, 2023
Davis, A.	Notify RCMP or preferred policing priorities and address traffic concerns re: ATV/dirtbikes/excessive noise.	Emailed on Jul. 11, 2023
Davis, A.	Notify FD re: leadership appointment.	Complete - Jul. 11, 2023
Barron, A.	Update website re: FD leadership team appointment.	Complete - Jul. 11, 2023
Davis, A.	Notify Dog Park committee of approval (property owners), pilot project and review, no charge for CH, and rejection of financial contribution at this time.	Complete - Jul. 11, 2023
Davis, A.	Notify dog park complainants that we received their concerns.	Complete - Jul. 11, 2023
Davis, A.	Process amendment request to ICIP for WWTU project.	Emailed on Jul. 14, 2023
Davis, A.	Letter to Grose re: Silk complaint investigation - to council prior to issuance.	Complete - Jul. 31, 2023
Davis, A.	Follow-up with Clr. Wetzstein re: AM Convention registration.	
Davis, A.	Reach out to AHS re: progress report.	Complete - Jul. 11, 2023
Barron, A.	Remove fire restriction link from website.	Complete - Jul. 11, 2023
Smith, S.	Address pool concerns re: sanitization, onsite changing room, and office/entry tidy-up.	Complete - Jul. 11, 2023
Davis, A.	For 2024 Battle of the Balls ensure set-up does not block disc golf.	
Davis, A.	Council updates to staff.	Complete - Jul. 13, 2023

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		Orders were issued on June 28, 2022 and amended on July 15, 2022 in include the correct bylaw number. July 31, 2022 date of compliance was given. Property owners appealed the orders and an extension of one month (period ending August 31, 2022) was approved by Council. Property owners have not achieved compliance.	Ongoing
TOB-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 and	Closed February 28, 2023

Town of Bassano
2023 Bylaw Enforcement Tracker

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

Town of Bassano
2023 Bylaw Enforcement Tracker

TOB-BEO0028/23	27-Jul-23	502 5 Avenue	Community Standards Bylaw 920/21	Complaint was received regarding the accumulation of household supplies, building materials and an old fence leaned up against the house.	See file.	A complaint was received on July 26, 2023. File is pending.	Ongoing
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MONTHLY STATEMENT
Town of Bassano
 Period Ending June 30, 2023

General Account			
Net Balance at End of Previous Month	\$ 896,732.00		
Receipts for the Month	\$ 405,654.99		
Interest	\$ 4,034.55		
May Transactions	\$ 8,494.10		
May Payroll	\$ 15,160.00		
ACP Regional Emergency Transfer	\$ 52,500.00		
Sale of 1002 2nd Ave	\$ 134,561.07		
Volunteer Alberta Grant	\$ 600.00		
July Transactions	\$ 3,746.00		
Cheque Cancellations	\$ 41,570.27		
Sub-Total	\$ 1,563,052.98		
Less Disbursements for the month	-\$ 320,260.59		
Service Charges	-\$ 592.04		
May Transaction	-\$ 1,235.09		
2023 County Contribution to Fire Capital	-\$ 57,420.00		
ACFA Debenture payment	-\$ 66,247.24		
Transfer to Land & Dev. Reserve	-\$ 134,176.07		
ACP REMP 75%	-\$ 52,500.00		
Tipps Returned	-\$ 607.60		
2Q ASFF School Taxes	-\$ 78,354.90		
Net Balance at End of Month	\$ 851,659.45		
Bank Balance at End of Month	\$ 906,463.69		
Outstanding Deposit	\$ 5,234.20		
Sub-Total	\$ 911,697.89		
Less outstanding cheques	-\$ 60,038.44		
NET Balance at End of Month	\$ 851,659.45		
Savings			
	Opening Balance	Interest/Transfers	Closing Balance
Fire Reserves	\$ 32,153.25	\$ 136.98	\$ 32,290.23
Sewage Upgrade	\$ 228,431.39	\$ 973.18	\$ 229,404.57
MSI Capital	\$ 1,289,390.75	\$ 5,493.16	\$ 1,294,883.91
Federal Gas Tax Refund	\$ 414,190.50	\$ 1,764.57	\$ 415,955.07
MSI Operational	\$ 60,997.05	\$ 259.86	\$ 61,256.91
Capital Plan Reserve	\$ 2,735,007.97	\$ 11,651.88	\$ 2,746,659.85
Land & Development Reserve	\$ 621,374.52	\$ 137,035.59	\$ 758,410.11
Recreation & Culture Reserve	\$ 491,683.80	\$ 2,094.71	\$ 493,778.51
Municipal Reserve	\$ 531,174.33	\$ 2,262.95	\$ 533,437.28
FCSS Reserve	\$ 37.78	\$ 0.16	\$ 37.94
AMWWP Grant Funds	\$ 59.68	\$ 0.25	\$ 59.93
Recreation Funding Committee	\$ 42,536.92	\$ 181.22	\$ 42,718.14
ACP-Regional Emergency Management Plan	\$ -	\$ 52,515.10	\$ 52,515.10
Municipal Fire Reserve Capital	\$ -	\$ 57,656.76	\$ 57,656.76
Tax Sale - 103000	\$ 40,726.50	\$ 173.51	\$ 40,900.01
Tax Sale - 242000	\$ -	\$ -	\$ -
Tax Sale - 243000	\$ 4,506.92	\$ 19.20	\$ 4,526.12
Tax Sale - 284000	\$ 25,856.25	\$ 187.57	\$ 26,043.82
Shydowski	\$ 112.08	\$ 1,003.78	\$ 1,115.86
Common Shares	\$ 5,627.47		\$ 5,627.47
Investments			
Shydowski Scholarship	\$ 3,856.79		\$ 3,856.79
Nesbit Burns	Fixed Income \$ 1,015,433.77	\$24,291.75	\$ 1,039,725.52
	Cash Account \$ 80,965.00	-\$13,759.15	\$ 67,205.85
Transaction Total		\$173,771.17	
Total	\$ 7,624,122.72		\$ 7,908,065.75

Prepared By:



Mayor Morey

Date Prepared: July 20, 2023

C.A.O Amanda Davis

FCSS Director's Report

Period Ending: July 31, 2023

Prepared By: Amanda Barron, Director

Supporting Community Members



SUPPORTS

Seniors Benefits

Through July we supported 4 seniors with benefit enrollment/submissions and acquiring resources to services.

PROGRAMS

Rural Pop Up

We are currently at risk of losing our Rural Pop Up as we have had two consecutive events with no attendance. I have been in contact with SPEC, we awaiting a definitive answer if they are interested in holding the August 15th session onwards, or if we dissolve our programming agreement.

Canadian Volunteer Income Tax Program

No new remittances to report.

Active Community Calendars

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

Craft and Activity Packages

Craft and activity packages designed to target fine and gross motor skills as well as emotional regulation aimed at children aged 4- 12. The packages contained emotion yoga, friendship bracelets, origami, beading, outdoor sensory games, clay, wikkisticks, and much more. So far this summer 60 packages have distributed to local children to enjoy, 20 packages are remaining.

Summer Social Skills Camp- Session 1

Social Skills Club was piloted this summer hosting weeklong sessions featuring stories by Jory John that provoke children to examine cause/effect and their emotions to increase self-regulation skills. Additionally, aiding children in literacy, friendship and conversation skills used in daily living. Our first session ran July 24-28 daily for an hour for a one-week period and ended with a 10 minute emotions yoga. There were 6 children from ages 6-9 that attended. The program was fully developed internally, resources supported themes used in the reading. This program was developed to be reusable for future programming cycles and our second session will be held August 14-18.

Lifesaver Sundae – Drowning Protection

FCSS Director's Report

Period Ending: July 31, 2023

Prepared By: Amanda Barron, Director



Supporting Community Members

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

INITIATIVES

Welcome Wagon (WW)

Through the month of July Bassano FCSS had no packages distributed. An invitational letter was distributed to local business to participate, and we were pleased with the response. Updated/restocked packages are ready for distribution.

GENERAL UPDATES

TC Energy Grant

Bassano FCSS has been working to acquire grant funding to help support some future preventative and developmental courses we are hoping to facilitate in Bassano that will help community capacity building.

UPCOMING PROGRAMS

- Summer Social Skills Camp Session 2
- Active August Open Sport Days
- Parade of Garage Sales
- Kick it to the Curb
- Intention Journals – Suicide Prevention
- Community Walk- Suicide prevention
- National Day of Truth and Reconciliation – Bassano School Collaboration



TOWN OF BASSANO

Cheque Listing For Account Payable

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount	Batch #
							22240
20230478	2023-06-02	EFT	EFT	171	AMSC INSURANCE SERVICES LTD.	4,215.24	
20230479	2023-06-02	EFT	EFT	1072	CONNECT FIRST CREDIT UNION LTD	1,000.00	
20230480	2023-06-02	EFT	EFT	7	RECEIVER GENERAL FOR CANADA	15,253.55	
						<hr/>	20,468.79
							22248
20230481	2023-06-07	EFT	EFT	900001	DYCK, DENNIS	700.00	
20230482	2023-06-07	EFT	EFT	900001	HOFER, JOE	2,000.00	
20230483	2023-06-07	EFT	EFT	900001	THIES, FRITHJOF	1,000.00	
						<hr/>	3,700.00
							22249
20230484	2023-06-07	EFT	EFT	900001	HOFER, JOE	1,200.00	
						<hr/>	1,200.00
							22273
20230495	2023-06-14	EFT	EFT	1036	B. J. ZIBELL TRUCKING	340.73	
20230496	2023-06-14	EFT	EFT	1077	BARRON, AMANDA	267.41	
20230498	2023-06-14	EFT	EFT	46	BASSANO PHARMACY	6.90	
20230499	2023-06-14	EFT	EFT	1050	CHINOOK FINANCIAL C/O COLLABRIA	2,018.10	
20230500	2023-06-14	EFT	EFT	413	HI-WAY 9 EXPRESS LTD.	45.15	
20230501	2023-06-14	EFT	EFT	217	PLAYFAIR LODGE	477.84	
20230502	2023-06-14	EFT	EFT	896	ROCKHARD MACHINING LTD	157.50	
20230503	2023-06-14	EFT	EFT	1049	STAPLES ADVANTAGE CORPORATE EXPRESS CANADA, I	2,516.38	
20230504	2023-06-14	EFT	EFT	1100	WURTH CANADA LIMITED	18.90	
20230505	2023-06-14	EFT	EFT	1087	YELLOW PAGES DIGITAL & MEDIA SOLUTIONS LIMITE	31.15	
20230506	2023-06-14	EFT	EFT	900001	Bassano Fire Rapid Response Society	100.00	
20230507	2023-06-14	EFT	EFT	900001	CR SAFETY TRAINING AND CERTIFICATION LTD	812.18	
20230508	2023-06-14			900001	PISCES ACUPUNTURE	50.00	
20230509	2023-06-14	EFT	EFT	900001	STANDARD LIONS CLUB	782.00	
						<hr/>	7,624.24



TOWN OF BASSANO

Cheque Listing For Account Payable

2023-Aug-10

1:18:24PM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount	Batch #
							22286
20230510	2023-06-21	EFT	EFT	1043	2052900 ALBERTA LTD.	11,623.50	
20230511	2023-06-21	EFT	EFT	932	A-1 IRRIGATION & TECHNICAL SERVICE	30.33	
20230512	2023-06-21	EFT	EFT	1065	AED ADVANTAGE SALES LTD	197.40	
20230513	2023-06-21	EFT	EFT	877	ALBERTA MUNICIPAL SERVICES CORPORATION	22,044.83	
20230514	2023-06-21	EFT	EFT	564	AZTEK SECURITY COMPANY	97.65	
20230515	2023-06-21	EFT	EFT	1094	BASSANO ARTS COUNCIL	2,850.00	
20230516	2023-06-21	EFT	EFT	8	BASSANO AUTOMOTIVE (1985) LTD.	888.66	
20230518	2023-06-21	EFT	EFT	47	BASSANO PLUMBING & HEATING	3,134.52	
20230519	2023-06-21	EFT	EFT	9	BASSANO PUBLISHERS	616.28	
20230520	2023-06-21	EFT	EFT	522	BENCHMARK ASSESSMENT	1,571.77	
20230521	2023-06-21	EFT	EFT	1097	BIZSUITE	508.20	
20230522	2023-06-21	EFT	EFT	266	BRASSARD GREENHOUSE LTD.	3,437.34	
20230523	2023-06-21	EFT	EFT	487	CANADIAN LINEN	107.13	
20230524	2023-06-21	EFT	EFT	121	COUNTY OF NEWELL	6,810.76	
20230525	2023-06-21	EFT	EFT	796	CREAKY FLOOR HARDWARE STORE LTD.	73.50	
20230526	2023-06-21	EFT	EFT	729	FIELD LLP	420.00	
20230527	2023-06-21	EFT	EFT	908	FOX ENERGY SYSTEMS INC.	3,803.10	
20230528	2023-06-21	EFT	EFT	737	HILLSIDE EXCAVATING INC.	3,354.75	
20230529	2023-06-21	EFT	EFT	989	PETKAU, CHRISTINE	216.05	
20230530	2023-06-21	EFT	EFT	3	PIONEER GAS CO-OP LTD.	200.00	
20230531	2023-06-21	EFT	EFT	946	RAYMOND, LONNIE	20.99	
20230532	2023-06-21	EFT	EFT	967	REDDING, BRADLEY	3,070.14	
20230533	2023-06-21	EFT	EFT	1041	REYNOLDS MIRTH RICHARDS & FARMER LLP	404.25	
20230534	2023-06-21	EFT	EFT	881	SOUTH COUNTRY CO-OP LIMITED	1,852.25	
20230535	2023-06-21	EFT	EFT	1	TELUS COMMUNICATIONS INC.	814.92	
20230536	2023-06-21	EFT	EFT	1035	TELUS MOBILITY	535.12	
20230537	2023-06-21	EFT	EFT	696	VILLAGE OF DUCHESS	5,800.00	
							74,483.44
							22291
20230540	2023-06-15	EFT	EFT	1033	WATSON, RICHARD	1,584.00	
							1,584.00
							22325
20230562	2023-06-30	EFT	EFT	505	BASSANO AG FOODS	1,229.53	
20230563	2023-06-30			987	BASSANO BOWLING CLUB	80.00	
20230564	2023-06-30	EFT	EFT	869	JONES, KEVIN RONALD	149.60	
20230565	2023-06-30	EFT	EFT	1080	JONES, MIKE	96.36	
20230566	2023-06-30	EFT	EFT	779	OLDMAN RIVER REGIONAL SERVICES COMMISSION	3,594.75	
20230567	2023-06-30	EFT	EFT	635	PALLISER ECONOMIC PARTNERSHIP	3.90	
20230568	2023-06-30	EFT	EFT	900001	AHLA SERVICES CORP	414.75	
20230569	2023-06-30	EFT	EFT	900001	BASSANO FIRE RAPID RESPONSE SOCIETY	138.60	
20230570	2023-06-30			900001	HALE RANCH BEEF	400.00	
							6,107.49



TOWN OF BASSANO

Cheque Listing For Account Payable

2023-Aug-10

1:18:24PM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Batch #	Amount	
20230600	2023-06-30	EFT	EFT	44	BASSANO AUTOBODY (1977) LTD.	22330	50.00	
20230601	2023-06-30	EFT	EFT	8	BASSANO AUTOMOTIVE (1985) LTD.		906.38	
20230602	2023-06-30	EFT	EFT	20	BASSANO BUILDING CENTRE LTD.		1,447.74	
20230603	2023-06-30	EFT	EFT	382	CHRIST THE REDEEMER CATHOLIC SEPARATE		3,175.90	
20230604	2023-06-30	EFT	EFT	908	FOX ENERGY SYSTEMS INC.		950.20	
20230605	2023-06-30	EFT	EFT	1095	LIFESAVING SOCIETY		437.94	
20230606	2023-06-30	EFT	EFT	1055	MOREY, IRVIN		1,060.80	
20230607	2023-06-30	EFT	EFT	1046	MUHLBEIER, VICTORIA		1,580.00	
20230609	2023-06-30	EFT	EFT	902	SIEBEN HOLDINGS LTD.		682.50	
20230610	2023-06-30	EFT	EFT	1014	SLOMP, JOHN		204.00	
20230611	2023-06-30	EFT	EFT	1000	SMITH, SYDNEY		78.28	
20230612	2023-06-30	EFT	EFT	1035	TELUS MOBILITY		384.73	
20230613	2023-06-30	EFT	EFT	874	WETZSTEIN, MIKE		506.00	
							<hr/>	
							11,464.47	
<hr/>								
20230614	2023-06-28	EFT	EFT	578	NEWELL REGIONAL SERVICES CORP.	22334	39,658.12	
							<hr/>	
							39,658.12	
<hr/>								
							Total	166,290.55

*** End of Report ***

BASSANO JULY 2023 REPORT

During the month of July our department completed eight hours of Municipal Enforcement duties.

Officers will be as well receiving direction from the CAO and designated staff on any matters that require investigation that their office receives.

During this month, our department had three investigations and assisted on a motor vehicle collision.

The investigations were for unsightly properties.

During this month there were six warnings and three tickets issued.

The warnings were for driver not wearing a seatbelt (2), operate an unregistered motor vehicle, equipment violations (2) and driver does not have a driver's licence in possession.

There were violation tickets issued for driver not wearing a seatbelt (2) and fail to obey a traffic control device.

The focus for the Alberta Traffic Safety Enforcement for this month was on impaired driving. This area of focus utilizes the RCMP.

This concludes the report for Bassano for July.



August 9, 2023

Cpl. Clayton MAMCHUR
Detachment Commander
Bassano, Alberta

Dear Mr. Irvin MOREY,

Please find the quarterly Community Policing Report attached that covers the April 1st to June 30th, 2023 reporting period. The attached report outlines a quarterly snapshot of the human resources, financial data and crime statistics for the Bassano RCMP Detachment.

As part of the Alberta RCMP's ongoing priority to ensure public safety, encouraging citizens to report all crimes plays a vital role in building community well-being. We recognize that non-urgent crimes such as minor thefts and other property crimes may go unreported due to various reasons such as perceived insignificance or fear of inconvenience. Thus, the Alberta RCMP continues to engage citizens on the importance of reporting non-urgent crimes to help us optimize our crime prevention efforts.

To help facilitate this, we have made reporting of non-urgent crime easier through the Alberta RCMP APP (available as a free download on the [Apple App Store](#) or [Google Play](#)). Online crime reporting offers a convenient way for citizens to report non-emergent crime to Alberta RCMP from their computer or smartphone without having to phone or visit the police detachment.

An informed community is a safer community. Here are some reasons why online reporting of non-urgent crimes matters:

- Alberta RCMP police officers in the Call Back Unit are responsible for investigating online crime reports, thus reducing the need for frontline police officers to respond. Encouraging the public to use online crime reporting provides the Detachment's frontline officers an opportunity to dedicate more of their time toward proactive policing activities in their community.
- Non-urgent online crime reporting also has the potential to reduce those same non-urgent phone calls to our 911 Operators and Detachment Support Staff.



- The Alberta RCMP encourages citizens to report every crime that occurs as this will provide reliable data we can leverage to identify patterns and trends in criminal activities within our communities. We then use this intelligence to distribute our resources strategically and to further ensure that our police officers are deployed where they are needed the most.

Thank you for your ongoing support and continued guidance in ensuring that we are consistently meeting your community's evolving policing needs. I invite you to contact me should you have any questions or concerns.

Sincerely,

Cpl. Clayton MAMCHUR
Detachment Commander
Bassano, Alberta



RCMP Provincial Policing Report

Detachment	Bassano Provincial
Detachment Commander	Cpl. Clayton MAMCHUR
Quarter	Q1
Date of Report	August 9, 2023

Community Consultations

Date range	from April 1, 2023 through June 30, 2023
Meeting Type	Community Connection
Topics Discussed	Safety, Community Involvement and Property Crime
Notes/Comments	<p>During this three month reporting period, Bassano RCMP members have engaged in over 50 community engagements. These have been purposefully diverse, and include: providing multiple school presentations, informal and formal meetings with stakeholders to discuss community concerns or emerging trends of significance to public safety, participation in local events (ball tournaments, BBQ competition/rodeos, and parades), the Bassano bicycle rodeo and presentations to adult audiences to assist the public in reducing victimization (due to fraud, senior abuse, etc.). The specific details for each of these involvements are available upon request. Approachability and accountability remain our focus. To that end, Bassano RCMP members additionally focussed on engaging our business community to ensure their concerns are heard and needs are being met. Bassano RCMP members have also welcomed all available opportunities to engage in a positive way with our youth populations. Throughout this period, RCMP members routinely attended the schools to engage with faculty and students alike. RCMP members were a frequent presence, and also took the time to speak with children in the playgrounds to further demonstrate approachability through their interactions. To enhance pedestrian safety and encourage safe driving behaviours, RCMP members complete dedicated patrols through our school and playground zones. Bassano RCMP are committed to working with all of our diverse communities to provide dedicated police services, designed to enhance public safety while being specifically tailored to address the unique needs of each area. Common concerns expressed during these community interactions (such as dangerous driving and property crime) were examined and built into the Detachment's annual performance plan.</p>



Community Priorities

Priority 1	Enhance Awareness and Education
Current Status & Results	<p>Bassano members have focussed on frequent contact and meaningful community engagements this quarter and these efforts have not gone unnoticed. Positive comments have been received from the CAO's in both Bassano and Rosemary regarding the notably increased police presence. Members have been a commonplace presence in schools, Town/Village Offices, local businesses and community events. This initiative is on track to exceed expectations.</p>
Priority 2	Enhance Road Safety
Current Status & Results	<p>Bassano RCMP were largely successful in efforts to reduce the occurrence of motor vehicle collisions through targeted enforcement. Members focused on addressing distracted, dangerous and aggressive driving behaviours along with intersection related violations. To enhance road safety, multiple check-stops were employed to address and discourage impaired driving. These efforts subjected the drivers of 39 vehicles to roadside screening (MAS) for alcohol consumption. It is encouraging to see that most of the motorists stopped were sober however check-stops did result in the apprehension of two impaired drivers. Members additionally focused on ensuring pedestrian safety by diligently completing school zone and playground patrols. The Redcliff Traffic Unit was engaged to prioritize aggressive driving behaviours throughout the Bassano area, and successfully addressed 18 additional infractions.</p>
Priority 3	Rural Crime Reduction
Current Status & Results	<p>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 the entire service area. This collaborative approach assists front-line RCMP members in focusing their attention and engaging in meaningful enforcement efforts. Bassano RCMP have identified 32 outstanding warrants, however the vast majority of these offenders do not reside within our Detachment boundaries. Presently there remains only 1 outstanding arrest warrant for an individual residing locally. Efforts to effect this arrest continue. Of the remaining 31 warrants, only 3 individuals reside in neighbouring Detachment areas (2 x Brooks and 1 x Gleichen) while the vast majority reside well outside of our jurisdiction. Bassano members continue working toward reducing these outstanding matters.</p>



Priority 4

Contribute to Employee Development and Leadership

Current Status & Results

Bassano RCMP members have been appropriately using their Wellness Days and Vacation Leave to ensure work-life balance is maintained. Due to the wildfire emergency, multiple training opportunities that had been previously scheduled needed to be cancelled/postponed. Despite this, both operational and discretionary training have been consistently provided and will continue to be prioritized as needs/opportunities arise throughout the year.



Crime Statistics¹

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

Category	April - June			January - December		
	2022	2023	% Change Year-over-Year	2021	2022	% Change Year-over-Year
Total Criminal Code	40	49	23%	187	137	-27%
<i>Persons Crime</i>	9	14	56%	71	32	-55%
<i>Property Crime</i>	20	29	45%	94	73	-22%
<i>Other Criminal Code</i>	11	6	-45%	22	32	45%
Traffic Offences						
<i>Criminal Code Traffic</i>	1	2	100%	9	7	-22%
<i>Provincial Code Traffic</i>	88	65	-26%	500	397	-21%
<i>Other Traffic</i>	0	0	N/A	5	5	0%
CDSA Offences	0	0	N/A	0	0	N/A
Other Federal Acts	0	0	N/A	1	3	200%
Other Provincial Acts	15	18	20%	61	58	-5%
Municipal By-Laws	0	1	N/A	8	5	-38%
Motor Vehicle Collisions	16	10	-38%	53	79	49%

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

Trends/Points of Interest

Property and persons crime have demonstrated a slight increase from the numbers reported in 2022, but have remained consistently low over the past five year period. The total change from 2022 reflects a difference of 14 incidents. This type of variance is not unusual and is often reflective of the specific individuals who may have frequented or relocated to/from the area.

Most of the persons crime reported are the result of relationship conflict (domestic disturbances).

The property crime being reported is mainly attributable to an increase in motor vehicle or related thefts (trailers, etc.). Addressing and reducing this remains a primary focus for Bassano RCMP. To that end, each member is responsible to complete dedicated rural patrols in addition to frequent vehicle interactions with the traveling public. These requirements directly assist your police officers in determining who is frequenting our area, addressing any stolen vehicles found on our roads or outstanding arrest warrants and generally encouraging the individuals involved in these criminal behaviours to avoid our Detachment area. Bassano members also consistently encourage the public to ensure their property is securely locked and that the keys are stored separately from vehicles.



Provincial Police Service Composition Table²

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

² Data extracted on June 30, 2023 and is subject to change.

³ 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.

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

Comments

Police Officers: Of the four established positions, four officers are working. There is no vacancy detected at this time.

Detachment Support: Of the one established position, one resource is working. There is no vacancy detected at this time.

Quarterly Financial Drivers

During this reporting period, Bassano Detachment successfully navigated the Public Service Alliance of Canada (PSAC) strike and deployments due to the wildfire emergency. Multiple training opportunities were also provided to the members in addition to periods of leave (vacation, etc.). Due to these factors, 20 overtime shifts were utilized to fill the vacancies created and ensure the public was consistently provided with police coverage and continued engagement in community events.

Bassano Detachment has additionally conducted repairs to our police truck and to the cell block to ensure prisoner safety.



Bassano Provincial Detachment Crime Statistics (Actual) Q1: 2019 - 2023

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

July 4, 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		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		0	2	1	2	0	N/A	-100%	0.0
Other Sexual Offences		0	2	1	1	1	N/A	0%	0.1
Assault		7	6	10	1	8	14%	700%	-0.3
Kidnapping/Hostage/Abduction		0	0	0	1	0	N/A	-100%	0.1
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		3	2	4	0	2	-33%	N/A	-0.4
Uttering Threats		2	5	1	4	3	50%	-25%	0.1
TOTAL PERSONS		12	17	17	9	14	17%	56%	-0.4
Break & Enter		13	7	4	3	2	-85%	-33%	-2.6
Theft of Motor Vehicle		3	1	3	0	2	-33%	N/A	-0.3
Theft Over \$5,000		11	0	0	1	2	-82%	100%	-1.7
Theft Under \$5,000		7	3	3	2	10	43%	400%	0.5
Possn Stn Goods		5	0	2	1	1	-80%	0%	-0.7
Fraud		4	8	7	2	1	-75%	-50%	-1.2
Arson		0	0	0	2	0	N/A	-100%	0.2
Mischief - Damage To Property		0	2	4	5	9	N/A	80%	2.1
Mischief - Other		12	3	2	4	2	-83%	-50%	-1.9
TOTAL PROPERTY		55	24	25	20	29	-47%	45%	-5.6
Offensive Weapons		0	0	0	2	0	N/A	-100%	0.2
Disturbing the peace		1	2	0	0	2	100%	N/A	0.0
Fail to Comply & Breaches		6	0	1	3	2	-67%	-33%	-0.5
OTHER CRIMINAL CODE		2	0	4	6	2	0%	-67%	0.6
TOTAL OTHER CRIMINAL CODE		9	2	5	11	6	-33%	-45%	0.3
TOTAL CRIMINAL CODE		76	43	47	40	49	-36%	23%	-5.7



Crime Statistics (Actual)

Q1: 2019 - 2023

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

July 4, 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
Total Drugs		0	0	0	0	0	N/A	N/A	0.0
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		2	0	1	0	0	-100%	N/A	-0.4
TOTAL FEDERAL		2	0	1	0	0	-100%	N/A	-0.4
Liquor Act		2	1	1	2	0	-100%	-100%	-0.3
Cannabis Act		0	0	2	0	0	N/A	N/A	0.0
Mental Health Act		11	6	6	6	1	-91%	-83%	-2.0
Other Provincial Stats		17	8	8	7	17	0%	143%	-0.1
Total Provincial Stats		30	15	17	15	18	-40%	20%	-2.4
Municipal By-laws Traffic		0	0	1	0	0	N/A	N/A	0.0
Municipal By-laws		3	0	1	0	1	-67%	N/A	-0.4
Total Municipal		3	0	2	0	1	-67%	N/A	-0.4
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		0	4	3	2	1	N/A	-50%	0.0
Property Damage MVC (Reportable)		8	7	4	10	9	13%	-10%	0.5
Property Damage MVC (Non Reportable)		2	1	1	4	0	-100%	-100%	-0.1
TOTAL MVC		10	12	8	16	10	0%	-38%	0.4
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
Total Provincial Traffic		180	50	124	88	65	-64%	-26%	-19.2
Other Traffic		2	1	0	0	0	-100%	N/A	-0.5
Criminal Code Traffic		10	3	4	1	2	-80%	100%	-1.8
Common Police Activities									
False Alarms		5	0	4	2	3	-40%	50%	-0.2
False/Abandoned 911 Call and 911 Act		3	4	1	3	3	0%	0%	-0.1
Suspicious Person/Vehicle/Property		11	10	14	8	1	-91%	-88%	-2.2
Persons Reported Missing		2	1	3	24	0	-100%	-100%	1.9
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		10	9	16	4	1	-90%	-75%	-2.3
Form 10 (MHA) (Reported)		0	2	1	0	0	N/A	N/A	-0.2



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR111593

July 7, 2023

His Worship Irvin Morey
Mayor
Town of Bassano
PO Box 299
Bassano AB T0J 0B0

Dear Mayor Morey:

Further to my predecessor's letter of March 2, 2023, a strong partnership between the province and local governments remains a key priority for the Government of Alberta. To that end, I am pleased to confirm the allocation amounts to your community for the Municipal Sustainability Initiative (MSI) Capital and Operating programs, and the Canada Community-Building Fund (CCBF) program.

For the Town of Bassano:

- The **2023 MSI Capital allocation is \$155,583.**
- The **2023 MSI Operating allocation is \$100,418**, double the 2022 allocation amount.
- The **2023 CCBF allocation is \$75,498.**

MSI and CCBF funding amounts for all municipalities and Metis Settlements are posted on the Government of Alberta website at open.alberta.ca/publications.

I look forward to working together with you to support your local infrastructure and operating needs, and building strong, vibrant communities across Alberta.

Sincerely,

A handwritten signature in blue ink that reads "Ric McIver".

Ric McIver
Minister

cc: Amanda Davis, Chief Administrative Officer, Town of Bassano

From: Service <armsreach1@shaw.ca>

Sent: Friday, July 28, 2023 4:34 PM

Subject: EXTERNAL - Take the leaky Toilet Test - By popular request an updated price list: 250, 500 and 1,000 Brochures plus new insert sheets: "Tips to Reduce Home and Office Water Consumption"

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

Hello there,

I hope this email finds you well and happy; -)

[Thank you for passing this information along to your Water Supervisor.](#)

New idea to place a sheet inside the brochure: "Tips to Reduce Home and Office Water Consumption"

We understand that water conservation is an important issue [today](#). We're accustomed to watering restrictions for residential and commercial properties, but there is another source of conservation. At Armsreach Printing & Graphics we have a special brochure that helps promote water conservation in homes, farms, factories and offices; in fact any location that has a working toilet. We provide a set of two toilet testing dye strips in a pouch; which are non-toxic, that we attach to the brochure that outlines how to do the test and how to repair a leaking toilet.

Please see the Take the Leaky Toilet Test Brochure in the attachment area. Thank you.

Take the Leaky Toilet Test Brochure price list on 250, 500 and 1,000 Brochures - Delivery included to anywhere in Canada.

250	@	\$3.37 each, boxed and includes delivery to any postal address in Canada
500	@	\$2.67 each, boxed and includes delivery to any postal address in Canada
1,000	@	\$1.99 each, boxed and includes delivery to any postal address in Canada

New Insert Sheets which can be purchased and placed inside the brochure or purchased separately:

Insert Sheets/Rack Cards: "Tips to Reduce Home and Office Water Consumption", as per the artwork enclosed – see attachment, which includes your logo & contact information in colour on the front and the back of the information sheet:

250	@	\$198.38
500	@	\$286.73
1000	@	\$395.92

The quotations for the insert sheets are applicable taxes extra; artwork and delivery included.

Please don't hesitate to contact me for more information.

We're proud to employ Diverse Ability Social Enterprises like: www.bestemployment.ca. These fine folks manually glue the dye strip pouches to the brochures preparing the brochures for distribution to the public and or your mailing programs.

These brochures are designed to fit #10 Envelopes. Weighs 6 grams. 50 grams or less is required by Canada Post for the standard mailing rate.

The Take the Leaky Toilet Test Brochures and or "Tips to Reduce Home and Office Water Consumption" fit any 4" by 9" countertop brochure racks.

If you'd like to test these toilet dye strips for yourself, we would be pleased to send you samples - please send us an email: armsreach@shaw.ca or call Byron at 604-561-8752.

The enclosed prices include all artwork to final proof approval. The enclosed prices are applicable taxes extra, fob destination(delivery included).

Delivery time: We always work towards your needs however 12 working days is standard.

I look forward to hearing from you.

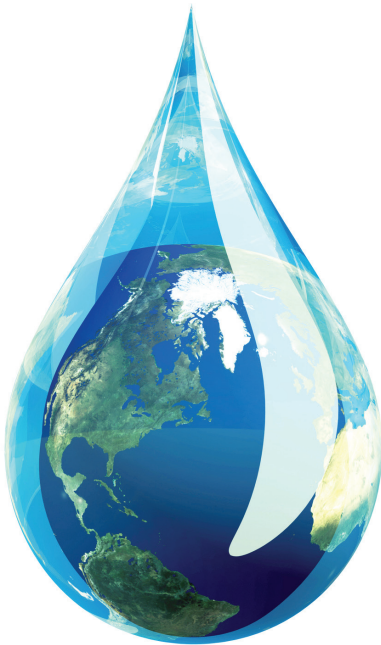
With Kindest Regards,
Byron B. Giraud
Armsreach Printing & Graphics
www.armsreach.ca - *New website!*
604.561.8752

Armsreach Printing & Graphics

Armsreach Printing & Graphics

If you commit just a little extra effort each day to save water, you alone can make a difference. Do our future generations a favour, conserve water.

Thank you for being Water Wise!

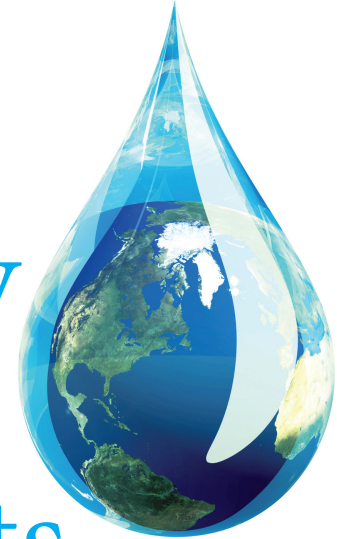


If you require further information, please contact:

Water Wise Hotline
123-456-7890

**Municipal Logo
and Contact Information
Here**

**Every
drop
counts.**



Take the leaky toilet test...

A leaky toilet can waste as much as 950 litres of water per day or the volume of 12 bathtubs a day!

**Municipal Logo
and Contact Information
Here**

armsreach@shaw.ca 604.561.8752

armsreach@shaw.ca 604.561.8752

folded size: 3.75" wide 8.5" high

Armsreach Printing & Graphics

Armsreach Printing & Graphics

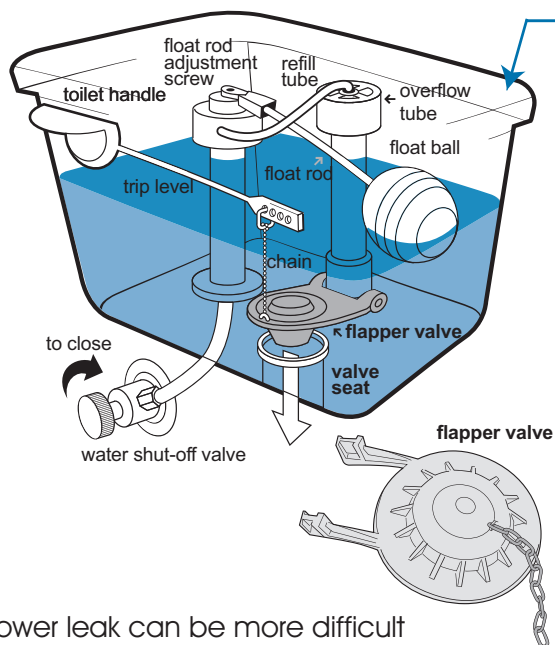
How to fix your toilet:

The flapper is the most common cause of running toilets.

Take the lid off the back of the toilet and see if the flapper is all the way down against the valve seat or if it is hanging open.

If it is hanging open, try moving the arm that is attached to the flapper and see if it falls back down to the bottom of the tank. Check to see if anything is blocking the flapper from returning to the bottom such as the chain or sediment. If so, remove the impediments.

If it continues to leak, try replacing the flapper.



A slower leak can be more difficult to identify and can be caused by the valve seat being damaged. The best way to fix this leak is to replace the valve seat.

If your toilet is new, it may be leaking too. Take the leaky toilet test and see!

Directions:

1. Remove the tank cover and put one strip in the tank.
2. DO NOT FLUSH
3. Wait 30 minutes.
4. If the water in the bowl remains clear there are no leaks!
5. If the water in the bowl turns blue, there is a leak in your tank!

Use these dye strips to detect leaky toilets – 2 toilets per pouch



One dye strip per toilet tank is all that you need.

armsreach@shaw.ca 604.561.8752

armsreach@shaw.ca 604.561.8752

folded size: 3.75" wide 8.5" high



Newell Housing Foundation Minutes

June 6 , 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 4:03 pm

1. Additions to/Adoption of Agenda

Moved by J. Petrie to accept the agenda with the addition of 2. d. Playfair Lodge Comfort Fund- Signing Authority

CARRIED

2. New Business

a) CAO Report

Items in the CAO report including vacancies and ongoing capital projects were discussed. Vacancies for May 2023 were: Newbrook Lodge 8 – 3 being used as guest suites. Playfair Lodge-9. Dr. Scott Apartments- 0. Pioneer Villas- 3-2- awaiting suite renewals-almost complete. Community Housing -2, Tilley- 0, Duchess-0 Rosemary-2. A discussion on Home Care and the services they do and do not provide was also held. Newell Housing Foundation will work with ASCHA to advocate for more Home Care services in the Lodge setting. Ongoing capital projects were also discussed.

Moved by Y. Fujimoto to accept the CAO Report as information.

CARRIED

b) Elevator Maintenance Contracts- Pioneer Villas 2 and 3

Maintenance Proposals from Otis, Schindler, TK and Medicine Hat Elevator were presented to the Board for review.

Moved by A. Skanderup to proceed with the proposal from Otis for \$7,200/year.

CARRIED

c) Newell Christian Community Chaplaincy Request Letter

A letter requesting funding for the Chaplain that attends Newbrook Lodge was presented to the Board. The CAO is to draft a letter of decline.

d) Playfair Lodge Comfort Fund- Signing Authority

Moved by J. Petrie that Alice Slomp and Sabine Nasse be removed as signing authorities on the Playfair Lodge Comfort Fund account. Madison Mitchell and Sasha Loewen to be added as signing authorities.

CARRIED



3. Old Business

a) Bassano Project

a) Rural Development Network- Needs Assessment

An update was given by the CAO and the Work Plan from the Rural Development Network was presented to the Board.

A discussion was also held on the Continuing Care Capital Program.

M. Wardrop arrives

b) Business Plan Updates

- a. Appendix A- Board Skills Matrix
- b. Appendix C- Financial Budgets and Forecasts
- c. Appendix D- Capital Maintenance and Renewal
- d. Appendix F- Asset Management
- e. Appendix G- Capital Assets Business Plan

Moved by J. Slomp to approve the Business Plan Updates as presented.

CARRIED

c) Letter to the Brooks and District Health Foundation

A letter to the Brooks and District Health Foundation regarding a partnership on a covered walkway was presented to the Board for review.

d) Policy Review Committee

- a. 102a- Newbrook Lodge Terms of Occupancy
- b. 102b- Playfair Lodge Terms of Occupancy
- c. 103- Employee Handbook
- d. 104a- Management Personnel Policy
- e. 202- Appliance
- f. 210- Communicable Disease and Infection
- g. 219-Pet Policy
- h. 223-Rent Refund
- i. 224b- Resident Eligibility- Community Housing
- j. 224- Resident Eligibility- Lodges
- k. 226- Resident Safety and Security
- l. 242a- Move out Authorization
- m. 257- Resident Eligibility for short term-respite
- n. 260- Social Media Policy

Moved by A. Phillpot to approve the Policy Manual Updates as presented.

CARRIED

4. Financial Statements

Moved by A. Skanderup to accept the Financial Statements as presented.

CARRIED

Consent Agenda Items

Moved by Y. Fujimoto that the items listed in the Consent Agenda be accepted for information.

CARRIED

Meeting Date



The next meeting is August 1 at 4:00 pm in the Hayes Room at City Hall

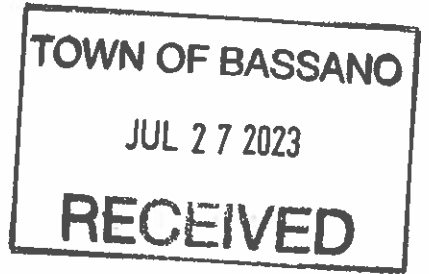
Adjournment

The meeting was adjourned at 5:00 pm

Board Chair

Board Member

DOG PARK



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

Noise:

In the park
Walking dogs to park

Smell:

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

Cost:

New gates
Supposedly temporary fencing around garden plots

Voting:

Everyone should get a vote

Parking:

There is no parking area

Rodeo grounds area:

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

Greenspace

We need them all for our town

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

Nalene Johnson



EXECUTIVE COMMITTEE MEETING MINUTES
May 11, 2023; 6:00 pm
ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, May 11, 2023, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

Attendance

Executive Committee:

Gordon Wolstenholme, Chair
 Don Anderberg, Vice Chair
 David Cody
 Christopher Northcott, Virtual
 Jesse Potrie
 Brad Schlossberger
 Neil Sieben

Staff:

Lenze Kuiper, Chief Administrative Officer
 Raeanne Keer, Executive Assistant

Chair Wolstenholme called the meeting to order at 6:03 pm.

1. Approval of Agenda

Moved by: Don Anderberg

THAT the Executive Committee adopts the May 11, 2023 Executive Committee Meeting Agenda, as presented.

CARRIED

2. Approval of Minutes

Moved by: Jesse Potrie

THAT the Executive Committee approves the April 13, 2023 Executive Committee Meeting Minutes, as presented.

CARRIED

3. Business Arising from the Minutes

There was no business arising from the minutes.

4. Official Business**a. 2022 Annual Report - Draft**

L. Kuiper presented the draft 2022 Annual Report to the Committee

The Committee discussed the report.

Moved by: Brad Schlossberger

THAT the Executive Committee approves the presentation of 2022 Annual Report to the Board of Directors on June 1, 2023 Annual General Meeting for approval, as presented.

CARRIED

b. Brownlee Planning and Development Law: Current Trends, Issues & Updates Webinar; May 17, 2023

L. Kuiper stated that staff have registered to participate in the Brownlee LLP Planning and Development Law: Current Trends, Issues & Updates webinar scheduled for May 17, 2023.

c. Subdivision Internal Database - Update

L. Kuiper stated that Administration has been working to digitize our subdivision records to develop an internal digital database. He stated that the objective of the internal database is to streamline searchability of our subdivision records and to mitigate risk management that is associated with historical records.

L. Kuiper noted that to date 12,236 records have been digitized, and that it is estimated that we are in possession of over 20,000 subdivision files.

d. June 1, 2023 Board of Directors Annual General Meeting and BBQ

L. Kuiper stated that in conjunction with the Annual General Meeting on June 1, 2023, a BBQ will be hosted prior to the start of the meeting.

R. Keer stated that the invitation will be distributed to the Board on Friday, May 12, 2023.

e. Summer Meeting Schedule

L. Kuiper stated that historically the Executive Committee only meets once through the summer months, and inquired if the Committee would like to cancel would of the summer meetings.

The Committee discussed the Regular Meetings schedule for 2023.

The Committee determined that the Regular Meeting scheduled for July 13, 2023 would be held and that the Regular Meeting of August 10, 2023 would be cancelled.

f. Vehicle Update

L. Kuiper stated that the third vehicle was ordered in December 2022, and that notice was received that it has gone to production on May 1, 2023. He stated that it is anticipated to be delivered in June 2023.

g. Subdivision Activity

- **As of April 30, 2023**

L. Kuiper presented the Subdivision Activity as of April 30, 2023 to the Committee.

Moved by: David Cody

THAT the Executive Committee accepts the Subdivision Activity as of April 30, 2023 for information purposes.

CARRIED

5. Accounts

a. Office Accounts

(i) Monthly Office Accounts

- **March 2023**

(ii) Payments and Credits

- February 2023

L. Kuiper presented the Monthly Office Accounts for March 2023 and the Payments and Credits for February 2023 to the Committee.

Moved by: Christopher Northcott

THAT the Executive Committee approves the Monthly Office Account for March 2023 and the Payments and Credits for February 2023, as presented.

CARRIED

b. Financial Statements

(i) Balance Sheet

- As of January 31, 2023 to March 31, 2023

(ii) Comparative Income Statement

- As of January 31, 2023 to March 31, 2023

(iii) Details of Account

- As of March 31, 2023

L. Kuiper presented the Balance Sheet, as of January 31, 2023 to March 31, 2023, the Comparative Income Statement, as of January 31, 2023 to March 31, 2023, and the Details of Account, as of March 31, 2023 to the Committee.

Moved by: Jesse Potrie

THAT the Executive Committee approves the Balance Sheet, as of January 31, 2023 to March 31, 2023, the Comparative Income Statement, as of January 31, 2023 to March 31, 2023, and the Details of Account, as of March 31, 2023.

CARRIED

6. New Business

There was no new business for discussion.

7. CAO's Report

L. Kuiper presented his CAO Report to the Committee.

8. Round Table Discussions

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

9. Adjournment

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:05 pm.



CHAIR



CHIEF ADMINISTRATIVE OFFICER

Digital Economy Program (DEP) Project Report

January 2022 - March 2023



Prepared by:



**Digital
Economy
Program**



DIGITAL ECONOMY PROGRAM (DEP)

Digital Economy Program (DEP) is a program that provided support through the Digital Support Squad (DSS), ShopHere and Canadian Digital Adoption Program (CDAP) to help entrepreneurs with their online presence.

DEP initially launched in August 2021 through to March 31, 2023 through BusinessLink and Digital Mainstreet and was supported by the Government of Alberta and the Federal Government of Canada.

In January 2022, CFWR and its communities embarked on a regional initiative to bring the Digital Service Squad support to its local businesses. The project was to close on March 31, 2023 and anticipated to serve 395 businesses throughout its 16 communities.



Liz Mahaly, Tranquil Soul Crystal Boutique, Strathmore

Digital Service Squad Support (DSS) in the CFWR Region

Throughout the duration of the project, the digital service squad team employed a total of 7 individuals, 6 being youth. At any given time the team consisted of a project manager and administration, 1 project lead and 3 squad members.

The project lead was instrumental in on/off-boarding clients, marketing, 365 photo's, community outreach and overseeing the squads and their work flow. Project management and administration was overseen from the CFWR staff to ensure timely deliverables and budget.

The DSS's core function was to support entrepreneurs with social media content and channels, website development & maintenance, e-commerce, email marketing, Google profiles and other areas where support was needed for their online digital presence. The DSS also attended regular training, bi-weekly team meetings and spent much of their time researching supports for the clients, reporting and administration tasks as needed.

CFWR offered in-person opportunities for entrepreneurs to participate in the Level Up Training Series and in-person DSS support with one of the DSS members.

CFWR leveraged funds and in-kind supports from BusinessLink, its 16 communities, 5 Chambers of Commerce and 1 local business to bring the Digital Service Squad support to the region.



PROJECT RESULTS

JANUARY 2022 - MARCH 17, 2023

Community	Digital Service Squad								Additional Metrics				
	Target	Served	Unserv'd	Ineligible/ Not Interested	Reg'd	Variance	% target served	% target reg'd	Shop Here	CDAP	Ask Betty	# Jobs	# Visited
Acme	9	4	2	1	7	5	44%	78%	1	0	0	4	7
Bassano	13	8	2	0	10	5	62%	77%	0	0	2	8	15
Beiseker	10	9	0	0	9	1	90%	90%	1	0	3	9	32
Carbon	4	4	1	0	5	0	100%	125%	1	1	1	4	8
Chestermere	80	26	8	1	35	54	33%	44%	11	2	10	26	110
Hussar	5	0	0	0	0	5	0%	0%	0	0	0	0	4
Irricana	7	4	2	0	6	3	57%	86%	1	1	3	4	7
Kneehill County	30	3	0	0	3	27	10%	10%	0	0	0	3	12
Linden	10	6	2	0	8	4	60%	80%	2	0	2	6	6
Rockyford	6	2	0	0	2	4	33%	33%	0	0	0	2	6
Rocky View County	90	35	12	0	47	55	39%	52%	9	7	11	35	146
Strathmore	50	35	10	1	46	15	70%	92%	7	4	10	35	167
Standard	6	3	1	0	4	3	50%	67%	0	0	1	3	10
Three Hills	33	15	1	0	16	18	45%	48%	3	0	1	15	65
Trochu	12	3	1	0	4	9	25%	33%	1	0	0	3	14
Wheatland County	30	16	4	2	22	14	53%	73%	4	1	1	16	46
TOTAL	395	173	46	5	224	222	42%	47%	41	16	45	173	655

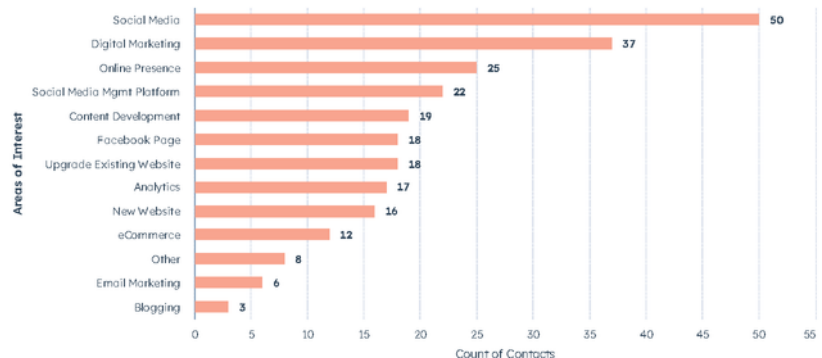
The DSS served 173/395 clients 46 clients to be served (12 to begin in April). These are comprised of new registrations in February/March and unreachable clients. 57 clients received support through ShopHere and CDAP and indicated they are not interested in the DSS or will work with the DSS after they have completed the CDAP program. The ShopHere program was replaced with CDAP in July 2022.

CFWR and the partners visited each business throughout April 2022 to January 2023 to promote the program. This was accomplished through business walks, Chamber presentations, speaking engagements or pre-scheduled visits. Through this we visited 655 businesses.

My appointed DSS member Nikki, was great at holding me accountable, she was relatable, and she offered up practical ideas and suggestions to keep me on track."

Danielle Toews, Route 304 Cattle Co., Kneehill County

Date range: After 2021-9-1



71 MARKETING HIGHLIGHTS

The DSS Program was promoted through:

- Social media (Strathmore Now, Facebook and Instagram),
- Local Radio (105.5, Chestermere Radio)
- Local publications (Three Hills Capital, Bassano Tymes, Linden Coffee Talk, Chestermere Anchor, Wheatland County Connector)
- Business Walks (all communities)
- Chamber Presentations and Events

Community	Date Visited	CFWR	Partner
Acme	April 26, June, July 19,	Social Media, Emails, Phone Calls	Business Walk, Social Media, One on one visitations
Bassano	May 5, May 6, June 30, July	Social Media, Emails, Phone Calls	Business Walk, Social Media, One on one visitations, Mail out
Beiseker	April 27, July 19	One on one visitations, Business Walk, Phone Calls	Social Media, Email
Carbon	May 4, June 22, July	No Further Action other than ongoing support through DSS	Business Walk, Social Media, One on one visitations
Chestermere	June 17, June 21, July 5 - 7, August 10, February 6	Attend Networking Session, Social Media, Emails, Phone Calls, Chamber Event	Chestermere Chamber participated in business walk, presentations and social media marketing
Hussar	June 28, July	Social Media, Phone Calls, Emails	Business Walk, Social Media
Irricana	May 2, May 17, July	Social Media, Phone Calls, Emails	Social Media
Kneehill County	June 29 - Huxley, Torrington, Swalwell	Social Media, Phone Calls, Emails	Emails, Social Media, Website
Linden	May 17, July 19,	Social Media, Phone Calls, Emails	Social Media, Business Walks,
Rockyford	May 4, June 22, July, August 2,	Social Media, Phone Calls, Emails	Social Media
Rocky View County	Langdon - Mar 16, June 21, Aug 17, Oct 19, Oct 21, New Horizon Mall July 12-13, January 19, February 17, Highway 1 - Aug 8,	New Horizon Visitation, Emails, Social Media,	Business walk, social media, website, chamber presentations
Strathmore	April 25 - 28, July, August 11, Oct 21	Small Business Awards Event, Emails, Social Media, Phone Calls	Business walk, social media, Chamber presentations
Standard	June 28, July	Phone Calls, Emails, Social Media,	Business walk, I love Standard Facebook group
Three Hills	March 24, June 29, July 20, July 22, August 12, Sep 7	Chamber Presentations, Emails, Social Media, Phone Calls,	Business walk, social media, Chamber presentations
Trochu	May 4, June 9, June 29, Oct 26	Emails, Social Media, Phone Calls	Social media, Business walk
Wheatland County	May 5, June 23, July 14, August 8	Emails, Social Media, Phone Calls, County Connector	Business walk, social media, Wheatland County Connector



Chris Graff, Rebellion Energy Services, Strathmore

""The Digital Service Squad has been instrumental in increasing my online presence"

Chris Graff, Rebellion Energy Services, Strathmore

SUCCESSSES

- The largest demand of support was for social media, Google Profile and website.
- Retained qualified staff throughout the duration of the project, with the exception of the DSS Lead who was rehired in September.
- Clients supported were grateful for the support of the DSS.
- Communities where the community champion was active and participative resulted in greater registrations (marketing, visitations)
- BusinessLink Level Up Series provided 15 entrepreneurs to be trained.
- Partnering with Virtual Guru's allowed us to maintain a consistent DSS Staff.
- Timelines and deliverables went as expected with no delays with weather or health restrictions.

It's excellent! The people are amazing to deal with and the support is great!"

Zac Higgiston, Three 60 Solutions, Rocky View County

CHALLENGES

- Getting the businesses to schedule and attend their meetings with the DSS to convert them from registered to served.
- CDAP and ShopHere clients weren't interested in DSS once they went through the program which left us with a reduced market to support.
- Community champions that were not present and participative resulted in a much lower response rate. (Marketing, visitations)
- As the project came to a close, we had to balance new registrations with trying to serve existing clients.
- Some businesses are prepared to become tech savvy.

Recommendations

- Ensure clients are setting goals, managing time and creating action plans.
- Develop workshops for businesses.
- Peer to peer digital presence review across the region for other businesses to provide constructive feedback on digital marketing channels. "Tech Rodeo"
- Some of the communities felt they could have done more to market the initiative. Create a package and meet with the communication departments of the municipalities to provide content so they can schedule.

2023-24

Next Steps

Digital Service Squad - Phase 2

In February 2023, BusinessLink indicated there will be an extension of the Digital Service Squad and on June 29, 2023 an extension agreement was signed with CFWR.

The DSS team has all indicated a strong desire to stay with the project until September 2024. Megan Singh will be the DSS Project Lead and Lindsay Desrosiers (CFWR, Business Development Coordinator) will be the Project Manager for the duration of the project.

Under the new terms, the contract has set targets to serve 80 businesses and individual targets will not be allocated to each municipality.

We do need the continued support from our municipalities, Chambers and support organizations to share this to our local businesses through your social channels, websites, community presentations. BusinessLink is working on refreshed marketing material and CFWR will reconvene marketing as needed. Currently due to the large volume of registered clients in the queue, marketing has been reduced and will be adjusted as clients are off-boarded.

Digital Service Squad

We will retain one DSS team member who will be responsible for all of the tasks related to the project. Megan, is located in Strathmore and will have ability to work one-on-one with the clients and provide additional training within the CFWR office and throughout our delivery partners in the region.

The project is valued at \$103,000 over 18 months.

Your Investment Continues

The dollars invested in the first phase will remain at work! Through our partnership with Virtual Guru's, they have provided 73 Ask Betty's where businesses who need support in creating marketing materials, research, etc. will receive 1 hour of FREE support and 1 additional free hour if they register with Virtual Guru's. To receive this support, they must be registered with the Digital Service Squad.

173

Clients served in 2022-23

80

Clients to be served in 2023-24

\$265,264

Total Dollars Leveraged

We would like to thank all our partners, contributors and businesses for their *generous support*



Digital Economy Program

Community Futures Wild Rose

BUSINESSLINK

DIGITAL MAIN ST.



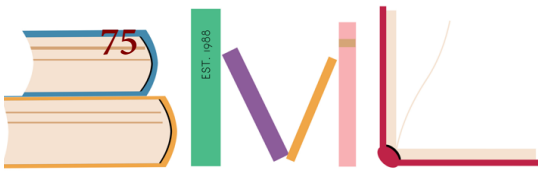
Village of Rockyford



Strathmore



Beiseker and District Chamber of Commerce



BASSANO MEMORIAL LIBRARY

PO Box 658

Bassano AB, T0J 0B0

403-641-4065

tak976@gmail.com

August 8, 2023

Re: Change of Financial Reviewer

To Town of Bassano Council:

When the Town of Bassano Library Board chose to use a professional bookkeeper to keep our regular records we no longer needed to obtain the services of Nikkole Peltzer to do our year-end financial review. However, we were not aware that Municipal Affairs required an approved motion of the Town of Bassano council to change financial reviewers.

This letter is a request that you please approve Edward Chapman of Bevan and Partners Chartered Professional Accountants the official financial reviewer for the Town of Bassano Library Board.

Respectfully submitted by,

Theresa Kelly

Vice Chairperson

Town of Bassano Library Board