



COUNCIL AGENDA

Meeting: September 11, 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 August 14, 2023 Regular Meeting

5. DELEGATIONS

5.1 None

6. UNFINISHED BUSINESS

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

7. NEW BUSINESS

- 7.1 Bylaw Enforcement – Violation Tag Appeal – 1002 – 5th Avenue
- 7.2 Willing Workers – Community Hall Rental Discount Request
- 7.3 Back Alley Closure Request Between 10A Street and 11th Street
- 7.4 Bassano Fire Department – 2024-2026 Budget – Proposed/Projected
- 7.5 2024 ATCO Franchise Agreement Fee

8. BOARD & COMMITTEE REPORTS

- 8.1 Mayor I. Morey
- 8.2 Deputy Mayor Slomp
 - Newell Regional Solid Waste – August 24, 2023
- 8.3 Councillor K. Jones
- 8.4 Councillor M. Wetzstein
- 8.5 Councillor S. Miller

9. CAO REPORT

- 9.1 CAO Operations Report
- 9.2 Financial Statement for the month ending July 31, 2023
- 9.3 Cheque listing for the month ending July 31, 2023

- 9.4 FCSS Report for the period ending August 31, 2023
- 9.5 CPO Report for per the period ending August 31, 2023
- 9.6 RCMP Report – none

10. CORRESPONDENCE

- 10.1 Alberta Arts, Culture and Status of Women – CFEP Grant Funding Letter
- 10.2 Council Participation Request at Off-leash Dog Park Town Hall – September 14, 2023

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 **AUGUST 14, 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
	Sydney Smith, Recreation & Community Services Liaison

DELEGATES/PUBLIC	Sandra Stanway, Brooks Bulletin
	Stew Heron, Resident
	Andrew Woosley, Resident
	Tammy Clegg, Resident
	Ralph Hein, Resident
	Ed Marquardt, Resident
	Laurie Johnson, Resident
	Valerie Johnson, Resident
	Randy Bachmeier, Resident
	Grant McCargar, Resident

1. CALL TO ORDER

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

2. EXCUSED FROM MEETING

- Sydney Miller
- Mike Wetzstein

3. ADOPTION OF AGENDA

TOB143/23 Moved by **DEPUTY MAYOR SLOMP** that the agenda is approved as presented.

CARRIED

4. ADOPTION OF MINUTES

4.1 Adoption of minutes from the regular meeting of July 10, 2023

TOB144/23 Moved by **COUNCILLOR JONES** that the July 10, 2023 minutes are approved as amended, motion TOB140/23 should state period ending July 6, 2023.

CARRIED

_____ Mayor	_____ CAO
09/11/23	09/11/23

5. DELEGATIONS

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

Heron entered the meeting at 6:48 p.m.

Heron presented thoughts and options about summer watering concerns and beautification. A Q&A ensued.

Heron departed the meeting at 7:24 p.m.

6. UNFINISHED BUSINESS

6.1 BUILD Bassano – Main Street Revitalization Project

TOB145/23 Moved by **DEPUTY MAYOR SLOMP** that council approves the MSI Operating Plan as amended. The amendment enables the use of funds for the BUILD Bassano – Main Street Revitalization Project.

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

CARRIED

6.2 Highway Sign Upgrades Project – TOB66/2023-01

Councillor Wetzstein entered the meeting at 6:10 p.m.

TOB146/23 Moved by **COUNCILLOR WETZSTEIN** that the Town proceeds to reface the highway sign (64/66 Marketing & Development – Highway Signage) with the understanding that the sign was donated in prior years.

CARRIED

6.3 Bassano Outdoor Pool Liner Replacement Project – Tender Results

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

TOB147/23 Moved by **MAYOR MOREY** first, that council awards the Bassano Outdoor Pool Liner Replacement Project (TOB-72a-Pool-Liner-001/23) to RECA Vinyl Works in the about of \$398,729.29 excluding GST. Second, the increased project costs shall be funded under the Municipal Sustainability Initiative Capital budget.

CARRIED

Smith departed at 6:21 p.m.

7. NEW BUSINESS

None

8. BOARD AND COMMITTEE REPORTS

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

TOB148/23 Moved by **COUNCILLOR WETZSTEIN** to accept the Board and Committee reports as attached to and forming parts of these minutes.

CARRIED

9. CAO REPORTS

9.1 Operations Report

A written CAO report was provided for the period ending August 9, 2023.

9.2 Financial Statements

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

9.3 Cheque Listings

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

9.4 FCSS Report

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

9.5 CPO Report

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

9.6 RCMP Report

A Bassano RCMP 2023 – Q1 policing report was presented.

TOB149/23 Moved by **DEPUTY MAYOR SLOMP** that the CAO report for the period ending August 9, 2023 is approved as presented and discussed as attached to and forming parts of these minutes.

CARRIED

10. CORRESPONDENCE

10.1 Municipal Affairs provided a letter related to 2023 grant funds.

- 10.2** Armstrong Printing & Graphics provides examples of material that can be used as tips to reduce water consumption.
- 10.3** Newell Housing Foundation meeting minutes of June 6, 2023 were presented.
- 10.4** A resident letter of opposition was received related to the proposed off-leash dog park and dated July 27, 2023.
- 10.5** Oldman River Regional Services Commission minutes of May 11, 2023 were presented.
- 10.6** Community Futures Wild Rose provided a project report for the Digital Economy Program.
- 10.7** The Bassano Memorial Library sought the permission of council to change their financial reviewer.
- TOB150/23** Moved by **COUNCILLOR JONES** to approve the Bassano Memorial Library's request dated August 8, 2023 to change their financial reviewer to Bevan and Partners Chartered Professional Accountants effective immediately. **CARRIED**
- TOB151/23** Moved by **DEPUTY MAYOR SLOMP** to accept the correspondence and to file the items as information. **CARRIED**
- TOB152/23** Moved by **MAYOR MOREY** to recess the meeting at 6:37 p.m. **CARRIED**
- TOB153/23** Moved by **MAYOR MOREY** to reconvene the meeting at 6:47 p.m. **CARRIED**
- 11. CLOSED SESSION**
- None
- 12. ROUND TABLE**
- A round table discussion ensued.
- 13. ADJOURNMENT**
- TOB154/23** Moved by **MAYOR MOREY** for adjournment of the regular council meeting of August 14, 2023 at 7:50 p.m. **CARRIED**

Mayor

Chief Administrative Officer

Mayor
09/11/23

CAO
09/11/23



REQUEST FOR DECISION

Meeting: September 11, 2023

Agenda Item: 6.1

SUBJECT: Bassano Community Hall – Energy Efficient Lighting Upgrades Project TOB74-FAC01/23 - Tender Results

BACKGROUND:

A Request for Quotation (RFQ) was issued on August 25, 2023 for lighting upgrades at the Bassano Community Hall. The tender closed on September 7, 2023.

No submissions were received within the prescribed RFQ. However, one quote was provided to complete the work by Ric's Electric for a total value of \$29,344.12 (including GST).

As no submissions were received within the prescribed RFQ, council cannot award the project through the RFQ. Council may choose to award work based on the quote submittal.

OPTIONS

#1 – that the town did not receive any quotes for the Bassano Community Hall – Energy Efficiency Lighting Upgrades Project TOB74-FAC01/23 per the Request for Quotations (RFQ), thus the project cannot be awarded based on the RFQ terms. Council elects to approve the quote submitted by Ric's Electric, dated August 29, 2023 for \$29,344.12 (inclusive of GST) to upgrade lights at the Bassano Community Hall.

#2 – that council directs administration to re-issue the RFQ for the Bassano Community Hall – Energy Efficiency Lighting Upgrades Project TOB74-FAC01/23.

CAO COMMENTS

The energy efficiency lighting upgrades project was planned for 2023 to include updated sound and stage lighting. The Bassano Arts Council is still working on the sound and stage lighting element of upgrade. Quotes have not been received for the stage/sound aspects.

The energy efficiency lighting upgrade quote from Ric's Electric remains within the project budget funded from the Recreation & Culture Capital reserve (per budget).

ALIGNMENT WITH STRATEGIC PLAN

- G2-T5

RECOMMENDATION

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

Prepared by: Amanda Davis, CAO

Attachments:

1. BCH – RFQ
2. Ric’s Electric Quote



Recreation & Community Services Department
502 – 2nd Avenue | P.O. Box 299
Bassano, Alberta T0J 0B0
403-641-3788



August 25, 2023

Request for Quotation Bassano Community Hall – Energy Efficiency Lighting Upgrades Project

The Town invites interested contractors to submit a quotation for the removal and installation of new energy efficient lights at the Bassano Community Hall located at 610 – 2nd Avenue.

1.0 Submission Deadline

Quotations must be submitted by September 7, 2023 at 12:00 p.m. MST at 9:00 a.m. MST to:

Emailed	Hand Delivered/Mailed
Town of Bassano Chief Administrative Officer cao@bassano.ca	Town of Bassano 502 – 2 nd Avenue P.O. Box 299 Bassano, AB T0J 0B0 Attention: Amanda Davis, CAO

Respondents will be notified of their proposal award/rejection within 10 days of closing. The Town reserves the right to accept or reject all or part of the proposal.

2.0 Quotation Details

2.1 Submissions must quote the project name: Bassano Community Hall – Energy Efficiency Lighting Upgrades Project TOB74-FAC01/23 and include:

- Company profile and qualifications
- Overall project schedule and timeline to reach completion
- List any subcontractors

2.2 The quote must be submitted using the prescribed form in **Appendix A**.

2.3 The quote must include all expenses including travel, and GST.

3.0 Completion Requirements

3.1 This is an active facility with regular rentals. Contractors must work around facility scheduling and limit disruption for users. The project in its entirety must be completed by December 31, 2023.

4.0 Site Visit

4.1 Contractors may request access to the facility by contacting the Town Office prior to submitting a quote during regular business hours (Monday – Friday 8:30 a.m. – 4:30 p.m.).

5.0 Outcomes

5.1 The successful contractor is responsible to:

- i. Supply manpower and equipment for the removal of all interior facility lighting.
- ii. Supply manpower and equipment to replace all interior facility lighting.
- iii. Obtain all required permits.
- iv. Recycle and/or dispose of all waste material resulting from the project.

6.0 Insurance and Liability

6.1 Contractors must provide Commercial General Liability of \$1,000,000.

6.2 The Town of Bassano to be named as additional insured on certificates.

6.3 Contractors must provide a current Workers' Compensation clearance letter.

6.4 Indemnify and hold harmless the Town from any and all third-party claims, demands, actions or costs.

7.0 Payment Conditions

7.1 Payment will occur at the total completion of all work items.

8.0 Scope and Material

8.1 The scope includes the replacement of all interior lighting in accordance with the list below including the installation of two exit signs (running man) installed at the two outside doors.

TOWN OF BASSANO - COMMUNITY HALL

LED LIGHTING REQUIRED FOR THE ROOMS

ROOM	LED LIGHTS REQUIRED
# 1. CENTRAL SEATING AREA	35 - 2FT BY 4FT LED PANEL LIGHT
# 2. MECHANICAL ROOM	14- LED LONG NECK FLOOD LIGHT BULB FOR POT LIGHT (DIMMABLE)
# 3. MEETING ROOM	2 - 4FT SURFACE MOUNT STRIP LED LIGHT
# 4. CHAIR STORAGE ROOM	8 - 1FT BY 4FT LED PANEL LIGHT
# 5. KITCHEN	1 - LED 100 WATT LIGHT BULB REPLACEMENT
# 6. BAR	19 - 4 FT SURFACE MOUNT LED STRIP LIGHT
# 7. MENS MAIN BATHROOM	2 - 4FT SURFACE MOUNT STRIP LED LIGHT
# 8. LADIES MAIN BATHROOM	2 - LED LONG NECK FLOOD LIGHT BULB FOR POT LIGHT (DIMMABLE)
# 9. STAGE	5 - 4FT SURFACE MOUNT STRIP LED LIGHT
# 10. STAGE DRESSING ROOM #1	7 - 4FT SURFACE MOUNT STRIP LED LIGHT
# 11. STAGE DRESSING ROOM #2	7 - 4FT SURFACE MOUNT STRIP LED LIGHT
# 12. STAGE FRONT POT LIGHTS	2 - 4FT SURFACE MOUNT STRIP LED LIGHT
# 13. KITCHEN BATHROOM	2 - 4FT SURFACE MOUNT STRIP LED LIGHT
# 14. MAIN ELECTRICAL OUTSIDE ROOM	6 - LED LONG NECK FLOOD LIGHT BULBS FOR POT LIGHT (DIMMABLE)
# 15. FRONT ENTRANCE	1 - 4FT SURFACE MOUNT STRIP LED LIGHT
# 16. LOBBY - COAT ROOM	1 - LED 100 WATT LIGHT BULB REPLACEMENT
# 17. UPSTAIRS CONTROL ROOM	2 - 1FT BY 4FT LED PANEL LIGHT
# 18. BATTERY PACK FOR EMERGENCY LIGHTS	3 - 4FT SURFACE MOUNT STRIP LED LIGHT
# 19. BUILDING EXIT LED LIGHT	5 - 1FT BY 4FT LED PANEL LIGHT
# 20. FRONT JANITOR ROOM	2 - LED LONG NECK FLOOD LIGHT BULB FOR POT LIGHT (DIMMABLE)
# 21. BUILDING 2 HEAD EMERGENCY LIGHT	1 - STAGE AREA
# 22. STAGE BATHROOM	1 - MECHANICAL ROOM
# 23. MEETING ROOM BATHROOM	5 - EXIT SIGN LED LIGHT (RUNNING MAN)
# 24. MEETING ROOM KITCHEN	1 - LED 100 WATT LIGHT BULB REPLACEMENT
# 25. MEETING ROOM STORAGE	13 - 2 HEAD EMERGENCY LED LIGHTS
# 26. MEETING ROOM POT LIGHTS	1 - 4FT SURFACE MOUNT STRIP LED LIGHT
	1 - 4FT SURFACE MOUNT STRIP LED LIGHT
	1 - 4FT SURFACE MOUNT STRIP LED LIGHT
	1 - 4FT SURFACE MOUNT STRIP LED LIGHT
	8 - LED LONG NECK FLOOD LIGHT BULB FOR POT LIGHT(DIMMABLE)

RECOMMENDATION : 2 - EXIT SIGN (RUNNING MAN) SHOULD BE INSTALL AT THE 2 OUTSIDE DOORS.

8.2 The approved material list is listed below:

- Lithonia CPANEL 1 x 4 40/50/60
- Lithonia CPANEL 2 x 4 40/50/60
- Sylvania Strip 1B 4FT
- CMPC-L Series Exit Lights
- RGC Series Emergency Lights
- Sylvania ECOLED Blub (replaces 60W Blub)

9.0 Contact Information

<p>Submission inquiries to: Amanda Davis, CAO 403-641-3788 cao@bassano.ca</p>	<p>Construction inquiries to: Lonnie Raymond, Public Works Supervisor 403-633-1542 publicworks@bassano.ca</p>
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Appendix A

BASSANO RFQ SUBMISSION

Bassano Community Hall – Energy Efficiency Lighting Upgrades Project

The undersigned, having read these RFQ Specifications and hereby agrees to supply all labour, superintendence, materials, and equipment for the completion of the Works described in this RFQ. Payment for Work described by this RFQ will include the following items:

	Description	Qty	Unit	Unit Price	Extension
1.	Remove/dispose of material with installation of new per specs.	1	L.S.	\$ _____	\$ _____

APPENDIX A \$ _____

EXTRA WORK ALLOWANCE (10%) \$ _____

SUB-TOTAL \$ _____

G.S.T. (5%) \$ _____

TOTAL AMOUNT \$ _____

Appendix B

BASSANO EVALUATION MATRIX

Bassano Community Hall – Energy Efficiency Lighting Upgrades Project

Each submission will be evaluated using the following matrix.

	Percentage
Qualifications	15
Cost and Competitive Structure	20
Ability to Perform Work Within Timeline	15
Project Experience	25
Previous Work Experience with Bassano	15
Completion of Submission	10
Total	100

Amended

JOB ESTIMATE

RIC'S ELECTRIC

BOX 4

BASSANO AB.

TOJ 0B0

403-641-3563

E-MAIL-ric.bas@live.ca

GST.#R133485250

JOB NAME :TOWN OF BASSANO BASSANO COMMUNITY HALL

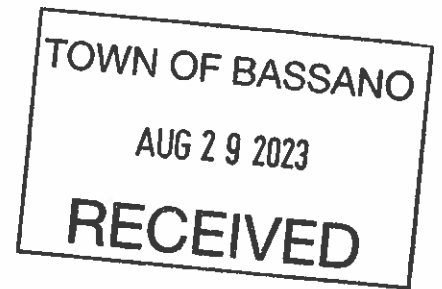
BOX 299

BASSANO AB.

TOJ 0B0

ATTENTION : AMANDA DAVIS , CAO

DATE : 2023-08-29



AS PER BASSANO RFQ SUBMISSION :REMOVE EXISTING LIGHTING FIXTURES AND REPLACE WITH NEW LED FIXTURES AND BULBS. DISPOSE OF OLD LIGHT FIXTURES AND BULBS AT THE BASSANO LANDFILL. RECYCLE AS PER LANDFILL AUTHORITY SPECIFIES.

PRICE INCLUDES 161 LIGHTING FIXTURES AND BULBS.

15- LITHONIA 1 BY 4 40/50/60 CPANEL

35- LITHONIA 2 BY 4 40/50/60 CPANEL

54- SYLVANIA STRIP 1B 4FT

7- CMPC-L SERIES EXIT LIGHTS WITH 2 EXTRA FITURES FOR THE FRONT DOOR. AND OUTSIDE DOOR

15-RGC SERIES EMERGENCY LIGHT PACKS

35- SYLVANIA ECO LED BULB (60 WATT REPLACEMENT)

PRICE INCLUDES:LABOUR , MATERIALS AND GST

ALSO A 10% - EXTRA WORK ALLOWANCE

PRICE WILL BE IN EFFECT FOR 2 WEEKS.

LIGHTING FIXTURES AND BULBS WILL BE BILLED AS SOON AS DELIVERED TO THE COMMUNITY HALL

DUE TO 30 DAY INVOICE FROM WHOLESALER.

PRICE TOTAL:\$29,344.12



REQUEST FOR DECISION

Meeting: September 11, 2023

Agenda Item: 7.1

SUBJECT: Bylaw Enforcement – Violation Tag Appeal – 1002 5 Avenue

BACKGROUND:

The bylaw enforcement division identified 1002-5 Avenue, Bassano as being in contravention of Community Standards Bylaw 920/21 due to the accumulation of garbage and debris and overgrown grass, shrubs, and weeds on the property. On July 24, 2023, an email was sent to the owner requesting that the property be cleaned up by July 27, 2023. No action was taken by the property owner.



A clean-up order and violation tag (fine) in the amount of \$500.00 was issued to the property owner on July 27, 2023. The property owner achieved compliance by the clean-up deadline (August 14, 2023) and no further action was taken by the Town. A letter of appeal was received from the property owner on August 14, 2023, requesting that the Town rescind the violation tag (fine), stating the contractor who was responsible for maintaining the property did not complete the work.

OPTIONS

#1 – that council rejects the property owner's appeal to rescind the \$500.00 violation tag (fine) issued to 1002 5 Avenue on July 27, 2023, for non-compliance with Community Standards Bylaw 920/21.

#2 – that council accepts the property owner's appeal to rescind the \$500.00 violation tag (fine) issued to 1002 5 Avenue on July 27, 2023, for non-compliance with Community Standards Bylaw 920/21 and directs Town Administration to issue a refund.

CAO COMMENTS

This property has re-occurring non-compliance in accordance with the Community Standards Bylaw. They were issued a verbal clean-up directive prior to the 2023 BBQ competition, which they complied with, and then allowed the property to continue to deteriorate.

Administration had sent multiple reminders and enforcement orders to the property owner over the past 3 years to encourage the continued maintenance of the property. It is the responsibility of the property owner to verify that the property is being maintained.

RECOMMENDATION

#1 – that council rejects the property owner's appeal to rescind the \$500.00 violation tag (fine) issued to 1002 5 Avenue on July 27, 2023, for non-compliance with Community Standards Bylaw 920/21.

Prepared by: Sydney Smith, Recreation & Community Services Liaison

Reviewed by: Amanda Davis, CAO

Attachments:

1. 1002-5 Avenue Violation Tag Letter of Appeal – Received August 14, 2023
2. Orders Issued at 1002 – 5th Avenue
3. Community Standards Bylaw 920/21

Received August 14, 2023

I have received your email regarding this matter, but I have already set up a time schedule with one of the town members Mr Watson so he could take care of the property during my time out of the country. As soon as I flew back my first priority was to check up on the job he had done, though he seemed to have forgotten. I noticed that it was a reoccurring matter and I suspect that he is careless with this responsibility. For this same reason, I hired another town member so they could maintain the property in place of Mr Watson. This was totally out of my hands and I was hoping for you to possibly void this ticket and give us an extra chance to finish the job. I appreciate your understanding regarding this situation. and I thank you in advance for your approval of this appeal. I will make sure that in future we will be at top of the work needed to be done in order to satisfy town requirements.

Regards,

Mahmood Mobarrezi.



Chief Administrative Officer
502 – 2nd Avenue | P.O. Box 299
Bassano, Alberta T0J 0B0
403-641-3788
cao@bassano.ca

July 27, 2023

Sent via Registered Mail and via email



To Whom It May Concern:

Re: 1002 5 Avenue, Bassano AB - Community Standards Bylaw 920/21 Violation

This letter is to inform you that there have been complaints received regarding the above property of which you are the property owner, lessee, agent, or occupier.

After reviewing the property, I have deemed it a nuisance and/or unsightly as per the Town of Bassano Community Standards Bylaw 920/21.

The attached Order to Remedy Contraventions outlines what is expected to remedy the situation. I have attended this location and since you are the owner, lessee, agent, or occupier, you are responsible for the conditions of the property. As the attached Order states, if the contraventions are not cleaned up/remedied, the cost of cleaning/remediating the same will be charged against you and/or the property for not complying with the order. Fines may also be levied.

If you have any questions, please email assistant@bassano.ca or call (403)-641-3788.

Sincerely,

Town of Bassano
Bylaw Enforcement Division

Encl: Order to Remedy Contraventions
Notice of Entry



Chief Administrative Officer
502 – 2nd Avenue | P.O. Box 299
Bassano, Alberta T0J 0B0
403-641-3788
cao@bassano.ca

ORDER TO REMEDY CONTRAVENTIONS

Issued pursuant to section 545 of the *Municipal Government Act*

July 27, 2023

Sent via Registered Mail and via email



Re: 1002 5 Avenue, Bassano AB - Community Standards Bylaw 920/21 Violation

Issued pursuant to Section 545(1) of the Municipal Government Act, R.S.A. 2000 c. M-26, take notice that the property(ies) described as:

**1002 5 Avenue, Bassano Alberta
(Plan 1384GR; Block 1; Lot 11-20)**

of which you are the owner, lessee, agent, or occupier is in contravention of Town of Bassano Community Standards Bylaw 920/21 as amended by virtue of allowing grass, weeds, and other living plants to grow uncontrolled and unmaintained on the property, accumulation of garbage and debris, and being a nuisance and/or unsightly.

Complaints have been received regarding the neglected condition of this property(ies).

You are hereby directed to:

1. Cut overgrown grass and weeds, removing all yard waste from the property by August 14, 2023.
2. Spray for weeds by August 14, 2023.
3. Trim over grown trees by August 14, 2023.
4. Remove old couch, railway ties, garbage, metal, and debris from the property by August 14, 2023.
5. Ensure all open windows are boarded up and all buildings are locked by August 14, 2023.
6. Maintain grass, weeds, trees, and shrubs moving forward.

If you fail to comply with is Order, the clean-up and any required remedial actions/measures will be done by the Town of Bassano, at your expense, including the right to charge such expenses against the title of the property and this becomes recoverable in the same manner as taxes. Fines may also be levied.

Pursuant to Section 547 of the Municipal Government Act, you may appeal this Order in writing to Bassano Town Council within fourteen (14) days of its receipt. Please direct any appeals in writing to:

Town of Bassano
Chief Administrative Officer
P.O. Box 299
Bassano, AB T0J 0B0
cao@bassano.ca

Sincerely,

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

Town of Bassano
Bylaw Enforcement Division

Enc. Order to Remedy Contraventions – Site Photos and Actions

Order to Remedy Contraventions- Site Photos and Actions
1002 5 Avenue, Bassano AB

Photos were taken by Sydney Smith, Recreation and Community Services Liaison on July 26, 2023.



Action to remedy: Cut grass and weeds along the sides and rear of the property. Remove yard waste from the property. Ensure buildings are locked and windows closed or covered with a weather resistant material. Remove and dispose of garbage and debris.



Action to remedy: Cut all grass and weeds on the property. Remove yard waste from the property. Remove and dispose of garbage and debris.

Order to Remedy Contraventions– Site Photos and Actions

1002 5 Avenue, Bassano AB

Photos were taken by Sydney Smith, Recreation and Community Services Liaison on July 26, 2023.



Action to remedy: Cut all grass and weeds on the property. Remove yard waste from the property. Ensure Remove and dispose of couch and remaining garbage and debris.



Action to remedy: Cut all grass and weeds on property. Remove yard waste from the property. Ensure buildings are locked and windows closed or covered with a weather resistant material. Remove and dispose of railway ties, metal, washer/dryer, fencing material, and remaining garbage and debris.

Order to Remedy Contraventions- Site Photos and Actions
1002 5 Avenue, Bassano AB

Photos were taken by Sydney Smith, Recreation and Community Services Liaison on July 26, 2023.



Action to remedy: Cut grass and weeds along the sides and rear of the property. Remove yard waste from the property. Ensure buildings are locked and windows closed or covered with a weather resistant material. Remove and dispose of garbage and debris.



Action to remedy: Cut all grass and weeds on the property. Remove yard waste from the property. Ensure buildings are locked and windows closed or covered with a weather resistant material. Remove and dispose of garbage and debris.

Order to Remedy Contraventions- Site Photos and Actions

1002 5 Avenue, Bassano AB

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Action to remedy: Cut all grass and weeds on the property. Remove yard waste from the property. Ensure buildings are locked and windows closed or covered with a weather resistant material. Remove and dispose of garbage and debris.



Action to remedy: Cut all grass and weeds on the property. Remove yard waste from the property. Ensure buildings are locked and windows closed or covered with a weather resistant material. Remove and dispose of garbage and debris.

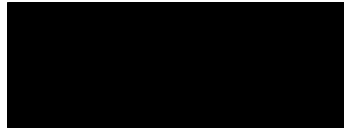


Chief Administrative Officer
502 – 2nd Avenue | P.O. Box 299
Bassano, Alberta T0J 0B0
403-641-3788
cao@bassano.ca

NOTICE OF ENTRY

July 27, 2023

Sent via Registered Mail and via email
[Redacted]



Sir/Madam:

Re: 1002 5 Avenue, Bassano AB - Community Standards Bylaw 920/21 Violation

Pursuant to Section 542 of the Municipal Government Act, you are hereby notified that a Designated Officer of the Town of Bassano, will be entering the property of 426 3 Avenue, Bassano Alberta between August 15, 2023, and August 18, 2023, in order to conduct an Inspection and Remedial Action per the Order to Remedy Contraventions Order dated July 27, 2023.

All costs incurred by the Town of Bassano as a result of any remedial action effected pursuant to orders issued under the Municipal Government Act will become the financial responsibility of yourself and/or the property owner and may be added to the tax roll of the property.

If you require any additional information regarding this matter, please contact the Bylaw Enforcement Division at 403-641-3788 or assistant@bassano.ca.

Sincerely,

Town of Bassano
Bylaw Enforcement Division

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



Invoice #	20230133
GST #	R10812 4900
Date	2023-Jul-27
P.O. #	
Location	
Account #	██████████



AR Invoice

Service Provided: BYLAW CLEANUP ORDER - TOB-BEO0026/23							
Date of Service:							
Code	Description	Quantity	Price	GST	Extended	GST	
FINES & COSTS	BYLAW FINES AND COSTS	1.0000	500.0000	0.00	500.00	<input type="checkbox"/>	
Subtotal					500.00		
Total GST					0.00		
Invoice Total					500.00		

COMMUNITY STANDARDS BYLAW 920/21 - 1002 5TH AVE,
 BASSANO, ALBERTA



BYLAW

Bylaw Number: 920/21

Bylaw Name: Community Standards Bylaw

A BYLAW OF THE MUNICIPALITY IN THE PROVINCE OF ALBERTA, TO ESTABLISH A COMMUNITY STANDARDS BYLAW.

WHEREAS it is deemed desirable and equitable to enact a Bylaw to regulate and control noise, nuisance, unsightly premises, and public disturbances; and

WHEREAS it is provided in and by the Municipal Government Act, c M-26, 2000, and amendments thereto, provides the authority for a municipal council to pass Bylaws regulating the safety, health, and welfare of people and the protection of people and property and nuisances, including unsightly property;

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

1. DEFINITIONS

This Bylaw may be cited as the "Community Standards Bylaw" of the Town of Bassano.

- 1.1 "Act" means the *Municipal Government Act*, R.S.A. 2000, c M-26, and the regulations thereof, as amended or replaced from time to time.
- 1.2 "Chief Administrative Officer" or "CAO" means the Chief Administrative Officer of the Town of Bassano as appointed by Council, or a person designated to act on the Chief Administrative Officer's behalf.
- 1.3 "Council" means the Council of the Town of Bassano.
- 1.4 "Enforcement Officer" means an Enforcement Officer appointed by the Town pursuant to the *Municipal Government Act*, R.S.A. 2000, c. M-26, to enforce Town Bylaws, and includes a member of the Royal Canadian Mounted Police and, when authorized, a Community Peace Officer appointed under the *Peace Officer Act*, R.S.A. 2006, c. P-3.5.
- 1.5 "Development Authority" means the person, commission or organization authorized to exercise development powers and perform duties on behalf of the Town.
- 1.6 "Graffiti" means the unauthorized writing, drawing, or posting on a publicly visible surface containing material, words or images that may be considered offensive by members of the public. "Graffiti" does NOT include the placement of non-offensive artwork on a property with the consent of the property owner.

- 1.7 “Occupant” means a person authorized to occupy a property including, but not limited to, leasers and renters or persons visiting leasers or renters.
- 1.8 “Owner” means any person registered as the owner of the property, person recorded as the owner of the property on the tax assessment roll, person who has purchased or otherwise acquired the property, person holding themselves out as the person having the power and authority of ownership of the property or a person controlling the property under construction, and includes a corporation, an individual and their heirs, executors, administrators or other legal representatives of an individual.
- 1.9 “Premises” means any land, building or property within the municipal boundaries of the Town of Bassano and shall include any boulevards, sidewalks, curbs, street frontages, and back alleys adjoining a particular land, building, or property.
- 1.10 “Unightly Premises” means a property or part of it that is detrimental to the surrounding area pursuant to Section 546 of the *Municipal Government Act* as characterized by the visual or sensory evidence of a lack of general maintenance and upkeep, or causing a decline in the market value of property in the area; including but not limited to:
- a) The accumulation of the premises of rubbish, refuse, garbage, papers, packages, containers, bottles, cans, human excrement or sewage, of the whole or part of an animal carcass, dirt, soil, sand, gravel, rocks, sod, petroleum products, hazardous material, disassembled equipment or machinery, broken or discarded household goods.
 - b) The whole or part of any motor vehicle as defined in the *Traffic Safety Act*, as amended or repealed from time to time, as well as any tractor or implement or husbandry:
 - a. That has no current license plate attached to it and in respect of which, no registration certificate has been issued for the current year, or
 - b. That is inoperative by reason of disassembly, age or mechanical condition.
 - c) Equipment or machinery that has been rendered inoperative by reason of its disassembly, age or mechanical condition and includes household appliances.
 - d) Animal material, yard material, ashes, building material, and garbage as defined by this Bylaw.
 - e) Any building, erection or structure that is unsightly or has become ruinous or dilapidated.
 - f) Any structure, excavation or hole that is unsafe, unprotected or dangerous to public health and safety.
 - g) Any combination of materials that is deemed by the Peace Officer to be unsightly or offensive.
 - h) In respect of land, includes land that shows signs of serious disregard for general maintenance and upkeep.
- 1.11 “Violation tag” means a ticket or similar document issued by the Town pursuant to the *Municipal Government Act*, R.S.A. 2000, c.M-26 as amended, repealed, or replaced from time to time.
- 1.12 “Violation ticket” means a ticket issued pursuant to the *Provincial Offences Act*, RSA 2000, c P-34, and regulations thereof, as amended from time to time.

2. GENERAL PROVISIONS

- 2.1 Nothing in this Bylaw relieves a person from complying with any other federal or provincial law or regulation, or any other municipal bylaw, or any requirements of any lawful permit, order or license.
- 2.2 Every provision of this bylaw is separate and independent from all other provisions and, if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain in force and effect.
- 2.3 Nothing in this Bylaw forces or compels the Town of Bassano, its employees or agents, to enforce every breach of this Bylaw. The Town may take into consideration any practical concerns, including but not limited to the nature and extent of the breach or contravention, any financial or budgetary considerations, or the availability of personnel or human resources.

3. NUISANCE AND UNSIGHTLY PROPERTIES

- 3.1 A “nuisance” or “unsightly” property for the purpose of this Bylaw includes any use, activity, or general lack of maintenance and repair which is offensive to any person, or may have a negative effect on the quality of life, use, or enjoyment of a person of their own property, or have a negative effect on property values in the area. Generally, a nuisance or unsightly property is characterized by a general lack of care, maintenance or upkeep of a property as defined.
- 3.2 Without limiting the definition of an unsightly or nuisance property in Section 3.1, the following are examples of behaviors, conditions, and/or situations which are considered “unsightly” or “nuisance” properties:
- 3.2.1 Allowing the storage and/or accumulation of:
- (a) any material which creates or emanates unpleasant odours;
 - (b) any material likely to attract pests, insects, or wild animals;
 - (c) animal remains, parts of animal remains, or animal feces;
 - (d) open or exposed industrial fluids, including engine oils, lubricants, antifreeze;
 - (e) building materials, whether new or used, except during the construction of an approved development where a development permit has been granted by the Town, or where a development permit is not required and the materials are placed in an orderly manner on the premises;
 - (f) loose or bagged garbage and refuse;
 - (g) bottles, cans, boxes, or packing materials;
 - (h) household furniture or other household goods;
 - (i) strewn or piled automobile/motorized vehicle parts;
 - (j) parts of disassembled machinery, equipment, or appliances;

- (k) yard waste, including grass, tree and hedge cuttings, but excluding the contents of a composting pile. A compost pile that is not contained in a compost barrel;
 - (l) household appliances, including fridges and freezers, unless the appliance is in good working order, always locked, and screened from view so that the appliance is not visible to a person viewing from outside the property;
 - (m) all or part of inoperable, immobile, unregistered and/or unlicensed automobiles/motorized vehicle, except as part of a permitted salvage yard, auto dealership or other business where unregistered or unlicensed vehicles is an integral part of a legally operating business; or
 - (n) stagnant water remaining on the property and becoming a breeding location for mosquitos or other pests;
- 3.2.2 Allowing grass, trees, shrubs or other living plants to grow uncontrolled, unmaintained and/or excessively;
- 3.2.3 Allowing trees or shrubs to grow in a manner which interferes with utilities, road signs, or the safe movement of vehicle and pedestrian traffic;
- 3.2.4 Failing to destroy noxious weeds, as defined in the *Weed Control Act*;
- 3.2.5 Failing to destroy, eradicate or control blight or disease on living plants, trees, shrubs or other vegetation;
- 3.2.6 Allowing the release from the property to any surrounding property, including public spaces, of:
- (a) dense or opaque smoke, except from the opening of a flue, stack, chimney, or as otherwise authorized by Council;
 - (b) dust;
 - (c) garbage, refuse or other waste; or
 - (d) any chemical, substance, compound or product for any purpose with disregard to the manufacturer's recommendations for use, including any safety precautions, that results in adverse effects to the environment, another property, or another person;
- without taking reasonable precautions and/or preventative measures to ensure that the substance(s) in question escape the premises;
- 3.2.7 Failing to maintain a principal or accessory building, structure, or fence to a point where it deteriorates, becomes a safety hazard, or otherwise becomes unsightly to other people; or
- 3.2.8 Failing to secure a hole, excavation, ditch or other depression so that it does not present a safety hazard to other people.

- 3.3 No person shall cause or allow a property they own or occupy within the Town to become or remain unsightly, unsafe, or a nuisance either by doing or failing to do any activity upon the Property.
- 3.4 In determining whether a property is in an unsightly or nuisance condition, an Enforcement Officer, Development Authority, or CAO may consider the nature and character of adjacent or surrounding properties and whether the subject property is maintained in a similar character to its surroundings.

4. NOISE

- 4.1 "Noise" for the purposes of this Bylaw includes the emanation of any sound that annoys or disturbs the peace of any other person.
- 4.2 In determining whether noise is likely to annoy or disturb the peace of another person, an Enforcement Officer, Development Authority, or CAO may consider:
 - 4.2.1 the type, volume and duration of the noise;
 - 4.2.2 the time of day and day of the week;
 - 4.2.3 nature and use of the surrounding area;
 - 4.2.4 if the noise is excessive, unnecessary, or unusual
- 4.3 No person shall cause or allow noise to emanate from a property they own or occupy that annoys or disturbs the peace of another person between the hours of 11:00 p.m. and 7:00 a.m. without the written permission of the CAO.
- 4.4 Nothing in this Bylaw is intended to prevent the operation of an industrial activity on a property which has received an approved development permit or is otherwise a permitted use not requiring a development permit.
- 4.5 In the carrying out of an approved industrial activity, the person operating or carrying on that activity may not make more noise than is necessary in the normal method(s) of performing or carrying out that activity.
- 4.6 The provisions of Section 4 of this Bylaw do not apply to the Town of Bassano, its employees, contractors, or agents, when performing authorized work on behalf of the Town.

5. INOPERABLE MOTOR VEHICLES

- 5.1 No person may conduct any repair work, including mechanical repairs, auto body work, frame or collision repair, painting, modifying, or rebuilding of a motor vehicle in any residential zoned land use district.
- 5.2 Section 5.1 does not apply to the routine maintenance of an operable, licensed and/or registered motor vehicle owned and registered to the owner or occupier of a property, provided that the activity does not create a nuisance or unsightly condition on the property.
- 5.3 Notwithstanding any other provision of this Bylaw, a person may store one (1) inoperable, unlicensed, or unregistered vehicle on a residential property for:

- 5.3.1 conducting the private sale of a motor vehicle legally owned by the owner or occupier of a property; or
 - 5.3.2 the non-commercial restoration of a motor vehicle, providing that the activity does not create a nuisance or unsightly condition on the property.
- 5.4 Persons engaging in the non-commercial restoration of a motor vehicle shall ensure that the vehicle, and any associated equipment, materials, parts, tools or any other items are secured in an enclosed area, screened from view of the public.

6. GRAFFITI

- 6.1 The owner or occupier of a property shall ensure graffiti placed on their property is removed, painted over, or screened from public view within 10 days of the placement of the graffiti.
- 6.2 In prosecuting an offense under Section 6.1, the consent of the owner to place graffiti on a property they own or occupy shall not be a valid defense under this Bylaw.

7. PROPERTY ADDRESSING

- 7.1 The owner or occupier of a property shall display the civic address number assigned to the property as defined in the Town's Fire Services Bylaw which is subject to change.

8. ENFORCEMENT

- 8.1 An Enforcement Officer, Development Authority, or CAO may enter onto a property in accordance with Section 542 of the *Municipal Government Act* to carry out an inspection, enforcement, or other action required or authorized by this Bylaw, the *Municipal Government Act*, or other statute.
- 8.2 When exercising the authority granted under Section 8.1 of this Bylaw and the *Municipal Government Act*, an Enforcement Officer, Development Authority, or CAO shall provide the owner or occupant reasonable notice for entry as required by the *Municipal Government Act*.
- 8.3 Any owner or occupier of a property who violates this Bylaw may be issued a written order, by an Enforcement Officer, Development Authority, or CAO to address the violation in any manner deemed necessary according to Section 545 of the *Municipal Government Act* in the case of a nuisance property, or Section 546 of the *Municipal Government Act* in the case of a danger to public safety or unsightly property.
- 8.4 An owner or occupier or other person who receives a written order under this section may request a review of the order by providing written notice to the Town of Bassano within fourteen (14) days of the day when the order was received. After receiving a review request, Council will review the order at their next scheduled Council meeting. Following Council's review of the order, Council may confirm, amend, substitute or cancel the order.
- 8.5 An owner or occupant may appeal the decision of Council under Section 8.4 to the Court of Queen's Bench in accordance with Sections 547 and 548 of the *Municipal Government Act*.

- 8.6 Any expenses and costs of any action or measure taken by the Town under the provisions of this Bylaw are amounts owing to the Town by the owner, occupant, or any other person in violation of this Bylaw as per Section 568 of the *Municipal Government Act*.
- 8.7 If the Town sells any item removed from a property under the provisions of this Bylaw, the proceeds of sale must be used to pay the expenses and costs of the removal, or any costs contemplated in Section 8.6, and any excess proceeds must be paid to the owner or occupant entitled to them.
- 8.8 The expenses and costs incurred by the Town in the enforcement of this Bylaw may be collected as a civil debt, or added to the tax roll of the property that is subject to the enforcement proceedings, in accordance with Sections 552 and 553 of the *Municipal Government Act*.
- 8.9 The Town may register a caveat under the *Land Titles Act* in respect to an order issued under this Bylaw against the Certificate of Title for the property that is subject to the order, in accordance with Section 546 of the *Municipal Government Act*.
- 8.10 An order under this Bylaw may be served to the owner or occupant of a property, and is deemed to have been served on the owner or occupant when:
- 8.10.1 personally delivered to the owner or occupant;
 - 8.10.2 left for the owner or occupant at their residence with a person on the premises who appears to be at least eighteen (18) years old;
 - 8.10.3 five (5) days following the order being sent by registered mail addressed to the last known postal address of the owner or occupant; or
 - 8.10.4 Posted in a visible location on the property referenced in the order.

9. PENALTIES

- 9.1 Regardless of whether an order has been issued under this Bylaw or not, any person who violates any provision of this Bylaw is guilty of an offense and is liable to a penalty as set out in Schedule "A" of this Bylaw.
- 9.2 Under no circumstances shall any person be subject to imprisonment for violating any provision of this Bylaw.

10. VIOLATION TAGS

- 10.1 An Enforcement Officer, Development Authority, or CAO is authorized and empowered to issue a violation tag to any person whom the Enforcement Officer, Development Authority, or CAO has reasonable and probable grounds to believe has violated a provision of this Bylaw.
- 10.2 A violation tag shall be served on a person in the same manner as outlined for an order in Section 8.10 of this Bylaw.
- 10.3 The violation tag shall be on the prescribed form (Appendix 'B'), and shall include:
- 10.3.1 the name of the owner and/or occupant of the property;

- 10.3.2 a description of the property;
 - 10.3.3 the violation of this Bylaw;
 - 10.3.4 the specified penalty for the violation as specified in Schedule "A" of this Bylaw;
 - 10.3.5 that the penalty shall be paid within thirty (30) days of the violation tag; and
 - 10.3.6 any other information as may be required by the CAO.
- 10.4 Where a violation of this Bylaw is continuous and/or ongoing, further violation tags may be issued by an Enforcement Officer, Development Authority, or CAO, providing that no more than one violation tag shall be issued for each day the violation continues.
- 10.5 Where a violation tag has been issued, the person to whom the violation tag has been issued, in lieu of being prosecuted for the violation, pay to the Town of Bassano the penalty amount on the violation tag.
- 10.6 Nothing in this Bylaw shall prevent an Enforcement Officer from immediately issuing a violation ticket for the mandatory court appearance of any person who violates any provision of this Bylaw.

11. VIOLATION TICKETS

- 11.1 If the penalty specified on a violation tag is not paid by the date specified on a violation tag, an Enforcement Officer is authorized and empowered to issue a violation ticket pursuant to part II of the *Provincial Offenses Procedure Act*.
- 11.2 Regardless of any other provision of this Bylaw, an Enforcement Officer is authorized and empowered to immediately issue a violation ticket instead of a violation tag to any person who the Enforcement Officer has reasonable and probably grounds have violated a provision of this Bylaw.
- 11.3 Where there is a specified penalty listed for a violation in Schedule "A" of this Bylaw, the amount is the specified penalty for the violation.

12. REPEAL

- 12.1 The following Bylaws are hereby repealed:
- 12.1.1 Bylaw #878/18, the "Unsightly Property Bylaw"

13. EFFECTIVE DATE AND READINGS

- 13.1 This Bylaw shall take effect on the date of 3rd and final reading.
- 13.2 Read a first time this 13 day of September 2021.
- 13.3 Read a second time this 13 day of September 2021.
- 13.4 READ a third and final time this 13 day of September 2021.

TOWN OF BASSANO



MAYOR



CHIEF ADMINISTRATIVE OFFICER

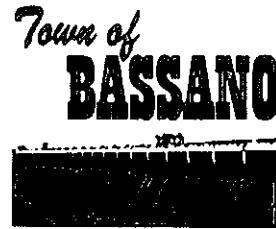
SCHEDULE A

Community Standards Bylaw #920/21 Specified Penalties

Offenses and penalties shall be issued per calendar year of January 1 to December 31.

A violation tag or violation ticket, be it a warning or penalty shall be issued with every enforcement action taken by an Enforcement Officer.

Offense	Section	Penalty
Permit a nuisance on private property or permit unsightly property	3.3	1 st Offense – \$500 2 nd Offense - \$1,000 3 rd Offense - \$1,500 Subsequent offences shall double to a maximum of \$5,000.
Cause or permit noise	4.3	1 st Offense – \$250 2 nd Offense - \$350 3 rd Offense - \$500 Subsequent offences shall double to a maximum of \$2,500.
Motor vehicle repair in contravention of bylaw	5.1	1 st Offense – \$250 2 nd Offense - \$350 3 rd Offense - \$500 Subsequent offences shall double to a maximum of \$2,500.
Failure to remove graffiti from property	6.1	1 st Offense – \$250 2 nd Offense - \$350 3 rd Offense - \$500 Subsequent offences shall double to a maximum of \$2,500.



Schedule B

Town of Bassano

Community Standards Bylaw 920/21 – Violation Tag

Pursuant to the Town of Bassano’s Community Standards Bylaw 920/21 this is notification that you are hereby in contravention of the bylaw and are subject to pay the defined penalty to the Town within 30 days of receiving this notice. Unpaid penalties will be transferred to the tax roll of the violating property in accordance with section 552 and 553 of the *Municipal Government Act* and is debt due payable to the municipality.

This violation tag has been issued by the Town of Bassano’s Bylaw Enforcement Division to:

Property Owner/Occupant	
Location of Offense (address)	
Date of Order	
Offense	<input type="checkbox"/> 3.3 <input type="checkbox"/> 4.3 <input type="checkbox"/> 5.1 <input type="checkbox"/> 6.1
Description of Offense	
Order of Violation	<input type="checkbox"/> Warning <input type="checkbox"/> 1 st Offense <input type="checkbox"/> 2 nd Offense <input type="checkbox"/> 3 rd Offense <input type="checkbox"/> Subsequent
Penalty	<input type="checkbox"/> None <input type="checkbox"/> \$250 <input type="checkbox"/> \$350 <input type="checkbox"/> \$500 <input type="checkbox"/> \$ _____
Other:	

Enforcement Officer _____

Date _____



REQUEST FOR DECISION

Meeting: September 11, 2023

Agenda Item: 7.2

SUBJECT: Willing Workers - Community Hall Rental Discount Request

BACKGROUND

A letter was received from the Willing Workers to request a discount of the community hall rental of \$500 for the Community Christmas Craft Sale and Luncheon on November 18, 2023.

A reduction in rental fees is at the discretion of council (P-TOB74/003-23).

Rates are as follows:

<i>Weekend Rates</i>	
Full Weekend Rate including Greenspace (Friday - Sunday)	\$ 800
Access Friday at noon for set-up, access until noon on Sunday	
Option for Additional Day (Long Weekends Only)	\$ 300
Full Weekend Rate including Campground and Greenspace (Friday - Sunday)	\$ 1,450
Access Friday at noon for set-up, access until noon on Sunday - includes full use and access of the Campground (fits 15+units - layout must ensure public safety and accessibility)	
Option for Additional Day (Long Weekends Only)	\$ 450
<i>All Other Rates</i>	
Hourly Rates	
Kitchen Only	\$ 150
Daily Rates	
Main Hall without Kitchen/Bar	\$ 350
Main Hall with Kitchen/Bar	\$ 500
Funerals	\$ 175
Greenspace when booked	\$ -

**GST Included in Rental Rates*

OPTIONS

#1 - that council denies the request dated August 21, 2023 from the Willing Workers to discount the community hall rental rate for the Community Christmas Craft Sale and Luncheon on November 18, 2023 and upholds policy P-TOB74/003-23.

#2 - that council grants a 25% community hall rate reduction to the Willing Workers to host the Community Christmas Craft Sale and Luncheon on November 18, 2023 being \$375.00.

#3 – that council grants a 50% community hall rate reduction to the Willing Workers to host the Community Christmas Craft Sale and Luncheon on November 18, 2023 being \$250.00.

CAO COMMENTS

A formalised rate schedule was established for the community hall to ensure the facility works to lower the operating deficit, and to be in line with surrounding community's facility rates. The prior rate structure was interpreted differently by everyone as shown in prior charges.

2018 - \$250.00	2020 and 2021 – did not occur re: pandemic
2019 - \$141.75	2022 - \$200.55

ALIGNMENT WITH STRATEGIC PLAN

G2 – T5

PROPOSED RESOLUTION

#1 – that council denies the request dated August 21, 2023 from the Willing Workers to discount the community hall rental rate for the Community Christmas Craft Sale and Luncheon on November 18, 2023 and upholds policy P-TOB74/003-23.

Attachments:

1. Willing Workers – Community Hall Renal Rate Discount Request Letter – August 21, 2023
2. Policy P-TOB74/003-23

Prepared by: Amanda Davis, CAO

August 21, 2023

Willing Workers
Theresa Kelly - President
tak976@gmail.com

Town of Bassano Council
PO Box 299
Bassano, AB T0J 0B0
cao@bassano.ca

Re: Discount of Hall Rental Fee

To Whom It May Concern;

The Willing Workers have rented the hall for a Community Christmas Craft Sale and Luncheon for November 18, 2023. This event has been held every year for the past 20 years as a fundraiser for the Willing Workers.

The Willing Workers is a service group that has been operating in Bassano for approximately 76 years. The group caters wedding, funerals and other special events in Bassano and the funds raised go toward paying taxes and bills for the Knox Presbyterian Church as well as certain community needs such as the Tree of Hope and a benevolent fund for people having trouble. We have also donated to the school for sports teams to go the provincials tournaments.

We humbly asked for a discount on the \$500 fee for the hall rental. We will not be cooking in the kitchen, only putting together trays of sandwiches and treats. Any financial consideration you can give us will be greatly appreciated.

Sincerely,

Theresa Kelly
Willing Workers
President



Policy Title	Bassano Community Hall – Rental Rates
Authority	Administration
Approved (Dates/M#)	April 11, 2023 (M# TOB76/23)
Policy Number	P-TOB74/003-23
Review	November 1 Annually
Reviewed by/date	April 11, 2023

Policy Statement

To establish rental rates for the Bassano Community Hall.

Definitions

Administration – means a member of the administrative team of the Town.

Campground – means the Bassano Homecoming Campground located at 605 – 2nd Avenue.

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

Council – means the elected body of the Town.

Facility – means the Community Hall located at 610 – 2nd Avenue.

Greenspace – means the grass and treed area directly east of the Facility.

Town - means the incorporated municipality of Bassano.

Rental Contract – means the agreement used to rent the Facility, as Schedule 'A'

User – means a person(s), club, organization, or entity that rents the Facility.

Responsibility

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

Process

1. The Town shall maintain the Facility, Greenspace, and Campground to allow for rentals.
2. Users shall pay the established rental rate for the use of the Facility, Greenspace, and Campground.
3. Users must have a Facility Rental Contract with the Town and pay the established fees prior to the use of the Facility.
4. Use of the Facility includes an open Wi-Fi network, the projector, sound system, chairs, and tables, where applicable.

5. A Damage Deposit equal to the rental rate shall be applied for any function that is serving alcohol, is considered a party, celebration, or for a weekend rental as these events increase the probability of damage to the Facility.
6. Full payment of the Facility (and damage deposit, where applicable) is due upon execution of the Rental Contract to confirm a booking.
7. Cancellation of the Facility rental can be made at any time.
 - a. A full-refund will be granted if cancellation occurs a minimum of seven days prior to the Facility rental pending a written request for cancellation is made to the Town, excluding a \$50.00 administration fee. The written request may be an email to Town Administration.
 - b. A partial refund of 25 percent of the rental rate will be granted if cancellation occurs zero to six days prior to the Facility rental pending a written request for cancellation is made to the Town. The written request may be an email to Town Administration anytime prior to the date of rental.
 - c. A refund will not be provided if the User is a no-show and does not follow the methods to request cancellation outlined in 7a and 7b above.
 - d. The full damage deposit will be re-imbursed if a cancellation occurs at the Facility, where applicable.
8. To promote the use of the Facility, Greenspace, and the Campground for functions, a combined weekend rate is available. The Campground has its own established rate schedule that applies in all other cases and is rented on a first come first served basis.
9. A one-time reduction of any rental rate shall be at the discretion of Council and must be submitted to the CAO in writing.

Rental Rates

<i>Weekend Rates</i>	
Full Weekend Rate including Greenspace (Friday - Sunday)	\$ 800
Access Friday at noon for set-up, access until noon on Sunday	
Option for Additional Day (Long Weekends Only)	\$ 300
Full Weekend Rate including Campground and Greenspace (Friday - Sunday)	\$ 1,450
Access Friday at noon for set-up, access until noon on Sunday - includes full use and access of the Campground (fits 15+units - layout must ensure public safety and accessibility)	
Option for Additional Day (Long Weekends Only)	\$ 450
<i>All Other Rates</i>	
Hourly Rates	
Kitchen Only	\$ 150
Daily Rates	
Main Hall without Kitchen/Bar	\$ 350
Main Hall with Kitchen/Bar	\$ 500
Funerals	\$ 175
Greenspace when booked	\$ -
<i>*GST Included in Rental Rates</i>	

Actions

1. Policy TOB 300.2 Bassano Community Hall Fee Schedule is hereby rescinded.

Attachments

1. Schedule 'A'

END OF POLICY



REQUEST FOR DECISION

Meeting: September 11, 2023

Agenda Item: 7.3

SUBJECT: Back Alley Closure Request Between 10A Street and 11th Street

BACKGROUND:

The property owner of 429 – 11th Street submit a request to the town to close and purchase a section of the undeveloped back alley between 10A Street and 11th Street. As a first step, administration contacted the four surrounding property owners to determine if there was a shared interest to close and purchase undeveloped back alley adjacent to their property.

As stated below, two of the four property owners are in favor of the closure and purchase of lands to be consolidated with their properties. The cost for land at fair market value is \$1.50 per square foot plus survey, consolidation, and registration fees.



Jerry Schaffer requested to purchase the undeveloped back alley behind his property identified in **orange (429 – 11 Street)**. All property owners in this area were contacted and invited to purchase the undeveloped back alley adjacent to their property at fair market value as a first step.

Four property owners are impacted by this request.

Bassano Silver Inn would like to purchase the area adjacent to their property and identified in **blue (1011 – 5th Avenue)**.

The two remaining property owners, identified in **green (429 – 10A Street, and 417 – 11 Street)** are not in favor of closing or purchasing the undeveloped back alley.

Without consensus from all property owners in this area, council must determine whether to:

1. Approve the request and initiate the process to close the undeveloped back alley and,

- a. Sell portions of the land to two property owners with a purchase agreement and financial commitment, and/or lease/rent the remaining area to others or direct the sale. OR
2. Deny the request to initiate the closure of the undeveloped back alley. If the initiating property owner wants to engage with adjacent property owners to gain their support for the closure, that would result in the feasibility of this proposal.

Considerations

1. Businesses within this area are looking at ways to expand their operations. The Town's strategic plan is indicative to support business development where it makes sense. Two more requests will be forthcoming within this area to close and consolidate undeveloped roadways to allow for business expansion/operations (10A Street, and the cul-d-sac at the west end of 3rd Avenue). These processes are time consuming, and each request has different site constraints that will either simplify/complicate matters.

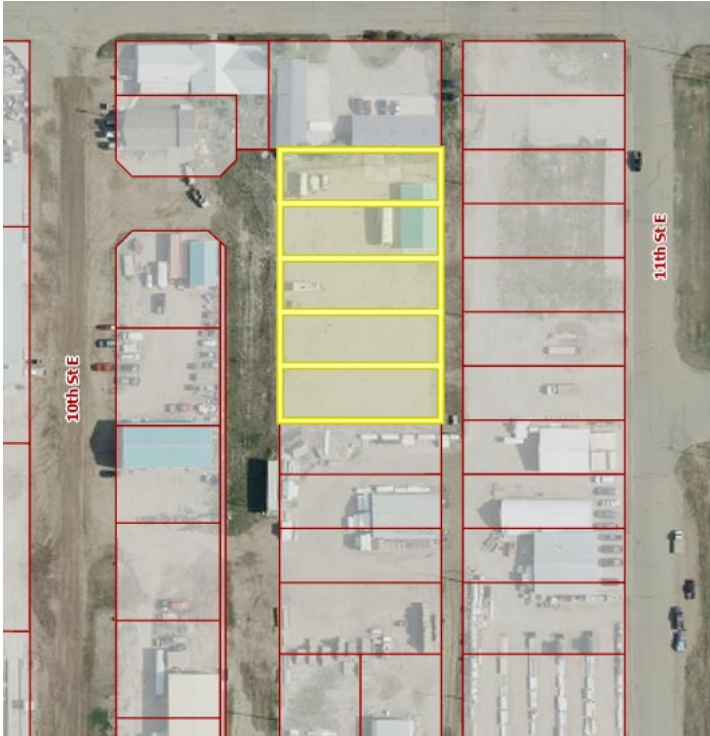
The closure and sale of the undeveloped back alley between 3rd Avenue and 4th Avenue started earlier this year and the bylaw remains with Alberta Transportation for approval. This example was easy because there were only two property owners and an agreement around what each would accept.

2. The back alley is undeveloped, and not within the town's long-term plans to develop. The 20' back alley is inside the power poles and would not be well accessed for industrial properties.
3. 429 – 11th Street's goal is to have the area closed and consolidated with their property for improved maintenance of the area and to block unwanted traffic.
4. 1011 – 5th Avenue would like to purchase a portion of the area to provide more greenspace for their tenants.

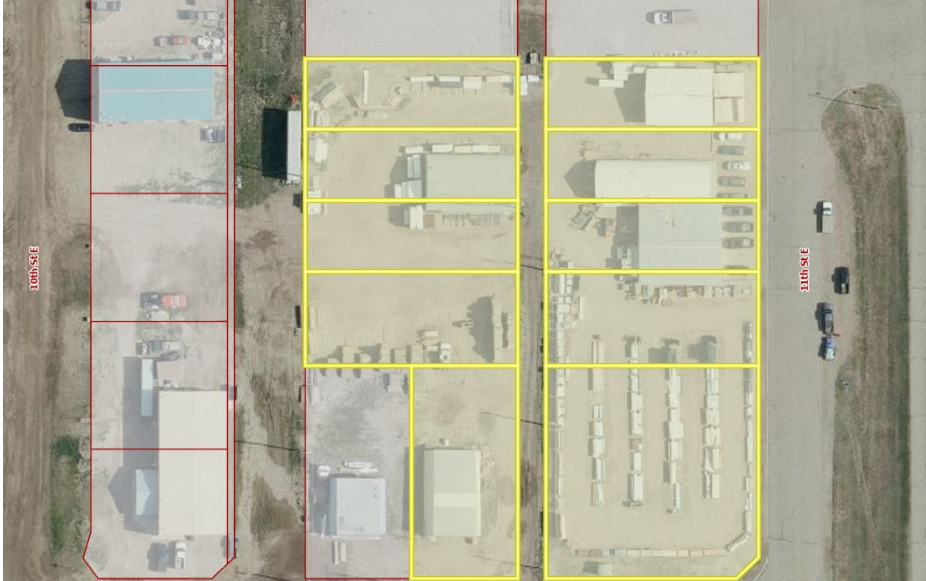
Below are a few examples of lot options with two parties seeking to buy sections of the same area. In Option 4, the area highlighted in yellow indicates one property owner that is not in favor of the closure. Thus, negotiation and use/rent/sale would still require negotiation.



5. A U-Haul business is located at 429 – 10A Street. It has an access gate facing the undeveloped back alley. Unless users are accessing this gate down the southern part of the undeveloped alley, there is no access to the gate and the property would need to be accessed from 10A Street.



6. The undeveloped back alley is used as part of the Bassano Building Centre operations – from a land use planning perspective, it would make sense to close the alley at this location so that it is consolidated with the property because users have nothing to access of the north end of the alley.



OPTIONS

#1 – that council restates its commitment to support business growth and diversification. Having received only 50 percent support for the request from 429 – 11th Street to close the undeveloped back alley between 10A Street and 11th Street between 4th Avenue and 5th Avenue, that the town requires that the requesting property owners come to an agreement collectively to pursue the back alley closure with adjacent landowners. If this is achieved, the town will proceed to formally close and sell the undeveloped back alley.

#2 – that council directs administration to formalize the closure of the undeveloped back alley between 10A Street and 11th Street between 4th Avenue and 5th Avenue recognizing that an appeal may occur as part of the public consultation process for a road closure.

#3 – that council denies the request to close the undeveloped back alley between 10A Street and 11th Street between 4th Avenue and 5th Avenue.

CAO COMMENTS

None

RECOMMENDATION

#1 – that council restates its commitment to support business growth and diversification. Having received only 50 percent support for the request from 429 – 11th Street to close the undeveloped

back alley between 10A Street and 11th Street between 4th Avenue and 5th Avenue, that the town requires that the requesting property owners come to an agreement collectively to pursue the back alley closure with adjacent landowners. If this is achieved, the town will proceed to formally close and sell the undeveloped back alley.

Prepared by: Amanda Davis, CAO

Attachments:

1. None



REQUEST FOR DECISION

Meeting: September 11, 2023

Agenda Item: 7.4

SUBJECT: Bassano Fire Department – 2024-2026 Budget – Proposed/Projected

BACKGROUND:

(23) Fire Department

The Town and the County operate the fire department under a joint agreement. The County contributes 90% of the operating costs and the Town contributes the remaining 10%; capital equipment (e.g. trucks, extrication equipment) are funded 100% by the County; and building upgrades are funded 50/50 by the partners. The joint agreement was signed in 2016 and is instrumental in operating the fire department as it has been recognized that most of all fire calls are within the rural areas, beyond Bassano's corporate limits.

The Bassano & Rural Area Fire Committee met on September 6, 2023 to discuss the 2024 – 2026 operating budget and a 2024-2033 capital budget as prepared by Amanda Davis, Bassano CAO, Cory Cochrane, Bassano Fire Chief, and Stewart Luchies, Regional Fire Chief.

A motion was passed to recommend approval of the respective budgets to each council in line with prior year projections. In 2023, the fire committee operating reserve was fully allocated to lower the contributions of each participating member. In 2024, forward, full operating contributions must be budgeted.

Municipal Contribution	2024	2025	2026
CoN – Operating	\$167,634	\$173,250	\$190,665
CoN – Capital	\$57,420	\$35,280	\$53,460
TOB – Operating	\$18,626	\$19,250	\$21,185
TOB – Capital	\$6,400	\$3,290	\$5,940

2024 Proposed

The 2024 proposed budget includes an operating allocation of \$167,634 from the County and \$18,626 from the Town. In addition, capital transfers to reserves total \$57,600 and \$6,400 respectively (refer to attached budget for details).

Revenue

- Two sources of revenue remain in 2024, municipal contributions and the annual bay rental.

Expenditures

- The 2024 budget reflect various increase:
 - 3.9% overall budget increase in line with last years' projection.
 - The fire training grants offered by the province be applied for to offset the cost of training. Although we anticipated it was to be phased out, we just received notification that applications are being accepted. Anticipated training includes: 1001 courses, vehicle extrication, pumper, and first aid.
 - A cattle liner cutter, and ice rescue equipment will be purchased within the stated budget of \$25,000.

The County of Newell is completing a fire needs assessment. The outcome of this report will impact future year budgets and operations. The following projection will be modified accordingly.

2025 Projected

Revenue

- No major changes projected for 2024.

Expenditure

- Inflation is applied where applicable on consumables, utilities, and insurance.
- Vehicle extrication tools will be purchased with funds from the capital reserve.

2026 Projected

Revenue

- No major changes projected for 2026

Expenditure

- Inflation is applied where applicable on consumables, utilities, and insurance.
- A small allocation of \$15,000 will be transferred from the capital reserve to training ground plans.

OPTIONS

#1 – that council approves the 2024 fire department budget as presented and the 2025-2026 budget projections and the 2024-2033 capital budget as recommended by the Bassano & Rural Fire Area Committee.

#2 – That council withholds approval of the 2024 fire department budget and the 2025-2026 budget projections and the 2024 – 2033 capital budget as recommended by the Bassano & Rural Fire Area Committee until the County of Newell has confirmed their financial commitment.

#3 – That council declines the 2024 fire department budget as presented (provide direction if declined on actions).

CAO COMMENTS

A lengthy discussion ensued regarding fire fighter recognition as employer support for the volunteer departments. As a way to show appreciation to the continued commitment of volunteer firefighter and businesses, administration was asked to design a monument for consideration as a feature corner at the fire hall.

RECOMMENDATION

#1 – that council approves the 2024 fire department budget as presented and the 2025-2026 budget projections and the 2024-2033 capital budget as recommended by the Bassano & Rural Fire Area Committee.

Prepared by: Amanda Davis, CAO

Attachments:

1. (23) 2024 Fire Budget and Projections

Town of Bassano
2024 - 2026 Operations Budget and Projections with Capital Transfers - FIRE

(23) Fire

		2023	2024	2025	2026
		Approved	Proposed	Projected	Projected
Revenue	Descriptive Summary				
1230059500	County Contribution	\$ 130,905	\$ 167,634	\$ 173,250	\$ 190,665
	Capital - to reserves	\$ 57,420	\$ 57,600	\$ 35,280	\$ 53,460
1230085000	Other Income/Donations				
1250059000	Ambulance Rental Income	\$ 11,600	\$ 11,940	\$ 12,700	\$ 12,950
1230059000	Municipal Contribution	\$ 14,545	\$ 18,626	\$ 19,250	\$ 21,185
	Capital - to reserves	\$ 6,380	\$ 6,400	\$ 3,290	\$ 5,940
1230092000	Transfer from Reserves	\$ 31,500	\$ -	\$ 50,000	\$ 15,000
	Revenue Subtotal	\$ 252,350	\$ 262,200	\$ 293,770	\$ 299,200
Expenditure	Descriptive Summary	2023	2024	2025	2026
		Approved	Proposed	Projected	Projected
2230013000	Employee Contr. (CPP/EI)	\$ 1,200	\$ 1,400	\$ 1,600	\$ 1,600
2230014800	Travel/Lodging/Meals	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
2230015900	Honorariums	\$ 68,250	\$ 75,000	\$ 82,600	\$ 85,000
2230021500	Phone, Fax and Internet	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500
2230021501	Freight and postage	\$ 500	\$ 500	\$ 500	\$ 500
2230023200	Training	\$ 5,500	\$ 6,000	\$ 6,500	\$ 6,500
2230025000	Hall R&M	\$ 500	\$ 500	\$ 500	\$ 500
2230027400	Insurance	\$ 23,000	\$ 25,000	\$ 27,000	\$ 29,000
2230051000	Goods & Services	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
2230051001	Janitorial/Supplies	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
2230051002	Office Supplies	\$ 500	\$ 500	\$ 500	\$ 500
2230052000	Vehicle Equip R&M	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
2230052001	Fuel	\$ 3,800	\$ 4,000	\$ 4,100	\$ 4,200
2230052002	Radio Purchase/Repairs/License	\$ 15,000	\$ 15,000	\$ 16,500	\$ 16,500
2230052003	Equipment/hand tools/uniforms	\$ 25,000	\$ 25,000	\$ 70,000	\$ 50,000
2230054000	Utilities	\$ 7,000	\$ 7,000	\$ 7,100	\$ 7,200
2230099500	Staff Recognition	\$ 2,300	\$ 2,300	\$ 2,300	\$ 2,300
2230076200	Transfer to Capital Fire Reserve	\$ 63,800	\$ 64,000	\$ 38,570	\$ 59,400
	Expenditure Subtotal	\$ 252,350	\$ 262,200	\$ 293,770	\$ 299,200
	Total	\$ -	\$ -	\$ -	\$ -

2024 Budget Notes

1. Fire needs assessment will have impact on future projections.
2. Equipment purchases include K12 cattle liner cutter and ice water rescue/hoses
3. Other expenses adjusted for inflation.
4. The entire Fire Committee Operating Reserve revenue was used in 2023 to offset municipal contributions.

**Town of Bassano
2023-2033 Capital Budget - Fire**

(23) Fire

Revenue		2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
1230059500	County Contribution	\$ 57,420	\$ 57,600	\$ 35,280	\$ 53,460	\$ 53,640	\$ 53,820	\$ 54,000	\$ 54,180	\$ 54,360	\$ 32,040	\$ 32,490
1230059000	Municipal Contribution	\$ 6,380	\$ 6,400	\$ 3,920	\$ 5,940	\$ 5,960	\$ 5,980	\$ 6,000	\$ 6,020	\$ 6,040	\$ 3,560	\$ 3,610
Revenue Subtotal		\$ 63,800	\$ 64,000	\$ 39,200	\$ 59,400	\$ 59,600	\$ 59,800	\$ 60,000	\$ 60,200	\$ 60,400	\$ 35,600	\$ 36,100
Expenditure		2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
2230076200	Transfer to Capital Reserves - Fire	\$ 5,000	\$ 5,100	\$ 5,200	\$ 5,300	\$ 5,400	\$ 5,500	\$ 5,600	\$ 5,700	\$ 5,800	\$ 5,900	\$ 6,100
	SCBA Gear	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
	Handheld Radios/Truck Radio	\$ 3,800	\$ 3,900	\$ 4,000	\$ 4,100	\$ 4,200	\$ 4,300	\$ 4,400	\$ 4,500	\$ 4,600	\$ 4,700	\$ 5,000
	Vehicle Extrication Equipment	\$ 25,000	\$ 25,000	\$ -								
	Rescue Boat				\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000		
	Training Grounds	\$ 5,000	\$ 5,000	\$ 5,000								
	*New Fire Hall											
Expenditure Subtotal		\$ 63,800	\$ 64,000	\$ 39,200	\$ 59,400	\$ 59,600	\$ 59,800	\$ 60,000	\$ 60,200	\$ 60,400	\$ 35,600	\$ 36,100
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Notes

2025 - Vehicle extrication equipment is too big and cumbersome. Asset to be replaced.

SCBA gear needs to be replaced every 15-year. The average cost is \$13,000/set

2029 - 6 x SCBA

2032 - 6 x SCBA

Handhelds radio upgrades (in addition to operations budget of 3 handhelds per annum) - set aside for one extra handheld/truck phone per annum.

Bunker gear (in addition to operations budget) - set aside for one extra set per annum.

Fire training grounds upgrades planned for 2026.

Fire Chiefs are putting together stats for a rescue boat - contribution to capital is proposed for 2026 if stats confirm need

*Fire Needs Assessment will influence outcomes however, must consider fire hall limitations - capital budget is required



REQUEST FOR DECISION

Meeting: September 11, 2023

Agenda Item: 7.5

SUBJECT: 2024 ATCO Franchise Agreement Fee

BACKGROUND:

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

The Town must notify ATCO by November 1st annually of their decision to increase, decrease or keep the franchise fee the same.

What is a franchise fee?

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

Records show the Town has maintained a 25% franchise fee since at least 2013. The franchise fee cap is 35%.

In 2019, the Town's estimated revenue was \$100,000 for three years. As part of the three-year budget analysis, an increase in franchise fee percentages were not planned (re: 2020 or 2021) and had been held at 25%. The rate was held again in 2022 and 2023. Maintaining a 25% fee is forecasted to generate revenue of \$112,099 in 2024.

25% = \$112,099

26% = \$116,583

27% = \$121,067

OPTIONS

#1 - That the Town of Bassano maintains the ATCO Electrical Distribution System Franchise Fee at 25% in 2024.

#2 - That the Town of Bassano increases the ATCO Electrical Distribution System Franchise Fee from 26% effective January 1, 2024.

#3 - That the Town of Bassano increases the ATCO Electrical Distribution System Franchise Fee from 27% effective January 1, 2024.

CAO COMMENTS

None

RECOMMENDATION

#1 – That the Town of Bassano maintains the ATCO Electrical Distribution System Franchise Fee at 25% in 2024.

Prepared by: Amanda Davis, CAO

Attachments:

1. Franchise letter dated August 29, 2023

29 August 2023

Town of Bassano
PO Box 299
Bassano, AB, T0J 0B0

Attention: Ms. Amanda Davis, Chief Administrative Officer

RE: ATCO Gas and Pipelines Ltd. Natural Gas Distribution Franchise Agreement

As you are aware, ATCO Gas pays the Town of Bassano a franchise fee. The franchise fee is collected from customers in Bassano and is based on a percentage of our Delivery Tariff. In Bassano, this percentage currently is 25.00%.

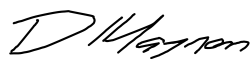
In 2022, our Delivery Tariff revenue in Bassano was \$497,013. Our forecast Delivery Tariff revenue for 2024 is \$448,397. Therefore, based on the current franchise fee percentage, your forecast 2024 franchise fee revenue would be \$112,099.

Please note that the forecast 2024 Delivery Tariff revenue can be impacted by changes in customer operations and weather. Additionally, ATCO Gas has utilized forecast 2024 delivery rates, however, they are not yet approved by the Alberta Utilities Commission. ATCO Gas commits to providing updated franchise fee revenue forecasts at a future date should there be material impacts related to the update of these forecast assumptions.

Pursuant to our franchise agreement, you have the option to change the franchise fee percentage in 2024. A request to change the franchise fee must be received by ATCO in writing prior to November 1, 2023. If you are considering changing the franchise fee in 2024, please contact us as soon as possible to begin the process.

We trust you will find this information useful, and, if you have any questions or require anything further, please do not hesitate to contact me at Dan.Magnan@atco.com.

Yours truly,



Dan Magnan
Manager, Lethbridge Operations
ATCO Natural Gas Division

AUGUST BOARD REPORT

JOHN SLOMP

NRSWMA AUGUST 24, 2023

- 1) 18,246 tonnes of contaminated soil was brought in in July.
- 2) The development permit for the new scales and scale house have been approved by the county.
- 3) The proposed Remedx landfill is set to go the MPC on Sept. 7. The 21 day process allows the landfill to express their concerns to the county. Neil said that he did not feel that it would make any difference. Shawn drafted a letter to send and emailed it to the board but Neil did not like how it was worded.
- 4) SAEWA has written the City of Brooks stating that they would like Ray Juska to be the president/chairman of the SAEWA board.
- 5) A RFP has been sent out to member municipalities regarding financial and benefit services for the landfill. A response was requested by September 15 and the board will decide at the next meeting.
- 6) Western Waste Solutions is shredding the non burnable wood and possibly the burn pit if conditions don't change. The burn pits at the transfer stations are full. Small loads are being redirected to the 50 yard bins and the large loads to the landfill.
- 7) Amanda approached the landfill about putting together a plan to have an independent contractor look after the concrete and asphalt to avoid the large cost of crushing the materials every 5 years. Amanda and Mike, with White Fox, came to the landfill to present their proposal. The proposal was that White Fox would crush the material at no cost to the landfill and that they would retain the materials for their projects. The landfill would be able to keep a small amount for their use. The tipping fees would go to White Fox. Shawn liked the idea but is concerned about the increase in tipping fees. The landfill currently charges 15 to 20 dollars per tonne, which is way below cost, but they would need to go up to about 100 dollars per tonne, which is industry standard.



MONTHLY CAO REPORT

Meeting: September 11, 2023

Agenda Item: 9.1

Report Period: August 10, 2023 – September 8, 2023

Amanda Davis, Chief Administrative Officer

General Administration

- Brand modernization transition continues with all administrative and public documents.
- Administrations from the Town, County and regional partners are explored the feasibility of partnering on a rural economic development project, following the release of a microgrant from the Rural Municipalities Association. The county submitted an application focused on the promotion of recreation assets in the region as an economic driver.
- 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.
 - Administration contacted all property owners that have rentals to introduce the initiative and to seek permission to share their contacts with volunteers.
 - Received various complaints/concerns about the proposed initiative and forwarded them to the volunteer committee per the Terms of Reference. Concerns relate to gate entrances, animal waste, and possible noise.
 - The volunteers will be hosting the town hall information meeting on September 14, 2023 at 7:00 p.m. and welcome council's attendance.
- The Asset Retirement Obligation (ARO) has been initiated with MPE and our auditors. This project is now complete based on our understanding of the ARO requirements. Since this is a new directive, we anticipate regulations and reporting requirements will change over the next few years and the ARO will become an ongoing project.
- A community grant was submitted to TC Energy to deliver Mental Health First Aid training to first responders and residents. Grant request: \$7,750 – grant award \$3,500 and will be used to first responder leadership training in 2024.

- The BUILD Bassano – Main Street Revitalization project was organized at 413 and 415 – 2nd Avenue. Final design renderings for the buildings are complete and will be ordered for installation.

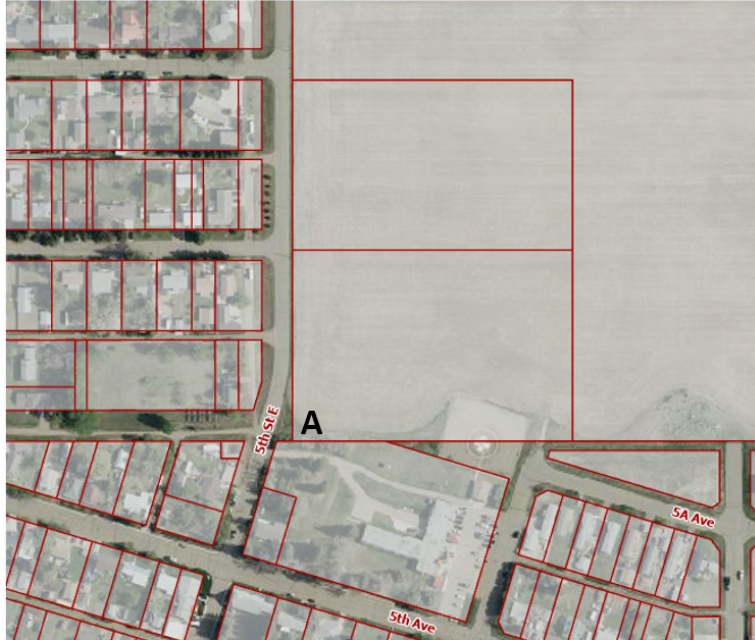


- The Bassano Historical Society (BHS) received approval from AGLC to continue with their mural and bench project. With this approval, we can expect to see progress on their files. A letter was provided to the BHS that they may install murals on municipally owned building on main street such as the town office, the campground building, and the community hall.
- The town office painting contract is underway.
- HR – Leslie DeMott, Administrative Assistant has successfully passed her 3-month probation and is now a permanent employee. Annual employee reviews are underway.
- 2024 budget planning has started.
- We have finally received confirmation from the CRA that the writ will be removed from 242 – 3rd Avenue upon a transfer of the balance of funds after the same. The actions are being transacted now.
- Kicked-off the Regional Emergency Management Plan project with our consultant Randy Tiller.

- Mayor Morey will be attending the Alberta Municipalities 2023 Fall Convention.
- Prepared and issued a lighting tender for the Bassano Community Hall upgrades.
- Bassano Royal Purple purchased a standup replacement cooler for Community Hall, delivered on September 8, 2023, initiated by Kelly Christman, a welcomed donation.
- Kelly Christman, Deputy Reeve, County of Newell proposed that the town and county logos are placed on the ice surface within the arena and the curling rink as a sponsorship action. This can be managed within the town budget and the county has agreed to proceed as well. The cost to place the logo on the curling ice is \$500. We anticipate this will be similar for the arena. *Discussion required.*
- Sandra Stanway, Brooks Bulletin provided historical reports that the Town owns the sign at the highway (TOB146/23) is not an issue regarding ownership.
- A letter was provided to our recreation and culture user groups to address anticipated power cost increases as well as an invitation to submit their insurance documents. We are working with our insurance advisor at Alberta Municipalities to ensure everyone is adequately insured and receiving the best rates.
- Continuing Care Capital Program –
 - I am engaged with Alberta Health Services and the Garden Loft team to design siting requirements for the small care campus. There are a lot of moving pieces for the project to meet the needs of the stakeholders while factoring in how this development ties into the long-term goals of the Bassano Project (continuing care campus). We have been working with a heliport consultant to move the existing flight path to support the project.

All stakeholders are thoroughly engaged and are working together to advance project planning. This backend work is necessary before any grant submission.

Area A is the preferred location for the development as directed by the working committee. All actions are being taken to meet this request.

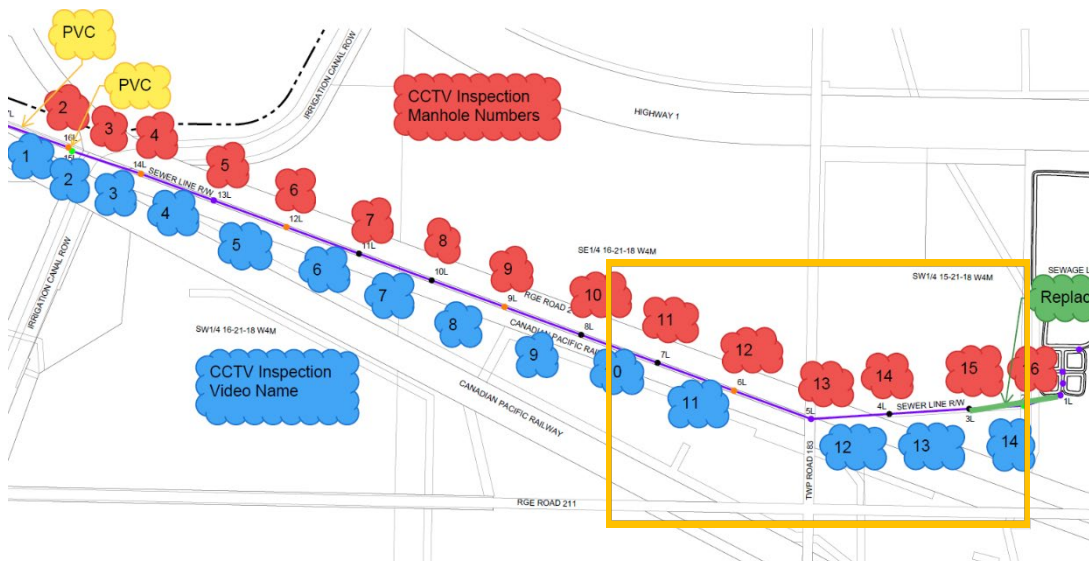


Capital Project Updates

- Lagoon Upgrades – a project plan was submitted to AT/ICIP to request approval as follows:

With the allowable budget, we plan to complete the rehabilitation of approximately 630 meters of sanitary trunk main between 3L and 7L shown on the below map. 3L and 5L are within the approved construction zone, 5L to 7L are outside the construction zone. In addition, we would aim to rehabilitate manholes 3L – 7L. The mainline rehabilitation is a liner.

The request is now under review.



General Public Works

- Summer students finished their shifts in late August and public works is preparing for fall.
- Completed a manhole habilitation on 2nd Street east near the pool.
- The pool was drained and prepped for the liner replacement project.
- All crackfilling in the priority areas is now complete.
- Water meter replacements have started again.

Bylaw Enforcement

Bassano's contracted bylaw enforcement officer monitored traffic and pedestrian safety in priority areas and hand-delivered orders to contravening properties.

Community Standards Bylaw 920/21

- a. 1 file remains open from 2022.
 - b. 1 file remains open regarding an unsightly property from the previous month. 6 files were closed.
 - c. 3 files were open for unsightly properties in August. These remain open.
2. Land Use Bylaw 921/21
 - a. File was opened regarding improper drainage from one property onto another. The file is ongoing.

Total files initiated in July: 4

Total files closed: 6

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

Development

PERMIT NUMBER	LOCATION	DEVELOPMENT
TOB-D-18-23	822 – 5 th Avenue	Use reclassification from vacant industrial yard to metal fabrication/mechanic shop.

- Administration has been busy responding to numerous inquires about development incentives and responding to inquiries about the tax recovery properties. 242 – 3rd Avenue is now sold.

- We continue to support South Country Co-op's development process and working together to determine the feasibility of an earlier phase two buildout. We have engaged/provided contacts with various local businesses to help them establish year-round maintenance and operations contracts.
- Mayor Morey attended a site visit at JBS Canada, Brooks in August. Bassano was promoted as a community open for business and development. This has led us into initial discussions with JBS and how we can grow their business and our community together. Local business engagements have stated to outline the types of services that can be provide by working together.

Recreation

Bassano Outdoor Pool

The Bassano Outdoor Pool staff had a very active August. A total of 1,768 patrons attended the facility in August during public swimming times. This is consistent with previous operating years.

Four (4) free swim Fridays (1:00 p.m. – 3:00 p.m. daily) were hosted during the month of August, attracting between 60-100 patrons each day, weather dependent. The free swims were sponsored by an anonymous donor.

August was jam-packed with fun days including Hawaiian Day, Disney Day, and the Last Day Bash. The Last Day bash attracted 205 patrons and included a slip n' slide, kids games/prizes, and treats. A great finale to the season.



TikTok videos were created to help advertise the pool. These videos highlighted different areas of the pool and staff patron interactions. Some of these videos reached over 600,000 views. Staff reported that patrons visited our facility after watching the videos.

The pool closed for the season on August 28, 2023. We are working through management's feedback and will provide updates for the council as a part of the budget and plan review process.

Overall, this was another successful season. A detailed report will be provided to council as part of our budget process. We were pleased with staffing after working through some seasonal glitches. Holly and Laural Schaffer, co-managers were offered positions to return in 2024.

Bassano Outdoor Pool Liner Replacement Project

RECA Vinyl Works Inc. will begin removing the existing pool liner on September 11, 2023.

Bassano and District Centennial Arena Basement Updates Project

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

Attachments

1. Action Items List – no action required
2. Bylaw Enforcement Tracker – August 2023 – information only
3. September Newsletter – information only
4. Insurance Letter to User Groups – 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	Ongoing

July 10, 2023 Regular Meeting


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

Directed to	Action	Completed
Davis, A.	Engage south side properties on MS re: what needs to happen for exterior renovations	
Davis, A.	Follow-up with Clr. Wetzstein re: AM Convention registration.	
Davis, A.	For 2024 Battle of the Balls ensure set-up does not block disc golf.	

Aug. 14, 2023 Regular Meeting

Directed to	Action	Completed
DeMott, L.	Resolution index	Complete - Aug 17, 2023
DeMott, L.	Rotate minutes	Complete - Aug 17, 2023
Davis/Pekau	Water rate scenarios for fall	
Davis, A.	Amend MSI operating plan.	Complete - Aug. 15, 2023
Davis, A.	Finalize MS building project.	Complete - signs on order
Davis, A.	Proceed with highway sign updates.	Initiated with designer.
Davis/Smith	Award pool liner contract and set up w/o.	Complete
Davis, A.	Letter to Ry Bar re: tax credit for shop two.	Complete - Aug. 16, 2023
Davis, A.	Letter to BML re: approval of financial reviewer.	Complete - Aug. 15, 2023
Davis, A.	Connect with school re: student volunteer hours.	
Davis, A.	Staff updates.	Complete - Aug. 15, 2023
Davis, A.	Newsletter highlights.	Complete

Town of Bassano
2023 Bylaw Enforcement Tracker

File Number	Date Opened	Location (Civic Address)	Bylaw(s) in contravention	Issues	Images	Compliance	Date closed
Carry forward from 2022							
TOB-BEO001/22	28-Jun-22	433 2 Avenue BBI Priority Area 2 - carry forward from 2021.	Community Standards Bylaw 920/21, Fire Services Bylaw 885/19, Traffic Bylaw 876/18, Bassano Land Use Bylaw	Accumulation of garbage and debris. Operation of an automotive/mechanical equipment or service business in a main Street Commercial (C1) Land Use District. Fence and signage non compliant with Land Use Bylaw and installed without an approved permit. Shipping container on the premises without a permit.		Orders were issued on June 28, 2022 and amended on July 15, 2022 in include the correct bylaw number. July 31, 2022 date of compliance was given. Property owners appealed the orders and an extension of one month (period ending August 31, 2022) was approved by Council. Property owners have not achieved compliance.	Closed September 5, 2023
TOB-BEO060/22	14-Jul-22	831 2 Avenue	Dog Control Bylaw 836/12	Dog at large.	No images were taken.	CPO Leeks was given direction to call owner as a warning. The property owner was notified that the dog needs to be licensed. She said she would come in. A reminder letter was issued to the owner on February 2, 2023. No action has been taken.	Closed June 30, 2023
TOB-BEO066/22	9-Aug-22	726 2 Avenue	Dog Control Bylaw 836/12	Multiple complaints have been received regarding the constant barking of the 3 dogs on the property. Dogs are unlicensed.	No images. See property files for complaints.	Complaints were received on March 18, May 12, and August 7, 2022 from a neighbor. CPO Leeks contacted the property owner and let them know that there have been noise complaints and that the dogs need to be licensed. The complainant was asked to complete a dog log to prove excessive barking. The dog log has not been completed by the complainant. No action has been taken since	Closed January 31, 2023
TOB-BEO082/22	11-Oct-22	337 9 Avenue	Dog Control Bylaw 836/12	Dog at large - Not caught - Warning	No images.	Verbal complaint from resident that the dogs were following him on his run around Town. Owners were contacted and asked to license and keep the dogs confined to the property unless they are leashed, held, and controlled by the owner. Email was sent with dog licenses form to the dog owner on October 11, 2022. A follow-up email was sent on January 19, 2023. Animals were registered on January 19, 2023.	Closed January 19, 2023.
2023 files							
TOB-BEO001/23	4-Jan-22	426 2 Avenue	Traffic Bylaw 876-18	Ice on Sidewalk	See file.	A call was placed to the neighboring properties that have an agreement to keep the sidewalk clean. Both parties were warned and asked to clear the sidewalk of debris.	Closed January 31, 2023
TOB-BEO002/23	17-Jan-23	409 3 Avenue	Community Standards Bylaw 920/21	Dog feces accumulated in yard.	See file.	Complaint was received regarding the accumulation of dog feces in the backyard. CPO Leeks contacted to dog owner and landlord on January 18, 2023.	Close February 28, 2023
TOB-BEO003/23	25-Jan-23	308 4 Avenue	Cat Control Bylaw837/12	Cat at large. Located at the Pool.	See property file	Cat was at large at the Bassano Outdoor Pool (249-253 6 Avenue). PW and S. Smith identified the cat by it's collar. A call was placed to the owner explaining that the cat was not to be at large and that fines may be levied if the cat is caught in the future.	Closed January 25, 2023
TOB-BEO004/23	27-Jan-23	902 2 Avenue	Community Standards Bylaw 920/21	Noise complaint. Complainant explained that the business owner is operating loud equipment during quite hours.	See file.	Complainant explained that the business owner is operating loud equipment during quite hours. Complainant submitted a delegation request to council and a complaint form on January 27, 2023.	Closed April 30, 2023
TOB-BEO005/23	7-Feb-23	701 1 Street	Dog Control Bylaw 928/22	Dog at large - Not caught - Warning	No images.	Verbal complaint from resident that the dogs were loose on the school grounds. CPO Leeks was directed by administration to call warning the owner that thier dog was at large.	Closed Febrauy 16, 2023.
TOB-BEO006/23	15-Feb-23	11th Street	Traffic Bylaw 876-18	Speeding	No images.	Verbal complaint from resident that studnets were speeding along 11th Street and tractor trailers were speeding from the Old #1 highway 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 Shipping container was removed. property owners met	Closed August 30, 2023
TOB-BEO0013/23	23-Apr-23	229 2 Avenue	Community Standards Bylaw 920/21	A complaint was received regarding over grown trees encroaching on the alley.	See file.	Complaint was received regarding the properties over grown trees encroaching on the alley. Call was placed to the property owner on May 1, 2023. Property owner has organized a contractor to come cut the trees. Trees were cut May 5, 2023. Complainant was notified May 8, 2023 that the trees have been cut.	Closed May 8, 2023.

**Town of Bassano
2023 Bylaw Enforcement Tracker**

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

Town of Bassano
2023 Bylaw Enforcement Tracker

TOB-BEO0027/23	24-Jul-23	418 3 Avenue	Community Standards Bylaw 920/21	Over grown grass and weeds, accumulation of garbage and debris on the property.	See file.	Orders were issued on July 27, 2023. Compliance was met by the property owner.	Closed August 14, 2023
TOB-BEO0028/23	27-Jul-23	502 5 Avenue	Community Standards Bylaw 920/21	Complaint was received regarding the accumulation of household supplies, building materials and an old fence leaned up against the house.	See file.	A complaint was received on July 26, 2023. File is pending.	Ongoing
TOB-BEO0029/23	28-Aug-23	633 4 Avenue	Land Use Bylaw 921/21	A complaint was received regarding drainage from the neighbor's property to the owner's driveway. This has been ongoing since the winter 2022.	See file.	A complaint was received on August 11, 2023. A call was placed by the bylaw enforcement division to the property owner on August 28, 2023. Property owners will be given till September 5, 2023, to implement a solution.	Ongoing
TOB-BEO0030/23	28-Aug-23	213 3 Avenue	Community Standards Bylaw 920/21	Overgrown grass and weeds. Inoperable vehicle not concealed from view	See file.	Orders were issued on September 1, 2023.	Ongoing
TOB-BEO0031/23	28-Aug-23	119 3 Avenue	Community Standards Bylaw 920/21	Accumulation of inoperable vehicles at the rear of the property.	See file.	Orders were issued on September 1, 2023.	Ongoing



TOWN NEWSLETTER

403-641-3788 | 502 – 2nd Avenue | town@bassano.ca | bassano.ca

2024 COMING

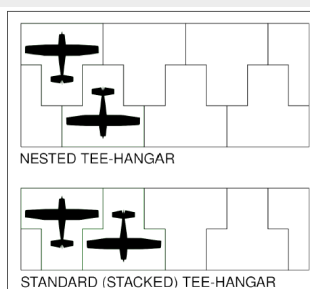
SOON – there is a growing interest to purchase and develop lots at the Bassano Airport. As a result, the Town and the County partnered to develop a new concept plan to accommodate different sizes of hangers and to make our airport more investable.

The concept plan was approved by both councils along with a plan of subdivision. The subdivision will occur in 2024. There will be 14 lots available.

The partners will prepare cost estimates to develop the new parcels of land for 2024 budget deliberations.

Lot prices will be available after budgets are completed.

Concept planning cost was \$11,340.



2023 Capital Project Highlights

Joint Use Facility (Arena & Pool)

Fire Proofing & Ventilation System Upgrades – NOW In-Progress

To meet current fire code standards, fire proofing and ventilation system upgrades were needed within the arena side of the building prior to installing new energy efficient lights. The project was awarded to Armor Building Systems Ltd. for **\$95,505** and will be funded equally by the Town and the County of Newell. The Town's contribution will come from the Recreation & Culture Capital Reserve.

Energy Efficient Lighting Upgrades – NOW In-Progress

Lighting upgrades will be completed at the Joint Use Facility once the fire proofing and ventilation system upgrades are complete. The total project cost is **\$38,000**.

- **MCCAC Energy Efficiency Grant = \$16,700**
- Project balance will be funded equally by the Town and the County of Newell. The Town's contribution will come from the Recreation & Culture Capital Reserve.

Once complete, the new lighting will help lower operating costs at the facility as they consume less power.

Bassano Outdoor Pool Liner Upgrade – Starts in September

The pool liner has reached the end of its useful life. Repairs were made prior to the 2023 season which allowed us to operate without interruptions – this is a good thing. In July, 2,390 people used the pool for public swim and fun days (not including swim lessons). On average, throughout a summer season, there are over 6,000 visits to the pool employing 14-20 students annually. The total project cost is including interim season repairs and design is \$415,000.

- **CFEP Grant = \$114,229** (a partnership with the Bassano Community Enhancement Society)
- **Small Town Smoke Down BBQ Proceeds = \$7,000**
- Project balance will be funded equally by the Town and the County of Newell. The Town's contribution will come from the Municipal Sustainability Initiative Capital allocation.

Condenser Upgrade – Starts in September

The Arena Management Board (AMB) will complete a condenser upgrade in September thanks to the funds raised last fall. This upgrade is fully funded by the AMB.

UPDATED: Business License Bylaw

Bylaw 932/23 was updated and passed earlier this year. Businesses operating in Bassano must have an active license, renewed annually by January 31 without penalties. We promote your business when your license is active.



WE ARE THINKING ABOUT INVESTMENTS

There are various development incentives available for your investment in Bassano.



If you are looking to build a revenue property, consider an Accessory Dwelling Unit (second home in your backyard). Or take advantage of decreased lot prices in the residential districts; a duplex is a great way to invest. Live on one side and rent the other side out. This can easily happen here with incentives and savings.

You can do even more with a commercial/industrial business development. New builds are eligible for incentives.



To find out more, contact Amanda Davis, CAO at 403-641-3788 or cao@bassano.ca

Development incentives are available online at bassano.ca/development.

MAIN STREET BUILDINGS FOR SALE

You can make your dream a reality by starting a main street business in Bassano.

The Town has two properties for sale on main street that were recovered through tax forfeiture. Each building is suitable for multiple uses that include a main floor business, an upstairs business, or mixed use with business and residential opportunities. The buildings are priced to sell and require an investment to become operational.

415- 2nd Avenue = \$30,000

413 - 2nd Avenue = \$7,000

Viewings can be made with Royal LePage, Jolene Ledene Reimer at 403-363-1320.

As you may have noticed, the Town recently painted the exterior of the buildings. We will also be installing business murals on the window to support main street beautification.

PUBLIC TAX AUCTION



A public tax auction will be held at the Bassano Town Office (502 - 2nd Avenue) on October 11, 2023, at 10:00 a.m. Properties subject to tax sale will be offered for sale at fair market value. Parties interested in bidding must adhere to the terms and conditions of the tax sale (available for pick up at the Town Office or online at bassano.ca/public-notices/).

There are currently five properties scheduled for the auction. Please note: property owners subject to tax sale may pay account balances until October 11, 2023 at 9:59 a.m. Property accounts that are fully paid prior to the commencement of the tax auction *will not* be sold.

1. 302 - 3rd Avenue - \$73,900 (reserve bid)
2. 226 - 2nd Avenue - \$220,167 (reserve bid)
3. 223 - 3rd Street - \$91,000 (reserve bid)
4. 509 - 7th Avenue - \$101,775 (reserve bid)
5. 808 - 3rd Avenue - \$197,733 (reserve bid)

LET'S SUPPORT THE BASSANO ARTS COUNCIL

The Bassano Arts Council is comprised of a dedicated group of volunteers that are passionate to promote live music. Each year they host a winter concert series with prized talent. Celebrating 40-years together, there is an outstanding line-up of musical talent.

Purchase your season ticket \$70 for 4 shows - Christmas can start in November. Bring friends and family or come solo. This is a great way to meet people and have a night out.

Bassano Arts Council 40th Anniversary Season!

www.bassanoartscouncil.com

Season Tickets for this year's season are on sale now!
Four concerts for \$70 – at the Town of Bassano Office,
the Brooks ConnectFirst Credit Union or by
sending an email then an etransfer to bassanoac@gmail.com!!



An acoustic, intimate evening with one of our all-time favourites, George Canyon!
November 8th, 2023



From Newfoundland – the Ennis Sisters!
November 27th, 2023



The Charms!!
Meg Korschuh & Denis Dufresne
April 17, 2024



Multiple CCMA
Nominee
Garrett Gregory

March 21, 2024



Alberta
Foundation
for the Arts



INTERESTED IN LEARNING MORE ABOUT THE OFF-LEASH DOG PARK?

PLEASE JOIN THE VOLUNTEER
COMMITTEE ON SEPTEMBER 14, 2023
AT 7:00 P.M. AT THE BASSANO
COMMUNITY HALL (610 – 2ND
AVENUE) FOR A PUBLIC
INFORMATION MEETING. GET THE
FACTS. Q&A TO ALL CONCERNS.
EVERYONE WELCOME.

CONTACT: GRANT MCCARGAR
GRANTMCC1@SHAW.CA OR 778-403-2108

BASSANO RCMP POLICING PRIORITIES

By working together, we can help keep Bassano safe. Policing priorities remain unchanged for the next period with rural crime watch, traffic and speed enforcement as well as community engagement.

NEW Online Crime Reporting is available at <https://ocre-sielc.rcmp-grc.gc.ca/alberta> - in person and phone crime reporting is still an option.

FAIRWELL TO OUR SUMMER STAFF

Our summer students are integral to town operations, both at the pool and with public works. 17 students were hired for the pool, and two for public works. Together, they offer recreational activities, life saving skills, lessons, and deliver on maintenance and beautification objectives. Thank you for a great season and best of luck for your upcoming school year – we look forward to having you back again.

SHOUT OUT...

To the Bassano Historical Society – the new mural on the Empty Bottle is thought provoking and a great display of our community's history.

To the Bassano Golf Course – the new entry signs in town and near Crawling Valley Reservoir are outstanding. What a great way to increase the promotion of the facility and grounds – the design is bright and welcoming!

STAY ACTIVE AND HAVE FUN TOGETHER

Bassano Memorial Library Upcoming Events

September 9th Car Care Demo @ 10:30 a.m. with K&S Auto, register at bassano.manager@shortgrass.ca

First Annual Disc Golf Tournament September 16th 1:00 – 3:00 p.m. Meeting near the pool by the bike park, discs are available.

September Tennis from 10:00 a.m. - 11:30 a.m. at the school courts, everyone welcome and equipment is provided.

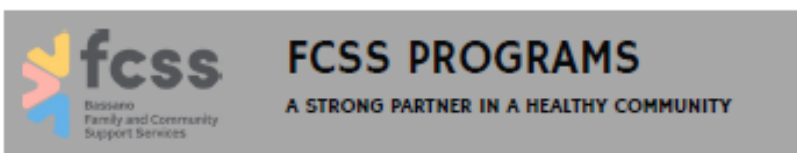
Bassano Fire Rapid Response Society Bottle Drive September 9th beginning at 10:00 am. All donations in support redevelopment of the Sport Court and Outdoor Rink. Bottles may also be dropped off at the Empty Bottle at any time with mention they are in support of fundraising efforts by BFRRS. Leave for pick up at the end of your driveway.

Bassano Skating Club Registration and AGM - Thursday Sept 7 at 7:00 at the arena – join us!

Bassano Curling Club Registration - contact Sandra Mitchell for more information at 403-734-2868.

Bassano Bowling Alley AGM - September 11th at 7:00 p.m. at the bowling alley 109 1st Avenue – join us!

Bassano Minor Hockey is actively seeking children born between 2014-2019 for this hockey season. Please contact Tiffany Gibeau for registration information at 403-501-1866.



Intention Journals

Available at Bassano Pharmacy and Town Office in men's, ladies, and children's versions. This free resource has mental health information and were designed to help reduce stress and anxiety while allowing for introspection and personal development. Stop in at a location and get yours today.

World Suicide Prevention Community Walk

Join us Friday September 8th for a lunch hour walk in recognition of Suicide Prevention Week from 12:30 -1:30 departing the Bassano Community Hall.

Life is a journey...you don't have to walk it alone!

Today in **Canada** 12 people will end their lives by **suicide**. For each death by **suicide**, the World Health Organization estimates 10 people are deeply affected.

Sing Out on Fire Safety

Mary Lambert will be performing her Fire Prevention Sing Out on Fire Safety performance on October 6th at 10:00am at the Bassano Community Hall. All members of the community are invited to attend this FREE performance and learn about fire safety!



Thank you to everyone who took the time to complete our Mental Health First Aid Survey. Bassano FCSS is a committed community partner and we look forward to providing programs and events that build community capacity and promote social, emotional, and physical wellness.

Fall Clean Up

Fall Clean up will begin the week of October 16th, 2023. If you would like to help beautify Bassano with some volunteerism, please contact Amanda Barron at (403) 641-3788 to adopt a section of town for garbage pickup.

Large items and Vehicles can be registered for pick up at (403) 641-3788. Piled branches and clear bagged leaves can be placed in the alley for pick up. Pick up dates are October 17 and 20 please have items out before 8 am.

Rural Pop Up/ Parents and Tots

FCSS in collaboration with SPEC welcomes Rural Pop Up, an unstructured developmental play and social skill building opportunity. Offered the third Thursday of each month from 10:00-11:30 am at the Community Hall for parents and guardians of children aged 0-6.

Upcoming Sessions : September 19th, October 17th CARSEAT CLINIC and November 21st.

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Stay updated to Bassano FCSS programs on Facebook @ Bassano Family and Community Support Services



Recreation & Community Services Department

502 – 2nd Avenue | P.O. Box 299

Bassano, Alberta T0J 0B0

403-641-3788

assistant@bassano.ca



“Making Ideas Happen”

August 21, 2023

Attention: Recreation & Culture Facility Executive Committee Members

RE: Energy Contract Updates and Insurance Review

The purpose of this letter is two parts. First, it is to inform you of changes to the Town’s energy contract, and second to inform you of an insurance review that will be conducted later this fall.

Energy Contract

We are part of a power purchasing pool through AMSC to ensure we have buying power when it comes to our energy needs. The Town’s existing power contract term (energy block) expires on December 31, 2023 at a rate of \$0.05175 per kWh. Based on market prices, we were informed that the new rates, for the upcoming term is expected between \$0.08 and \$0.12 per kWh.

We are also part of a purchasing pool through AMSC for gas. The Town’s existing gas expires on December 31, 2023 at a rate of \$2.06 per GJ. The new contract was signed at a rate of \$2.448 per GJ between January 1, 2024 through December 31, 2026.

These changes will impact all our operations along with continued carbon tax increases. As with the Town, we encourage you to assess rental/lease rates to manage the change in power costs moving forward.

Insurance Review

The Town has initiated an insurance review with Alberta Municipalities as part of its budget costing analysis. As part of this review, we will be investigating how we can work together to meet the insurance needs of the entities operating these facilities (e.g. golf club, curling club, etc.).

If your organization wants to participate in the review to determine if there are ways to provide more cost-effective insurance, please send us one consolidated insurance file. This will be provided to Alberta Municipalities as a first step in determining how we can be better served.

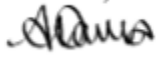
We will require a digital copy of your complete insurance policy by September 30, 2023 emailed to cao@bassano.ca. I will send a calendar invite as a reminder to submit your insurance policy. This is voluntary. However, if we can find cost savings, there is value for everyone.

BEAUTIFY | BUILD | BENEFIT

www.bassano.ca

We respect the work you do to keep recreation and culture active in Bassano.

Sincerely,

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

Amanda Davis, MBA
CAO

cc. Bassano Golf Club, Bassano Curling Club, Arena Management Board, Bassano Memorial Library,
Bassano Bowling Club, Pioneer Damsiters, Bassano Gun Club, Bassano Arts Council

MONTHLY STATEMENT
Town of Bassano
 Period Ending July 31, 2023

General Account			
Net Balance at End of Previous Month	\$ 851,659.45		
Receipts for the Month	\$ 1,389,522.87		
Interest	\$ 6,162.99		
FCSS Q3 Grant Funds	\$ 9,876.25		
CCBF Allocation	\$ 75,498.00		
TIPPS Overpayment Refund	\$ 103.47		
Cheque Cancellations	\$ 3,022.74		
Correction	\$ 0.25		
Sub-Total	\$ 2,335,846.02		
Less Disbursements for the month	-\$ 163,121.11		
Service Charges	-\$ 999.82		
WCB	-\$ 2,318.07		
Correction	-\$ 3.00		
Budget Transfers	-\$ 517,643.00		
August Transactions	-\$ 268.80		
CCBF Transfer	-\$ 75,498.00		
Tipps Returned	-\$ 227.85		
June Transactions	-\$ 3,746.00		
Net Balance at End of Month	\$ 1,572,020.37		
Bank Balance at End of Month	\$ 1,570,425.54		
Outstanding Deposit	\$ 11,075.88		
Sub-Total	\$ 1,581,501.42		
Less outstanding cheques	-\$ 9,481.05		
NET Balance at End of Month	\$ 1,572,020.37		
Savings			
	Opening Balance	Interest/Transfers	Closing Balance
Fire Reserves	\$ 32,290.23	\$ 148.18	\$ 32,438.41
Sewage Upgrade	\$ 229,404.57	\$ 79,611.89	\$ 309,016.46
MSI Capital	\$ 1,294,883.91	\$ 5,942.28	\$ 1,300,826.19
CCBF Grant Funds	\$ 415,955.07	\$ 77,463.72	\$ 493,418.79
MSI Operational	\$ 61,256.91	\$ 281.11	\$ 61,538.02
Capital Plan Reserve	\$ 2,746,659.85	\$ 355,625.78	\$ 3,102,285.63
Land & Development Reserve	\$ 758,410.11	\$ 3,480.38	\$ 761,890.49
Recreation & Culture Reserve	\$ 493,778.51	\$ 62,311.18	\$ 556,089.69
Municipal Reserve	\$ 533,437.28	\$ 32,470.57	\$ 565,907.85
FCSS Reserve	\$ 37.94	\$ 0.17	\$ 38.11
AMWWP Grant Funds	\$ 59.93	\$ 0.28	\$ 60.21
Recreation Funding Committee	\$ 42,718.14	\$ 196.04	\$ 42,914.18
ACP-Regional Emergency Management Plan	\$ 52,515.10	\$ 240.99	\$ 52,756.09
Municipal Fire Reserve Capital	\$ 57,656.76	\$ 6,649.40	\$ 64,306.16
Tax Sale - 103000	\$ 40,900.01	\$ 187.69	\$ 41,087.70
Tax Sale - 242000	\$ -	\$ -	\$ -
Tax Sale - 243000	\$ 4,526.12	\$ 20.77	\$ 4,546.89
Tax Sale - 284000	\$ 26,043.82	\$ 119.52	\$ 26,163.34
Shydrowski	\$ 1,115.86	\$ 1,003.78	\$ 2,119.64
Common Shares	\$ 5,627.47		\$ 5,627.47
Investments			
Shydrowski Scholarship	\$ 3,856.79		\$ 3,856.79
Nesbit Burns	Fixed Income \$ 1,039,725.52	\$0.00	\$ 1,039,725.52
	Cash Account \$ 67,205.85	-\$1,099.63	\$ 66,106.22
Transaction Total		\$617,763.71	
Total	\$ 7,908,065.75		\$ 8,532,719.85
Prepared By:			
			Mayor Morey
Date Prepared: August 3, 2023			
			C.A.O Amanda Davis



TOWN OF BASSANO

Cheque Listing For Account Payable

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount	Batch #
							22369
20230635	2023-07-06	EFT	EFT	171	AMSC INSURANCE SERVICES LTD.	3,348.04	
20230636	2023-07-06	EFT	EFT	1072	CONNECT FIRST CREDIT UNION LTD	800.00	
20230637	2023-07-06	EFT	EFT	7	RECEIVER GENERAL FOR CANADA	17,732.94	
20230638	2023-07-06			900001	ANDRES, LINDA	292.82	
							<hr/> 22,173.80
							22382
20230646	2023-07-12	EFT	EFT	1050	CHINOOK FINANCIAL C/O COLLABRIA	1,437.09	
20230647	2023-07-12			1096	DMT BUSINESS GROUP LTD.	3,876.29	
20230648	2023-07-12	EFT	EFT	946	RAYMOND, LONNIE	11.90	
20230649	2023-07-12	EFT	EFT	1103	SCHAFFER, LAUREL	90.35	
20230650	2023-07-12			1000	SMITH, SYDNEY	226.30	
20230651	2023-07-12	EFT	EFT	1033	WATSON, RICHARD	836.00	
							<hr/> 6,477.93
							22392
20230677	2023-07-14			1095	LIFESAVING SOCIETY	250.00	
20230678	2023-07-14	EFT	EFT	3	PIONEER GAS CO-OP LTD.	749.66	
20230679	2023-07-14	EFT	EFT	1035	TELUS MOBILITY	166.10	
							<hr/> 1,165.76
							22418
20230680	2023-07-24			1073	ATS TRAFFIC LTD.	1,628.55	
20230681	2023-07-24	EFT	EFT	413	HI-WAY 9 EXPRESS LTD.	105.24	
20230682	2023-07-24			1087	YELLOW PAGES DIGITAL & MEDIA SOLUTIONS LIMITE	31.15	
20230683	2023-07-24			900001	CANADA REVENUE AGENCY	965.12	
20230684	2023-07-24			900001	I RANG (JOSEPH) LIM, PO BOX 1017	25.00	
20230685	2023-07-24			900001	PATRICIA MCPHERSON	112.84	
							<hr/> 2,867.90



TOWN OF BASSANO

Cheque Listing For Account Payable

2023-Sep-6

8:54:33AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount	Batch #
20230686	2023-07-27	EFT	EFT	1043	2052900 ALBERTA LTD.	19,448.10	22419
20230687	2023-07-27	EFT	EFT	564	AZTEK SECURITY COMPANY	97.65	
20230688	2023-07-27	EFT	EFT	1105	BAER, NICHOLAS	73.22	
20230689	2023-07-27	EFT	EFT	44	BASSANO AUTOBODY (1977) LTD.	100.00	
20230690	2023-07-27	EFT	EFT	8	BASSANO AUTOMOTIVE (1985) LTD.	367.20	
20230691	2023-07-27	EFT	EFT	20	BASSANO BUILDING CENTRE LTD.	274.44	
20230692	2023-07-27	EFT	EFT	47	BASSANO PLUMBING & HEATING	717.80	
20230693	2023-07-27	EFT	EFT	522	BENCHMARK ASSESSMENT	1,571.77	
20230694	2023-07-27	EFT	EFT	487	CANADIAN LINEN	107.13	
20230695	2023-07-27	EFT	EFT	121	COUNTY OF NEWELL	5,491.00	
20230696	2023-07-27	EFT	EFT	1101	CR SAFETY TRAINING AND CERTIFICATION LTD.	2,661.05	
20230697	2023-07-27	EFT	EFT	796	CREAKY FLOOR HARDWARE STORE LTD.	37.77	
20230698	2023-07-27	EFT	EFT	962	DIGITEX CANADA INC.	725.45	
20230699	2023-07-27	EFT	EFT	479	DPOC	1,575.00	
20230700	2023-07-27	EFT	EFT	816	EECOL ELECTRIC CORP.	1,836.15	
20230701	2023-07-27	EFT	EFT	728	FRONTIER SIGNWORKS	138.60	
20230702	2023-07-27	EFT	EFT	811	GREGG DISTRIBUTERS LP	411.42	
20230703	2023-07-27	EFT	EFT	1104	HOMEWOOD HEALTH INC.	504.00	
20230704	2023-07-27	EFT	EFT	1055	MOREY, IRVIN	201.07	
20230705	2023-07-27	EFT	EFT	37	NEWELL HOUSING FOUNDATION	12,354.54	
20230706	2023-07-27	EFT	EFT	929	PINNACLE AQUATIC GROUP INC.	9,658.91	
20230707	2023-07-27	EFT	EFT	217	PLAYFAIR LODGE	510.42	
20230708	2023-07-27	EFT	EFT	25	PUROLATOR INC.	34.56	
20230709	2023-07-27	EFT	EFT	902	SIEBEN HOLDINGS LTD.	682.50	
20230710	2023-07-27	EFT	EFT	881	SOUTH COUNTRY CO-OP LIMITED	1,539.02	
20230711	2023-07-27	EFT	EFT	948	TAXervice	10.50	
20230712	2023-07-27	EFT	EFT	1058	TOWN OF BASSANO	4,446.06	
20230713	2023-07-27	EFT	EFT	696	VILLAGE OF DUCHESS	4,640.00	
20230714	2023-07-27	EFT	EFT	1100	WURTH CANADA LIMITED	20.27	
						70,235.60	
							22467
20230727	2023-07-28			900001	BASSANO LODGE NO.55	781.79	
20230728	2023-07-28			900001	HEATHER BASARAB	450.00	
						1,231.79	
							22469
20230729	2023-07-28	EFT	EFT	1	TELUS COMMUNICATIONS INC.	785.40	
						785.40	
Total						104,938.18	

*** End of Report ***

FCSS Director's Report

Period Ending: August 31, 2023

Prepared By: Amanda Barron, Director

Supporting Community Members



SUPPORTS

Seniors Benefits

Through August we supported 12 seniors with benefit enrollment/submissions and acquiring resources to services.

PROGRAMS

Rural Pop Up

Upon speaking with SPEC we agreed to cancel the August Rural Pop up and resume in September. They reported having experienced low participation in other communities through the summer months.

I will update all our advertising to include the program description of Parent and Tots people may not have a clear idea of what the Rural Pop Up program entails.

A Car Seat Clinic is scheduled to attend the Rural Pop Up on October 17th, this service will help parents ensure car seat safety.

Canadian Volunteer Income Tax Program

No new remittances to report.

Summer Social Skills Camps

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. Sessions ran July 24-28 and August 14-18 daily for an hour for a one-week period and ended with a 10 minute emotions yoga. Each session had full subscribership at 6 children per session, many of whom commented they couldn't wait till next year's sessions.

Parade of Garage Sales

Bassano's Parade of Garage Sales has seen substantial growth this year. With 26 registered sales and another half dozen pop ups bringing the town total to over 30. Bassano FCSS provided a refreshment stand, distributed maps and our last 20 craft bags to parade attendees. I had the opportunity to welcome visitors and have many engaging conversations. It was great to see the Knox Presbyterian Church provide a Poor Man's Lunch and the Memorial Library hosting a Story walk in the Campground as well as an author visit. There were many shoppers from surrounding communities taking in this event.

We distributed 70 printed maps for this event, in coming years the map will be made available online as we had many requests.

FCSS Director's Report

Period Ending: August 31, 2023

Prepared By: Amanda Barron, Director



Supporting Community Members

Prevention, Intention Journals

As part of our continued commitment to mental and physical wellbeing, for Suicide Prevention Day we created a resource to turn people's attention inward and focus on the self. Prevention, Intention Journals were created for men, women and children specifically designed to engage and provoke thought as well as provide stress relief. They also included resources for individuals to access locally. In total 100 journals were created and distributed at Bassano Pharmacy, Town Office, Long Term Care and Bassano Playfair Lodge. The initial printing of 60 journals moved very quickly, promoting us to print a further 40 journals.

August Activities

Expanding on our 50+ Activity Crawl Bassano FCSS offered Disc Golf, Tennis and Bowling to encourage physical activity and social connectivity. Through the month of August, we held open activity opportunities for residents to enjoy unstructured activity, all equipment was provided and there was no charge to attend. An activity was offered weekly for 2 hours,

INITIATIVES

Welcome Wagon (WW)

Through the month of August 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. We were successful in receiving \$3500 earmarked for the facilitation of Mental Health First Aid First Responders Leadership Course that will be coming in 2024 programming.

Provincial Funding Agreement Amendment

In early March a 5-million-dollar increase was announced to support FCSS operations provincially. Bassano FCSS received a 4% increase over the 3-year funding term totaling \$4,888.00 to be distributed as follows.

- 2023 -\$1,333
- 2024 - \$1,777
- 2025 - \$1,777

FCSS Director's Report

Period Ending: August 31, 2023

Prepared By: Amanda Barron, Director

Supporting Community Members



2024 Budget

I have been working on the development of the 2024 preliminary budget, and program planning, this will allow us to pursue grant funding for specific programs we hope to make available in Bassano.

Alberta Healthy Aging Conference – October 10-12

I have registered to virtually attend the Alberta Healthy Aging Conference this October 10-12. The conference will cover a wide variety of topics including the road to better transportation, building social resilience through literacy and asset-based community development. I am hoping to gain knowledge and insight on planning, developing, and delivering sustainable programs and services that will prioritize healthy aging in our community.

ARPA Conference October 26-28

I will be attending the Alberta Parks and Recreation Conference with Sydney Smith from October 26–28. I am looking forward to expanding my knowledge as this year's theme is "Inspiring Creativity and Community." This conference will focus on trends in recreation programming, parks and open spaces, environmental stewardship, and cultural and artistic programs, to create unique partnerships and collaborate with our community members. With our two departments working collaboratively on community programming learning at this conference will help us improve program development moving forward.

One Year Anniversary

It has been a wonderful year of growth for me as the Director of Bassano FCSS. I have embraced learning about our community needs and providing social programming locally. It has been an absolute pleasure working with such inspiring individuals and I thank the Advisory Board along with the Town of Bassano staff for having embraced me and supported my development, In the coming years I look forward to expanding our current programs and continuing to build community capacity in Bassano.

2023 FCSSAA Annual Conference November 22-24

The FCSSAA Annual Conference is being held in Edmonton Alberta again this year. I have secured lodging in preparation. We have not been notified what the conference fee is yet or the content that will be offered. Once these have been determined, we can determine if attending will provide opportunity for growth. Members of the board can attend this conference as well providing budgetary allowance.

DIRECTOR TRAINING

In July, I took Basic Emergency Management to better prepare in event of emergent situations such as environmental and or physical events. This is required as part of our Emergency Social Services, I will be doing an online ICS 200 course in September as part of this onboarding as well.

FCSS Director's Report

Period Ending: August 31, 2023

Prepared By: Amanda Barron, Director

Supporting Community Members



UPCOMING PROGRAMS

- Community Walk- Suicide prevention
- National Day of Truth and Reconciliation – Bassano School Collaboration
- Sing out on Fire Safety with Mary Lambert
- Fall Clean-up
- Trunk or Treat

BASSANO AUGUST 2023 REPORT

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

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

During this month, our department had no current investigations.

During this month there was one warning issued for failing to provide insurance card.

There was one ticket issued for failing to wear a seatbelt.

The focus for the Alberta Traffic Safety Enforcement for this month was on new drivers.

This concludes the report for Bassano for August.



ALBERTA
ARTS, CULTURE AND
STATUS OF WOMEN

Office of the Minister

Thomas Rose
President
Bassano Community Enhancement Society
PO Box 555
Bassano AB T0J 0B0

Dear Thomas Rose:

On behalf of the Government of Alberta, I am pleased to advise you that your Community Facility Enhancement Program (CFEP) Small Application No. CFEP-109528 to assist the Bassano Community Enhancement Society with facility upgrades to the Bassano Joint Use Facility has been approved for \$114,229. An electronic transfer of funds in the amount of \$114,229 will be sent to your bank account in the coming weeks and notification will follow.

As Minister of Arts, Culture and Status of Women, I am extremely honoured to support the work of non-profit organizations that aim to foster healthy, vibrant communities across Alberta. The Government of Alberta is proud to support organizations that improve Albertans' quality of life.

Acceptance and use of the grant funds will confirm your agreement with the terms and conditions of the Grant Agreement in your application. The final reporting templates are available online at www.alberta.ca/community-facility-enhancement-program.aspx/

Please note that you will be required to file a statement of accounting and final report upon project completion or within 18 months of the payment date. If you have any inquiries, please contact program administration at 1-800-642-3855.

I wish you continued success with your important work.

Sincerely,

Honourable Tanya Fir
Minister of Arts, Culture and Status of Women

cc: Honourable Danielle Smith, MLA
Brooks-Medicine Hat

From: [Grant McCargar](#)
To: [Bassano CAO](#)
Subject: EXTERNAL - Requests from Off Leash Dog Park Committee
Date: Wednesday, August 30, 2023 2:17:52 PM

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

Good Day Amanda

To confirm our discussion on the phone yesterday.

- The committee would like to have a Town Hall Information Meeting on Sept 14 at 7:00 PM
- We need someone to give us a walk-through of the hall in advance regarding chairs/tables and the PA system set up and operation.
- **We request that someone from Town Council be present on the Dias to verify what the parties have agreed upon. We will answer to all relevant questions but this will demonstrate that the Town council supports the Off leash Park proposal.**
- *Minutes will be taken at this town hall meeting for reference purposes and we will follow an agenda.*
- We will post notices around town to publicly advertise and post on Facebook
- **If you could print off some posters that is acceptable to the Town that we can post, it would be appreciated.**
- If you could add it to the towns Webpage and Facebook page, it would be helpful.
- We will contact the tenants and try to get the owners actual address and phone numbers to be able to contact them directly to satisfy the 70% approval required by council.
- If we are not successful in this effort, we request that the Town Office reach out to them (as you have this information readily available) to request their vote on the use of the space proposed.
- We have been silent over the past 2 months due to summer holidays.
- We will plan to do our fundraising in the spring of 2024, and once we have reached our funding goal, can proceed with construction of the fences/gates and signage.

Thank you

Grant McCargar
778-403-2108
Cell 480-299-8548
grantmcc1@shaw.ca