



COUNCIL AGENDA

Meeting: February 5, 2024 6:30 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 December 11, 2023 Regular Meeting

5. DELEGATIONS

5.1 STARS – Farden & Seely - 6:45 p.m.

6. UNFINISHED BUSINESS

6.1 Benchmark Assessment Consultants - Contract Renewal

6.2 2024 Bassano Memorial Library Budget – Proposed

6.3 (72a) 2024 Pool Budget – Proposed

6.4 BUILD Bassano – 2024 Development Projects – Proposed

7. NEW BUSINESS

7.1 2024 Local Water Management Plan

8. BOARD & COMMITTEE REPORTS

8.1 Mayor I. Morey

8.2 Deputy Mayor Slomp

- Newell Housing Foundation – January 8, 2024

- Newell Regional Solid Waste – January 25, 2024

8.3 Councillor K. Jones

8.4 Councillor M. Wetzstein

8.5 Councillor S. Miller

- Bassano Memorial Library – January 16, 2024

- Brooks Region Tourism – January 26, 2024

9. CAO REPORT

9.1 CAO Operations Report

- 9.2 Financial Statement for the month ending November 30, 2023
- 9.3 Cheque listing for the month ending November 30, 2023
- 9.4 FCSS Report for the period ending January 31, 2024
- 9.5 Recreation & Community Services Liaison Report for the period ending December 31, 2023
- 9.6 CPO Report for the periods ending November 30, December 31, 2023 and January 31, 2024
- 9.7 RCMP Report – none

10. CORRESPONDENCE

- 10.1 Alberta Municipalities Advocacy Correspondence
- 10.2 2023 Vital Signs Report
- 10.3 Joint Shared Services Meeting Notes – December 12, 2023
- 10.4 2024 Battle of the Balls Request
- 10.5 Alberta Municipal Affairs – Local Government Fiscal Framework Update – December 15, 2023
- 10.6 ORRSC Periodical Winter 2023 – Slopes & Adaptive Developments
- 10.7 2022 Foris Alberta Franchise Presentation
- 10.8 Newell Housing Foundation Minutes – December 5, 2023
- 10.9 Medicine Hat & District Chamber of Commerce - Boundary Change
- 10.10 *Police Amendment Act* – Engagement Material
- 10.11 Joint Shared Services Meeting Notes – January 9, 2024
- 10.12 County of Newell - Alberta Police Transition Grant Program – Letter of Support
- 10.13 2024 Newell Housing Foundation Requisition
- 10.14 Government of Alberta - 2023 Apartment Vacancy and Rental Cost Survey
- 10.15 Brooks Maternity Clinic

11. CLOSED SESSION

12. ROUND TABLE

13. ADJOURNMENT



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

ELECTED OFFICIALS

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

STAFF Amanda Davis, Chief Administrative Officer

DELEGATES/PUBLIC Sandra Stanway, Brooks Bulletin

1. CALL TO ORDER

Mayor Morey called the meeting to order at 6:32 p.m.

2. EXCUSED FROM MEETING

- Mike Wetzstein

3. ADOPTION OF AGENDA

TOB219/23 Moved by **COUNCILLOR MILLER** that the agenda is approved as presented.

CARRIED

4. ADOPTION OF MINUTES

4.1 Adoption of minutes from the regular meeting of November 20, 2023

TOB220/23 Moved by **DEPUTY MAYOR SLOMP** that the November 20, 2023 minutes are approved as presented.

CARRIED

5. DELEGATIONS

None

6. UNFINISHED BUSINESS

6.1 Utility Rates Bylaw 936/24 – Proposed

TOB221/23 Moved by **COUNCILLOR JONES** that council gives first reading to Utility Rates Bylaw 936/24 as presented.

CARRIED

TOB222/23 Moved by **COUNCILLOR MILLER** that council gives second reading to Utility Rates Bylaw 936/24.
CARRIED

TOB223/23 Moved by **DEPUTY MAYOR SLOMP** that council has third reading of Utility Rates Bylaw 936/24.
CARRIED UNANIMOUSLY

TOB224/23 Moved by **COUNCILLOR MILLER** that council gives third and final reading to Utility Rates Bylaw 936/24.
CARRIED

6.2 Superior Safety Codes Contract Renewal

TOB225/23 Moved by **DEPUTY MAYOR SLOMP** that council extends its contract with Superior Safety Codes for a 5-year term effective January 1, 2024 with a 5% permit fee increase for year one, and a 1.5% permit rate increase for every subsequent year.
CARRIED

7. NEW BUSINESS

7.1 January and February 2024 Council Meetings

TOB226/23 Moved by **COUNCILLOR MILLER** first that the January 8, 2023 council meeting is cancelled. Second, that the February council meeting is rescheduled to February 5, 2024 at 6:30 p.m.
CARRIED

8. BOARD AND COMMITTEE REPORTS

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

TOB227/23 Moved by **MAYOR MOREY** to accept the Board and Committee reports as attached to and forming parts of these minutes.
CARRIED

9. CAO REPORTS

9.1 Operations Report

A written CAO report was provided for the period ending November 30, 2023.

TOB228/23 Moved by **COUNCILLOR MILLER** that council adopts the 2023 operations budget as the 2024 interim operating budget.
CARRIED

TOB229/23 Moved by **COUNCILLOR JONES** that council refunds the purchase deposit of \$3,000.00 on Roll 242000, 415 – 2 Avenue (Plan 3872T, Block 3, Lot 4) less a 10% administration fee to Chris Kenney and Dianne Lau.

CARRIED

9.2 Financial Statements

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

9.3 Cheque Listings

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

9.4 FCSS Report

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

9.5 Recreation & Community Services Liaison Report

A Recreation and Community Services Liaison report for the month ending November 30, 2023 was presented.

9.6 CPO Report

None

9.7 RCMP Report

The RCMP Mayor's Report for Q2 was presented.

TOB230/23 Moved by **DEPUTY MAYOR SLOMP** that the CAO report for the period ending November 30, 2023 is approved as presented and discussed as attached to and forming parts of these minutes.

CARRIED

10. CORRESPONDENCE

- 10.1** Newell Housing Foundation minutes of October 5, 2023 were reviewed.
- 10.2** BARRA Annual General Meeting minutes of November 15, 2023 were reviewed.
- 10.3** Joint Shared Services meeting notes of November 21, 2023 were reviewed.

TOB231/23 Moved by **COUNCILLOR MILLER** to accept the correspondence and to file the items as information.

CARRIED

11. CLOSED SESSION

None

12. ROUND TABLE

None

13. ADJOURNMENT

TOB232/23 Moved by **MAYOR MOREY** for adjournment of the regular council meeting of December 11, 2023 at 6:45 p.m.

CARRIED

Mayor

Chief Administrative Officer

Unapproved



DELEGATION

Meeting: February 5, 2024

Agenda Item: 5.1

SUBJECT: STARS – Farden & Seely

Delegation time: 6:45 p.m. – 7:00 p.m.

Glenda Farden, Senior Municipal Relations Liaison and Jackie Seely, Municipal Relations Liaison, Southern Alberta requested a delegation of council to highlight the value STARS being to our area.

Action required:

- None

Attachments:

1. PPT – Dated February 5, 2024
2. STARS Horizon, semi-annual magazine

Prepared by: Amanda Davis, CAO

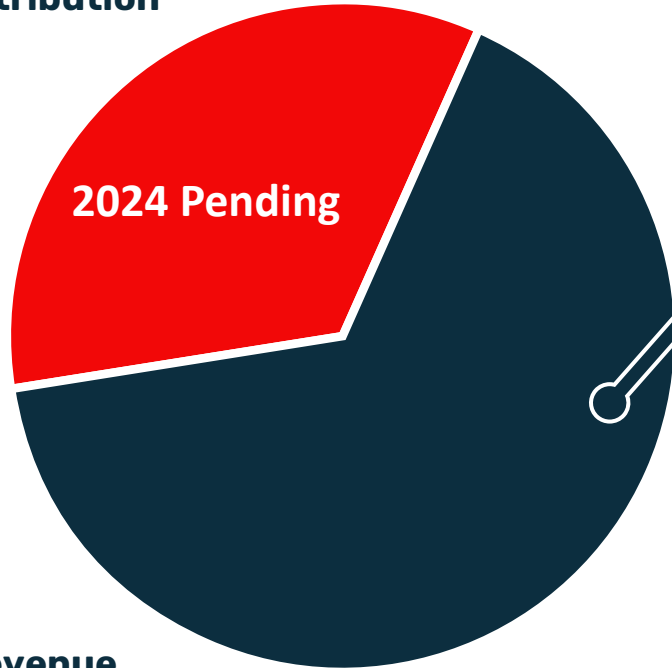
**CRITICAL CARE,
ANYWHERE**



STARS ALBERTA REVENUE FISCAL 2023

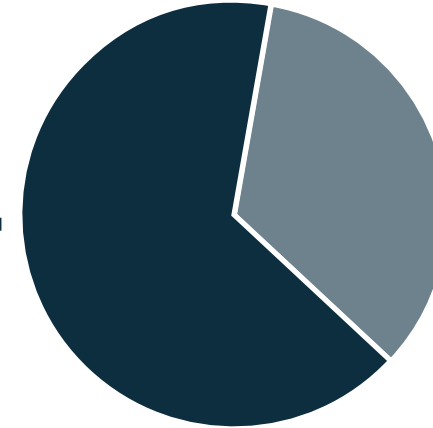
AB Government contribution
\$15.0 million

**2023 =
50% of
Operational
costs**



NET fundraising revenue
\$27.8 million

2023 NET lottery proceeds:
\$9.8 million
35% of total fundraising
*** STARS LOTTERY Public Launch
January 18, 2024**



Fundraising revenue:
\$18.0 million
65% of total fundraising
*** Includes \$2M+ Annual Municipal Support**

FUELED BY GENEROSITY. Achieving success together.

ROBUST HEALTH & SAFETY NETWORK

- **New! 5 rural municipalities**
- **New! 6 urban municipalities**
- **Pending: MDLSR, Lac La Biche, Parkland**
- **90% rural partnerships**
- **Range: \$2 - \$90 per capita**
- **Annual fixed rates / alleviate fluctuation**

(9) MUNICIPAL LEADERS

- Standing Motion / Fixed Rate
- Up to \$200K per year
- Protective Services Budget

Minimum \$2+ per capita

- Building regional partnerships
- Towns/Villages within boundaries

Newell County Municipal Leader

(\$3+ per capita)

- Town of Bassano – Feb. 05
- City of Brooks - upcoming
- Village of Duchess- upcoming

PEACE RIVER REGIONAL DISTRICT, BC

Hudson's Hope, BC
 City of Fort St. John, BC
 Taylor, BC
 City of Dawson Creek, BC
 Pouce Coupe, BC
 Chetwynd, BC
 Tumbler Ridge, BC

Mackenzie

Northern Lights

Clear Hills

Northern Sunrise

Saddle Hills

Fairview

MD Peace

Opportunity

Spirit River

Birch Hills

Smoky River

County of Grande Prairie

Big Lakes

City of Grande Prairie

MD Greenview

Woodlands

Westlock

Athabasca

Bonnyville

Barhead

Thorhild

Smoky Lake

St. Paul

Edson

Lac Ste Anne

Sturgeon

Lamont

Two Hills

Hinton

Edmonton

Strathcona

Minburn

Vermilion River

Brazeau

Wetaskiwin

Beaver

Wainwright

Ponoka

Camrose

Flagstaff

Provost

Clearwater

Lacombe

Stettler

Paintearth

Red Deer

Starland

Special Area 4

Bighorn

Mountain View

Kneehill

Special Area 2

Rocky View

Drumheller

Special Area 3

Wheatland

Foothills

Vulcan

Newell

Diamond Valley

MD Taber

Ranchland

Willow Creek

Lethbridge

Crowsnest Pass

Pincher Creek

Cardston

Warner

Stirling

Forty Mile

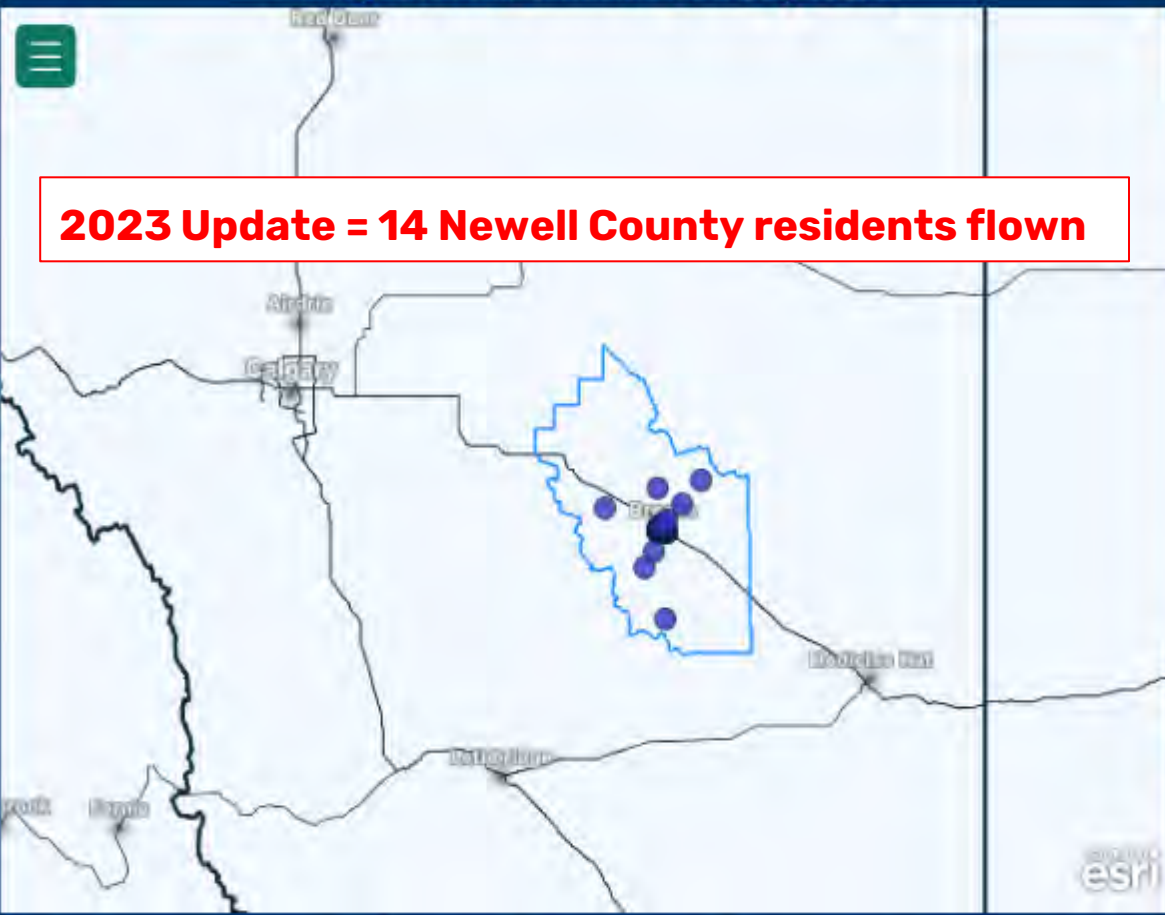
*GREEN = municipal supporters *WHITE = non-supporter

WITHIN COUNTY of NEWELL @ December 31, 2023	2019	2020	2021	2022	2023	TOTAL
Bassano Hospital (critical inter-facility transfers)	4	2	4	5	3	18
Bassano (scene calls) *Bassano averages 4-5 missions per year	1	3			1	5
Brooks Hospital (critical inter-facility transfers)	22	23	25	26	26	122
Near Brooks			2	5	2	9
Near Duchess					1	1
Near Rosemary	1			2		3
Near Tilley	1				1	2
Near Vauxhall (within County of Newell)			1	1		2
TOTAL *Newell County averages 32 missions per year	29	28	32	39	34	162

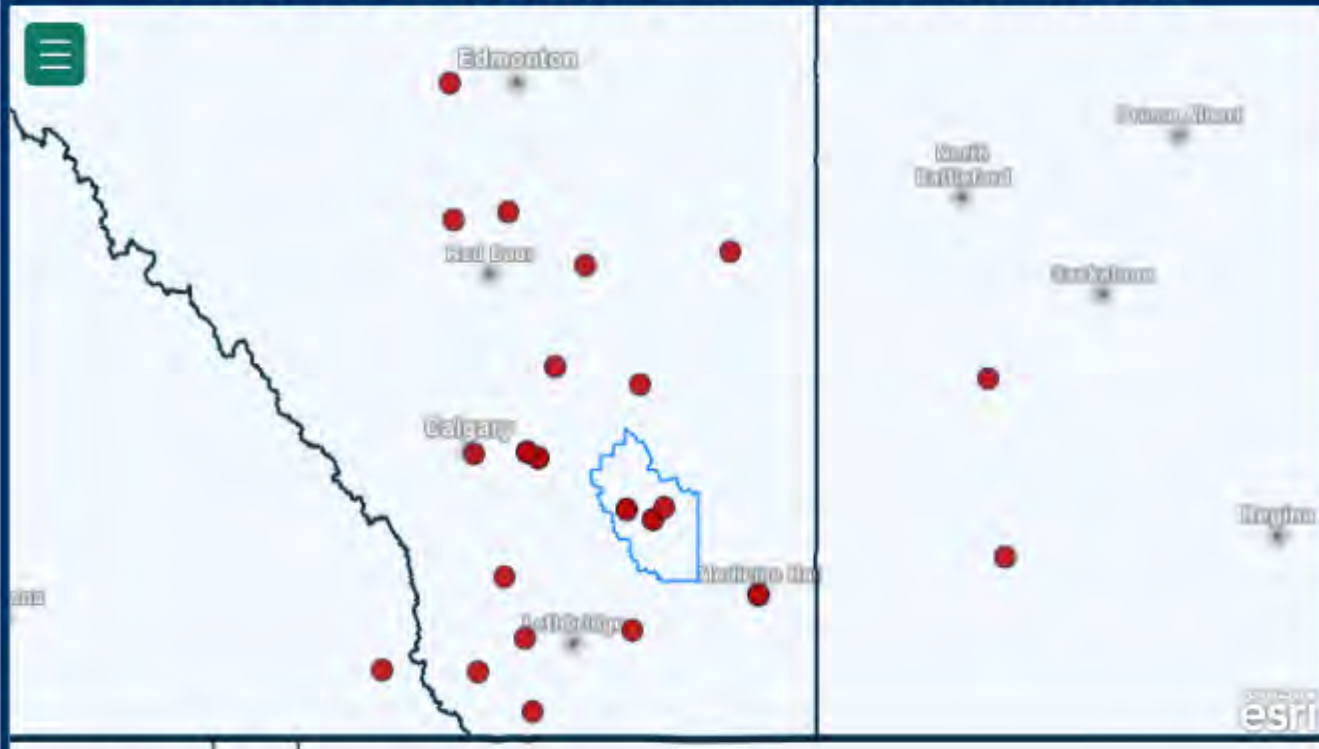


Within County of Newell Boundaries - Patients Flown by STARS (2010-Present)

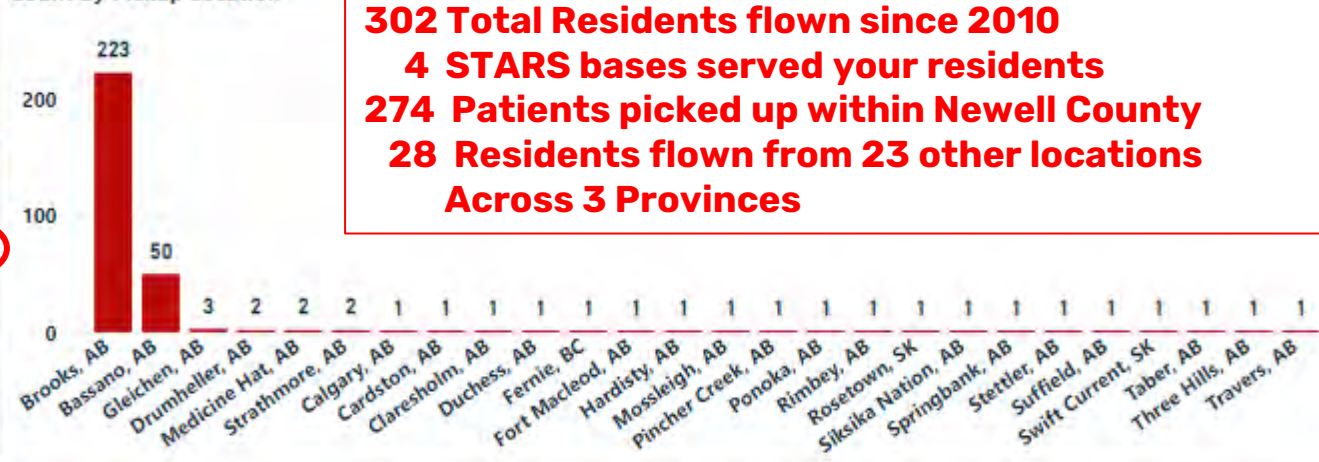
County of Newell Residents Flown by STARS



Locations where County of Newell Residents Travelled and Needed STARS



Count by Pickup Location



302 Total Residents flown since 2010
4 STARS bases served your residents
274 Patients picked up within Newell County
28 Residents flown from 23 other locations
Across 3 Provinces

Resident Community	5 Yrs Ago	4 Yrs Ago	3 Yrs Ago	2 Yrs Ago	Last Year	5 Year Total	Total Since 2010
Brooks	9	11	19	16	14	69	211
Bassano	1	2	1	5	3	12	39
Patricia	1	0	0	0	1	2	4
Duchess	0	1	0	2	0	3	21
Rosemary	0	1	0	1	0	2	14
Tilley	1	0	3	3	0	7	13
Total	12	15	23	27	18	95	302

EMERGENCY LINK CENTRE (ELC)

Receives 100 Calls Per Day

- Over 36,000 emergency requests/year
- STARS Vigilant monitors over 4,000 registered sites/year



- ✓ **Critical Care**
- ✓ **Physically**
- ✓ **Virtually**
- ✓ **Positive Results**

STARS Transport Physicians

- Medical and procedural guidance
- Every critical call
- All modes of transport
- Logistical arrangements with receiving Drs. and Hospitals



Generational Investment H145 Fleet (10)

Campaign Completed
All bases H145 Operational
20 Years! Night Vision Goggles (NVG)
1st Civilian Org. in Canada (2002)





Handheld i-stat Lab

Hemoglobin

Blood Gases

Electrolytes

Vital test results < 2 minutes

H145 INTENSIVE CARE UNIT (ICU)

STARS[®]



Hamilton T-1 Ventilator

Fully featured (ICU)

Adult / Pediatric / Neonatal

Optimal ventilation therapy in transit



(2) Units Universal Blood

*Increased to 4 Units

The difference between life & death.

1st HEMS (North America 2013)

*Blood Onboard Program

A Canadian First!

FaCTOR Blood Protocol (Oct. 2023)



Video Laryngoscope

Advancement in intubation

Video screen view of trachea

Difficult airway management

Trauma / Burns / Crushed on impact

TIME - TOOLS - TALENT





EZIO Drill

Time-sensitive

Life-threatening cases

Immediate IV access

Stabilization / Pain Management



Handheld Ultrasound

(test results for rapid diagnosis)

Collapsed lungs

Trauma-related internal bleeding

Heart abnormalities

Fetal Compromise

*Expedite treatment plans



Pain Management Drugs

Thrombolytics

(stroke patients / requires CAT scan)

*Physicians Kit:

Central Venous Catheterization

Temporary Pacemaker

TIME - TOOLS - TALENT



International Air Medical Transport Conference (AMTC)



2022 CHAMPIONS!!
Chris Fay and Kevin Easton

- Rigorous competition
- Triage multiple pts.
- Inconceivable critical situations
- Graded on decision-making/timing/patient outcomes

STARS TOP 3 - 21 Years!!



STARS – Born out of necessity.

- * Critically-ill newborn in Southern Alberta
- * Radically changed delivery of critical care
- * Today, over 55,000 missions flown – No cost to the patient.

A life is saved every day.
Partnership makes it possible.

OUR REQUEST

\$2 PER CAPITA

2024, 2025

(IN CONJUNCTION WITH COUNCIL TERM)



Kelly Waldron, STARS 1st Patient

Flown December 1st, 1985



INSIDE THIS ISSUE:

New leadership at STARS

Road crew worker saved by STARS

Unprecedented response to
Manitoba highway tragedy

Carla Minogue
STARS Very Important Patient



HORIZONS

We provide critical care, **anywhere.**

New leadership at STARS focused on ensuring stability and critical care, anywhere



In September, STARS saw a leadership transition which introduced the third-ever president and CEO. While a leadership change can often be a major shift for organizations, Katherine Emberly's initial priority is to ensure the crucial work continues of protecting the health and safety of communities across the Prairies.

In her first few months on the job, Katherine has been busy meeting with community members, government officials, business leaders and STARS allies to listen to their ideas and deepen our partnerships. At the same time, she's been diving into understanding more about STARS' medical care and clinical operations, shadowing our highly trained staff. These conversations and activities enable STARS leadership and allies to make sound decisions for the future of critical care.

"STARS is a people and community focused organization. Our first priority is to build relationships," said Katherine. "We want to get out and continue to build our reputation in the community, say 'thank you' to the people that support us and ensure that we've got their support and partnership moving forward."

Right now, Katherine is working with the leadership team on critical projects for the stability and long-term success of STARS. As part of that goal, she is aiming to ensure we continue to be an organization of choice for our many donors and partners. Having stable and reliable funding allows our team to focus on the important work of providing critical care, anywhere.

"No matter where you sit in the organization and no matter what your job, there's an overarching acknowledgement that it takes all of

us," said Katherine. "I am so honoured to come into this organization that has such a clear and impactful purpose."

Katherine's additional long-term goals for STARS include continuing to lead industry transformation, forging stronger connections with corporate partners and supporting the growth in innovation and technology.

Beyond her work leading STARS' critical care mission, Katherine serves on the boards of Alberta Blue Cross, Calgary Economic Development and Axis Connects. Through her passion for equity, inclusion, and diversity, Katherine continually finds ways to give all contributors a voice and ensure that doors are open for everyone who works alongside STARS. As a mother of two teen girls, Katherine is excited to use her leadership position to be an example to women and girls across Canada.

Groundbreaking blood protocol launches in Manitoba

“This program has saved the lives of countless individuals.”

— **Nichole Bandura**

LABORATORY SUPERVISOR FOR HEMATOLOGY/
TRANSFUSION MEDICINE, MANITOBA SHARED HEALTH



THE TECHNOLOGY

The field of critical care changes rapidly, so STARS must stay on the leading edge of new advances in technology and medicine that can lead to better outcomes for our patients. One of the most effective tools that STARS provides onboard is blood for critical patients. This summer, an innovative protocol that ensures patients have access to life-saving blood products while being cared for by STARS, was introduced in Manitoba.

The Massive Hemorrhage Protocol (MHP) was initiated in Manitoba on June 30, 2023. It provides access to two new products that can help stop bleeding – one to reverse anticoagulation and the other to help blood clots form.

The protocol was first introduced in Saskatchewan in 2022 and is being used regularly to care for patients in that province.

“I think it’s the first of its kind in Manitoba,” noted Jennifer Fosty, a STARS flight nurse who helped lead the implementation of the protocol in partnership with Manitoba Shared Health.

STARS crews have brought blood along on missions since 2013. Initially, STARS stocked two units of type O negative blood. O negative is known as the ‘universal blood type,’ as it’s safe to be given to anyone – particularly helpful in a traumatic situation when a patient urgently needs blood and their blood type is unknown. Based on need, STARS increased onboard blood supply to four units in 2019.

The blood is carried in temperature-controlled coolers, and if it’s not used within 72 hours it’s placed back in the blood supply to avoid any wastage. STARS then receives fresh blood for the crew to use on the next patient who needs it.

STARS works closely with Manitoba Shared Health’s Blood Bank at Winnipeg’s Health Sciences Centre to ensure the MHP products are always on hand. The Blood Bank supplies STARS with MHP packages several times per week.

“If any products are used on a patient during transport, the Blood Bank is notified and quickly replenishes stock in order to have another MHP package in our hands, so that we’re ready for the next patient who may need it,” added Fosty.

It is another example of how STARS is a trusted partner in the delivery of critical care.

“STARS and the Blood Bank operate cohesively to ensure trauma patients are treated in a timely manner,” explained Nichole Bandura, laboratory supervisor for Hematology/Transfusion Medicine with Manitoba Shared Health. “STARS effectively communicates with the Blood Bank so both parties are prepared for the needs of incoming trauma patients. The rapid response of both STARS and the Blood Bank ensures the best care is provided to the patient.”

The partnership between STARS and the Blood Bank, driven by a spirit of innovation and a passion for finding

new ways to save lives, has made a real difference for patients.

“It is so important for critical patients to have access to blood products during pre-hospital transport,” said STARS’ Fosty. “The Massive Hemorrhage Protocol will definitely improve patient outcomes.”

“Having an organized plan of action and effective communications skills makes STARS and the Blood Bank a successful team,” added Manitoba Shared Health’s Bandura. “This program has saved the lives of countless individuals, ensuring the healthcare needs are met for Manitobans in some of the most traumatic situations.”

Stan Grad 1944 – 2023



One of STARS’ supporters and advocates, Stan Grad, passed away at the age of 78. Stan was a passionate ally and philanthropist who wholeheartedly supported STARS’ lifesaving mission. His fervent passion and dedication are key reasons for STARS becoming what it is today.

“I just want to say thank you to the sponsors and the donors and the partners for supporting STARS and supporting people like me.”

— Carla Minogue, STARS VERY IMPORTANT PATIENT

Road crew worker saved by STARS

City road crews are essential to navigable communities, but working right next to oncoming traffic comes with serious risks, as Carla Minogue knows all too well.

In May 2004, she was working as the designated traffic flagger for a road crew repairing a section of the Trans-Canada Highway in a rural community.

“I was holding the sign that said slow or stopping people if they needed to be stopped,” said Carla. “It was the end of the day, and I was picking up cones and putting them into the truck ahead of me and a car came out of the lane that was still open on the highway and hit me from behind. It then rear-ended the truck that was parked in front of me. I was somewhere in the mess of vehicles, and nobody really knew what to expect when they came to see me.”





THE CARE



THE PEOPLE



THE RESPONSE



THE TECHNOLOGY

As her crew members rushed to remove her from the wreckage, a call was placed to 911 who alerted STARS Emergency Link Centre that an air medical crew was needed.

“I remember being on the highway, on the pavement and hearing that STARS was coming and we were just waiting for the helicopter to arrive,” said Carla.

“Highway landings are a common procedure for STARS crews, but you have to be careful because no landing is the same. There are a multitude of hazards whether its weather, visibility, wires, trees, or the condition of the landing area,” said Greg Curtis, the STARS pilot who flew the helicopter on Carla’s mission. “Doing it successfully is only possible through following our strong standard operating procedures and with flight crew being in constant communication with first responders on the ground. I’m glad we were able to be there for Carla.”

Carla’s injuries were life-threatening, with extensive injuries throughout her body.

“I broke two areas of my back, T five and six, which was a pretty serious break, and I had to have surgery. I have rods beside my spine now, holding it upright. I had a cracked pelvis and a broken foot and some damage to my knee, broken ribs, crazy bruises everywhere and probably a concussion of some sort from the impact. The impact was really strong, so strong that it blew my tied-up steel-toed boots right off my feet. They were found in the ditch later.”

When severe spinal injuries occur, the smoother transit that a STARS’

helicopter provides is critical for the recovery of the patient, as a bumpy transit on the road can worsen the injury. In Carla’s situation, the highway was shut down by local first responders so that STARS could land directly at the site of the incident, load Carla into the helicopter, and take her to a trauma centre.

By the time the helicopter arrived, paramedics on the ground had stabilized Carla’s spine for transit, and the STARS crew was able to provide a smooth transit and essential critical care enroute to a major hospital. This collaborative approach prevented further injury and ensured that with the assistance of her medical team, once she recovered, she could walk on her own again.

Specific to spinal injury, the STARS Critical Care Medical Control Protocols have been developed to guide air medical crews on how to manage and transport potential spinal-injured patients. This includes how to immobilize and protect a potentially unstable spinal cord injury from any further damage during transport. The protocol has been developed and guided by nationally-accepted evidence.

“STARS uses evidence, accepted international guidelines, and a committee of physicians and researchers to develop evidence-based, best practice protocols for the treatment of spinal injuries,” said Justin Mazzolini, STARS’ Critical Care Medical Control Protocols lead. “Often patients with spinal injuries have associated traumatic injuries, so in addition to caring for the spinal injury, multiple treatments and protocols

may be employed by air medical crews to stabilize blood pressure, ensure adequate oxygenation and ventilation and rapidly transport patients to tertiary care.”

Despite her successful recovery, Carla continues to deal with the lingering impact of her injuries. However, she is grateful for the impact that STARS has had on her life.

“I remember thinking, oh no, this must be really bad,” said Carla. “But at the same time, having some reassurance knowing that I was going to be in the best hands, in the best care. I was very close to being paralyzed,” said Carla. “I’m very grateful to STARS for taking such good care of me to keep me walking.”

“I got to meet Carla 19 years after her accident,” said Greg Curtis. “Getting to connect with her was one of the most meaningful visits of my entire career. It really was a treat to meet her.”

Since her accident, Carla and her family have become even more involved with STARS, including volunteering their time to raise funds for STARS’ critical care mission and spreading awareness of STARS’ essential work.

“I just want to say thank you to the sponsors and the donors and the partners for supporting STARS and supporting people like me,” said Carla. “Because without you, lots of us may not be here or maybe looking and feeling a lot differently than we are today, so thank you.”



MUNICIPAL HAIL INSURANCE

Municipal Hail Insurance understands the value and importance of planning for unforeseeable events in the future. Because of Municipal Hail Insurance’s support for STARS, we can reach the next patient with an unforeseeable critical care emergency within Western Canada for generations to come. Since 2016, Municipal Hail Insurance has helped STARS to use any transportation and tools necessary to reach patients and deliver the care that can save lives.

Working together to save lives

STARS joins partners in unprecedented response to Manitoba highway tragedy



THE CARE



THE PEOPLE



THE RESPONSE



THE TECHNOLOGY



SASKATOON



FIXED WING PREPARES TO DEPART FOR BRANDON



LOADING PATIENT INTO STAR-9 HELICOPTER

SK

MB

REGINA



Brandon Staging Area



CARBERRY
Accident Scene

The morning of June 15 began like most others at the STARS Winnipeg base. The day crew started their shift at 7 a.m. and went through their daily checks to ensure they and their aircraft were ready for the next mission. Like many other days at the base, several off-duty crew members were also on hand taking part in the ongoing training that STARS regularly undertakes to keep their skills as sharp as possible.

Shortly before noon, however, a series of events would unfold that ensured that what started out as an average day would turn out to be one of the largest coordinated responses in STARS' history.

At approximately 11:35 a.m., a semi-truck collided with a passenger bus on a busy stretch of the Trans-Canada Highway near Carberry, Manitoba, roughly 170 kilometres west of Winnipeg. Given the amount of traffic that regularly travels through the area, local RCMP and first responders were notified almost immediately and were the first to arrive on scene.

Minutes after the collision occurred, a 911 operator alerted Manitoba's centralized dispatch centre – the Medical Transportation Coordination Centre (MTCC) – of the event. The MTCC immediately called STARS, alerting them of a potentially major event. This resulted in an automatic launch of STAR-7, the on-duty aircraft and flight crew in Winnipeg. They were in the air less than 12 minutes after the collision took place.

At the same time, numerous ground ambulances from the southwest region were also enroute to the scene.

Dr. Doug Martin, STARS medical director for Manitoba and a transport physician, was working that morning and was quickly pressed into action to help deploy and direct the aircraft and medical crew that would be required to transport a large number of patients.

Continued...



PATIENT TRANSPORT FROM STAGING AREA AT BRANDON AIRPORT

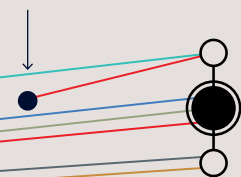


LOADING PATIENT INTO FIXED WING FOR TRANSPORT TO WINNIPEG



PATIENT HANDOFF FROM GROUND AMBULANCE TO STARS CREW

Portage la Prairie
One patient moved from Portage la Prairie



WINNIPEG
Critical patients transport to Health Sciences Centre

- STAR-7 (Winnipeg)
- STAR-9 (Regina)
- STAR-207 (FW/Winnipeg)
- STAR-208 (FW/Winnipeg)
- Lifeguard (FW/Saskatoon)
- Lifeguard (FW/Saskatoon)

Dr. Martin was one of four transport physicians on duty with STARS that morning. There was also a lead on-call transport physician and a second on-call transport physician overseeing STARS medical crew on the fixed-wing aircraft.

A fourth doctor, a senior resident in emergency medicine completing his very last month of training, was also with STARS that morning on an elective rotation.

“We very quickly determined that I was going to stay back and help coordinate the transport,” explained Dr. Martin. The lead on-call transport physician and the senior resident doctor at the STARS base would deploy to the scene by air, while the second on-duty transport physician would handle any medical transport calls coming from elsewhere in the province.

Dr. Martin then jumped in his car and drove to the nearby Virtual Emergency Care and Transport Resource Service (VECTRS) operations centre. VECTRS is Manitoba Shared Health’s centralized and coordinated source for clinical guidance and patient transport support. At VECTRS, Dr. Martin joined Dr. Rob Grierson, Shared Health’s chief medical officer for Emergency Response Services, to help coordinate the inter-facility transport response to the accident.

Initial triage reports indicated that 10 patients were in either serious or critical condition. From Carberry, the nearest regional hospitals were in Brandon or Portage la Prairie. Most patients, however, were in a condition that required them to be taken to Manitoba’s major trauma centre – Health Sciences Centre in Winnipeg. It became clear very quickly that more aircraft and more medical crews were needed to transport those patients.

With STAR-7 already dispatched from Winnipeg, Dr. Martin contacted the STARS Emergency Link Centre to connect with the STARS team in Regina, the next closest base. STAR-9 was then dispatched out of Regina and lifted off toward Manitoba shortly thereafter.

Meanwhile, back at the STARS Winnipeg base, efforts were underway to deploy additional medical crew via fixed wing aircraft. Grant Therrien, STARS provincial director, Manitoba operations, was leading these efforts.

“The STAR-7 crew had just been dispatched and our on-duty fixed wing medical crew were at the ready,” explained Therrien. “We also had a clinical simulation happening at the base that day, so we had a number of additional air medical crew available. Dr. Martin phoned me and explained the situation and asked if we could not only send the on-duty crew, but if we could put together an additional team to travel on a second fixed wing aircraft.”

“It was truly all hands-on deck, whoever could help, was assigned to help.”

– **Grant Therrien, STARS Provincial Director, Manitoba operations**

Therrien’s response to the request was simple and clear.

“Absolutely, we will.”

With the on-duty fixed wing crew on their way in the first aircraft, Therrien then summoned all the off-duty medical crew members who were at the base and told them to get their flight suits on and start packing up additional supplies. Their clinical simulation day was about to become a major, real-life mission.

Therrien, who also serves as a STARS flight paramedic, assembled an additional five medical crew members – including himself – to travel on the second fixed wing aircraft. When they arrived at the hangar to load the second aircraft they learned that, because of the space taken up by the onboard stretcher, there were only enough seats for four medical attendants. Without hesitation, one of the STARS flight paramedics volunteered to be strapped to the stretcher for the flight to ensure that they could all be there to help in whatever way they could.

At the scene of the incident, STAR-7 had arrived from Winnipeg and the crew immediately began providing critical care to one of the patients. Dr. O’Leary, the physician who was also onboard STAR-7, began checking in with all other ground ambulance crews and first responders to assist with their patients.

“It was truly all hands-on deck,” said Therrien. In addition to the STARS crew, there were first responders on the scene from local EMS services across southwestern Manitoba, area fire departments, and the RCMP. “Whoever could help was assigned to help.”

“I want to acknowledge all of the first responders, including volunteer responders, ground EMS, and RCMP that were the first to arrive on scene,” added Therrien. “They arrived at a chaotic, devastating scene, and they did incredible work both prior to our arrival and in working together to care for as many people as possible.”

Before long, STAR-7 departed with the first patient from the scene to Health Sciences Centre. With the two fixed wing aircraft enroute from Winnipeg and STAR-9 on the way from Regina, ground ambulances began transporting patients to the nearest major hospital. Most patients were transported to the Brandon Regional Health Centre, with two other patients taken by ambulance to the hospital in Portage la Prairie.

In addition, two patients were transported by ground directly to the Brandon Airport, which would become the staging area for patient transport. There they were met by the two fixed wing aircraft which had arrived in Brandon and were waiting to transport them immediately back to Winnipeg.

The Brandon Regional Health Centre, western Manitoba’s major health centre, had received five critically injured patients in the span of 30 minutes. To assist with this influx of critical patients, several STARS crew members who were not yet transporting patients travelled to the hospital in Brandon.



Grant Therrien
STARS Provincial Director, Manitoba Operations

Grant is also an active STARS flight paramedic and was stationed at the Brandon Airport as on-site transport coordinator.



Dr. Doug Martin
STARS Medical Director, Manitoba

One of the transport physicians on duty, Dr. Martin was stationed at the VECTRS centre, working with Shared Health to coordinate the critical care transports.

They worked alongside the Brandon medical teams in stabilizing these critical patients in preparation for onward transport to Winnipeg. They also provided a clear line of communication to both Therrien, who was coordinating the staging area at the Brandon Airport, and to the team at the VECTRS centre in Winnipeg who could then relay information to the trauma teams who were receiving patients at Health Sciences Centre.

Coordinating the transport of the remaining patients from Brandon was the next task for Drs. Martin and Grierson and their team back at the VECTRS centre. It is common for neighbouring jurisdictions to provide additional support in a major incident such as this. In addition to STAR-9 from Regina already responding, more help was required. With all the critical care transport assets in Manitoba in use, a decision was made to request additional help from Saskatchewan from which two Lifeguard fixed wing air ambulance aircraft and crews were dispatched – including an additional STARS transport physician from Saskatoon – to the Brandon Airport.

As the aircraft from Saskatchewan began to arrive in Brandon, they were subsequently loaded with patients who had been stabilized at the Brandon hospital and departed again to transport them to Winnipeg.

Dr. Martin shared that the final transport tied to the accident came later that afternoon when STARS was dispatched for an inter-facility transfer from the hospital in Portage la Prairie. “A patient who had been initially transported by ground from the scene to Portage la Prairie had now worsened and required critical transport to Health Sciences Centre.”

And so, the crew of STAR-7, who were the first aircraft dispatched to the accident scene more than five hours earlier, launched once more to transport the last patient to the trauma centre in Winnipeg. As they returned to base early that evening, the magnitude of the day’s events was clear.

The tragic incident at Carberry was one of the largest scene responses in the history of Manitoba. As we honour and remember the lives that were lost, we recognize the efforts of so many who did everything they could to save as many lives as possible.

When all was said and done, a total of six aircraft and 20 STARS crew members travelled either to the scene or to Brandon to care for and transport critically injured patients that day. STARS was one of the many organizations who were involved in the enormous, multi-agency response to this tragedy.

STARS salutes the invaluable efforts of Manitoba Shared Health, the RCMP,

Carberry North Cypress–Langford Fire & Rescue, Prairie Mountain EMS, Brandon Emergency Services, the Brandon Regional Health Centre, Manitoba VECTRS, the Manitoba Medical Transportation Coordination Centre, Vanguard Air, Saskatchewan Air Ambulance, and Winnipeg EMS.

We also recognize the 20 STARS crew members who were involved in our response, including seven flight paramedics, five flight nurses, four transport physicians and the four pilots who flew STAR-7 and STAR-9. These crew members have been thoroughly supported in the aftermath of this tragedy, given the difficulty of the scene and the value that STARS places on the mental health and wellbeing of our team.

“This was certainly one of the most difficult days we have experienced, not only as a medical and first responder community, but for the province as a whole,” stated Dr. Martin.

“It was one of the most challenging missions any of us will ever face, but it’s what we train for,” adds Therrien. “I’m proud that we were able to work together to save so many lives that day.”

Following her passion for medicine, ER doctor joins STARS



THE CARE



THE PEOPLE



THE RESPONSE



THE TECHNOLOGY

“I wanted to be able to assist people in an emergency, to help them with that crisis in their life. I thought of it as very fulfilling.”

— Dr. Darla Palmer, STARS TRANSPORT PHYSICIAN



“Becoming a mom shifts so many things and changes the dynamics of your job.”

— Dr. Darla Palmer, STARS TRANSPORT PHYSICIAN

There’s something about a calling, a passion for a profession you just can’t ignore. Dr. Darla Palmer couldn’t deny the ambition to serve. It lived inside of her from the time she was a young girl, living in the community of Souris in rural Manitoba.

“When I was 13 years old, I lost my house in a fire,” recounted Dr. Palmer. “That certainly drew my attention to the importance of having fire services in rural communities.”

The loss of the only home she knew and the compassionate care she received from first responders that day left an indelible mark. She wanted to help people in the same way she was supported.

“I wanted to be able to assist people in an emergency, to help them with that crisis in their life. I thought of it as very fulfilling.”

As soon as she was able to immerse herself in emergency services, Dr. Palmer seized the opportunity.

“When I was 17, I joined the fire department as a junior member. When I turned 18, I was able to start going on calls,” Dr. Palmer said.

She also grew up with a role model, her stepfather, who served as an emergency medical technician (EMT).

“I watched him being on call and hearing the pager go off around the clock. It certainly inspired me,”

Dr. Palmer recalled. “I always remember being aware that what he was doing was so vital and important. I wanted to be a part of that.”

Dr. Palmer joined the Canadian Armed Forces and served for years before she was nudged towards her true calling.

“I started in artillery and after working there for several years, I was encouraged by some of the military leadership who saw my potential to apply for a medic position. I became involved in the civilian side and was licensed as an EMT,” she said.

It was a gratifying part of her life journey, but she wanted to do even more. She continued working as an EMT while pursuing medical school.

“Eventually I decided to apply for medicine. There was something about it I was just drawn to.”

Dr. Palmer currently works in the emergency department at the Health Sciences Centre in Winnipeg and has recently completed her residency in emergency medicine.

“I’ll begin working with STARS after I graduate in November,” Dr. Palmer said. “I will be assisting with the logistics of transporting critically ill and injured patients in the province, in addition to providing consultant advice to other medical professionals.”

She will be on-call to oversee missions and, at times, travel on board the flights.

“There will be situations where I will fly with the air medical crew to provide direct hands-on patient care.”

She is looking forward to the challenge, which she attests is a full circle moment.

“STARS is a way of bridging critical care and timely care to patients that live in rural areas,” she affirmed. “I think all people are deserving of timely health care, regardless of their place of residence.”

Dr. Palmer is also embracing the responsibility of being a parent. She is a new mother and is balancing her career with her 13-month-old son at home. Motherhood has brought a renewed purpose to her work, merging her personal and professional life.

It reinforced the parallels of selflessness, devoting her life to her patients and her new family.

“My career has taken on a whole different meaning. Certain calls and patient cases just hit differently,” she said. “Becoming a mom shifts so many things and changes the dynamics of your job.”

She admires what STARS represents and is humbled to be a part of the crew that saves lives.

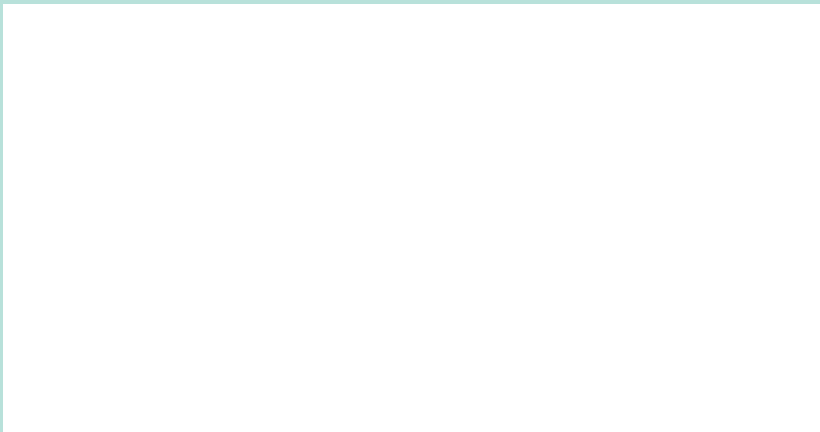
“Just the thought of being able to provide comprehensive, timely, critical care to patients, regardless of their location, just drives me to provide the best patient care possible.”

**Purchase your 2024
calendar today at
starsgear.ca**

When you support STARS,
you enable us to deliver critical
care, anywhere it's required.
You propel our innovation,
allowing us to deliver leading-
edge care that saves lives.



\$30



STARS Horizons | Fall 2023
Return undeliverable items to:
1441 Aviation Park NE
Box 570, Calgary, Alberta T2E 8M7
Unsubscribe at newsletter@stars.ca

stars.ca



REQUEST FOR DECISION

Meeting: February 5, 2024

Agenda Item: 6.1

SUBJECT: Benchmark Assessment Consultants – Contract Renewal

BACKGROUND:

Benchmark Assessment Consultants has provided municipal assessment services to the Town since 2009. The service contract expires at the end of February.

The current terms are \$23/parcel (unchanged >5-years). The new rates are proposed as follows:

- Year 1 = \$29/parcel
- Year 2 = \$30/parcel
- Year 3 = \$31/parcel
- Year 4 = \$32/parcel
- Year 5 = \$33/parcel

Rate Summary

	Rate	Parcels	Annual Fee	Increase	Difference
2023	\$ 23.00	781	\$ 17,963.00		
2024	\$ 29.00	781	\$ 22,649.00	26%	\$ 4,686.00
2025	\$ 30.00	781	\$ 23,430.00	3%	\$ 781.00
2026	\$ 31.00	781	\$ 24,211.00	3%	\$ 781.00
2027	\$ 32.00	781	\$ 24,992.00	3%	\$ 781.00
2028	\$ 33.00	781	\$ 25,773.00	3%	\$ 781.00

This is the rationale for the contract rate increase:

“The increase in the first year is essentially to bring the contract up to market rates, after that, the annual increases are to help ensure that at the end the 5-year term there will be no need to bring the contract up to market rates as the annual increases in Years 2 to 5 will account for this. During the current contract, effective March 1, 2019, the rate was a flat \$23 per parcel until February 29, 2024. Since March 1, 2019, inflation has significantly added to many of our input costs, i.e., fuel, wages, office supplies, etc. When we account for these increased costs since 2019 the flat \$23 per parcel increases to \$29. Thus, we've proposed \$29 per parcel with 3% increases annually until the end of the next contract period at the end of February 2029. This will help ensure that the rates keep pace with inflation rather than having it fall behind as it has since 2019.

This rate is comparable to what other municipalities the region have been charged, ie. the Villages of Duchess and Rosemary's contract renewed January 1, 2023 and 2024, and are very similar to what I've included in your renewal. Bassano is certainly not unique in that each of the small town or village contracts that have come up for renewal since June 2022 have had initial increases in Year 1 of between 17% and 27% over their 2019 rate followed by approx. 3% increases each year for Years 2 to 5.

A number of factors go into the parcel rate. These factors include driving distance from Lethbridge, the number of parcels in the municipality, whether the municipality is a rural municipality (such as Vulcan County) or a Village or Town such as Bassano. The smaller the municipality, the higher the per parcel rate but the lower the overall contract. For example, Vulcan County has thousands of parcels (many of them farmland parcels), so their per parcel rate would be significantly lower than that of a Village or Town, but the total contract cost is much higher in the County."

Considerations

There are a few additional points for council to consider when preparing to enter into another term of the assessment contract.

1. The Intermunicipal Collaboration Framework with the town and the county presents an opportunity to deliver assessment services inhouse with county personnel. Terms, rates, and service conditions would need to be established with a cost/benefit analysis for the partners.

If council wants to investigate this as an option, time and resources must be afforded to administration to undertake the process. With the current set of deliverables established by council and in accordance with the 2024 budget, administration does not have capacity to add more projects. It would be more practical to extend a contract with Benchmark for a 3-5 year term and allocate time to the ICF alternative prior to the next renewal.

2. There are other assessment service providers. The town could extend a one-year contract with Benchmark Assessment Consultants and publicly tender to ensure competitive pricing. Like the first comment, council must provide administration with the time and resources to do this as all as a time for the transition period if a new contract is awarded.

OPTIONS

#1 – That the Town of Bassano enters a 5-year contract renewal with Benchmark Assessment Consultants as proposed effective January 1, 2024. Further, that the Town and the County engage in a discussion during the next review of the Intermunicipal Collaboration Framework to determine if assessment services can/should be provided by inhouse personnel.

#2 – That the Town of Bassano accepts the 5-year contract renewal agreement proposed by Benchmark Assessment Consultants commencing January 1, 2024.

#3 – That council directs administration to seek a one-year term extension to the existing assessment services contract and to prepare a 3-year RFP for assessment services beginning January 1, 2025.

CAO COMMENTS

The town must provide assessment services in accordance with the *Municipal Government Act*. Benchmark Assessment Consultants provides professional and responsive services to the Town. Operationally, we have no concern in maintaining the contract with this service provider.

ALIGNMENT TO STRATEGIC PLAN

This is an operational matter.

RECOMMENDATION

#1 – That the Town of Bassano enters a 5-year contract renewal with Benchmark Assessment Consultants as proposed effective January 1, 2024. Further, that the Town and the County engage in a discussion during the next review of the Intermunicipal Collaboration Framework to determine if assessment services can/should be provided by inhouse personnel.

Prepared by: Amanda Davis, CAO

Attachments:

1. Benchmark Assessment Consultant Service Contract Renewal 5-Year

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT MADE THIS 1st DAY OF MARCH, 2024
BETWEEN:

TOWN OF BASSANO
(referred to as the “Municipality”)

OF THE FIRST PART

-and-

BENCHMARK ASSESSMENT CONSULTANTS INC.
(referred to as the “Consultants”)

OF THE SECOND PART

WHEREAS:

- A. The Municipality requires assessments of all lands and premises within the Municipality’s boundaries primarily for taxation purposes;
- B. The Consultant is in the business of supplying assessment services to various municipalities throughout Alberta;
- C. The Municipality and the Consultant wish to enter into a written agreement for the supply of the assessment services.

NOW THEREFORE, the Municipality and Consultant, in consideration of the covenants and agreements hereinafter contained, agree as follows:

1. **DEFINITIONS AND INTERPRETATION**

1.1 Definitions: For the purpose of this Agreement and the Schedules hereto or any certificate, opinion or other document, agreement, undertaking or assurances delivered in accordance with or in furtherance of the purposes and intent of this Agreement, unless there is something in the subject matter or context inconsistent therewith, the following expressions shall have the following meanings respectively:

- 1.1.1. ”Agreement” or “hereof”, “hereto”, “herein”, “hereby”, “hereunder” and similar expressions when used in this agreement and any attached schedules refer to this Agreement and to any Schedules attached hereto and not to any particular Articles, Sections, paragraphs, sub-paragraphs or other portion hereof, and including any and every instruments supplemental hereto; and any reference to a Section or Article by number of the alphabet means the appropriate paragraph, sub-paragraph, Section or Article of this Agreement unless the context otherwise

requires; and any reference to a Schedule by number or letter of the alphabet means the appropriate Schedule attached to this Agreement;

- 1.1.2 “Claims” means claims, losses, actions, suits, proceedings, causes of action, demands, damages (direct, indirect, consequential or otherwise), judgments, executions, liabilities, responsibilities, losses, costs, charges, payments and expenses including, without limitations, any professional, consultant and legal fees (on a solicitor and his own client basis);
- 1.1.3 “Consultant” means BENCHMARK ASSESSMENT CONSULTANTS INC.
- 1.1.4 “Consultant’s Fee” shall have that meaning set out in Article 4.1;
- 1.1.5 “Injury” means bodily injury, personal discomfort, mental anguish, shock, sickness, disease, death, false arrest, detention or imprisonment, malicious prosecution, libel, slander, defamation of character, invasion of privacy wrongful entry or eviction and discrimination, or any of them, as the case may be;
- 1.1.6 “Municipality” means TOWN OF BASSANO;
- 1.1.7 “Property” as defined in the Municipal Government Act;
- 1.1.8 “Services” shall have that meaning set out in Schedule “A”;
- 1.1.9 “Tax Year” means the calendar year commencing January 1;
- 1.1.10 “Term” shall have the meaning set out in Article 3.1;
- 1.2 This Agreement shall in all respects be governed by and be construed in accordance with the laws of the Province of Alberta.
- 1.3 If any one or more of the provisions contained in this Agreement should be invalid, illegal or unenforceable in any respect in any jurisdiction, the validity, legality and enforceability of such provisions shall not in any way be affected or impaired thereby in any other jurisdiction and the validity, legality and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired thereby.
- 1.4 Whenever the singular or masculine is used herein the same shall be deemed to include the plural or feminine or the body politic or corporate where the context or the parties so require.
- 1.5 The headings to the clauses of this Agreement are inserted for convenience only and shall not affect the construction hereof.

- 1.6 Unless otherwise stated, a reference herein to a numbered or lettered clause or paragraph refers to the clause or paragraph of each Section bearing that number or letter in this Agreement.
- 1.7 All accounting terms not defined in this Agreement shall have those meanings generally ascribed to them in accordance with generally accepted accounting principles in Canada, applied consistently.
- 1.8 Business Day: In any case where time limited by this Agreement expires on a Saturday, Sunday, legal holidays, or a day which chartered banks in the Municipality, are not open for business, the time shall be extended to and shall include the next day on which the said banks are open for business.
- 1.9 All references to dollars or “\$” shall mean legal money of Canada.
- 1.10 The following Schedules are incorporated by reference to this Agreement and form a part hereof.
- Schedule “A” - Definition of “Services”
 - Schedule “B” - Designated Assessor(s)
 - Schedule “C” - Equipment to be supplied by Consultant
 - Schedule “D” - Information/Equipment to be supplied by Municipality

2. APPOINTMENT

- 2.1 The Municipality hereby appoints the Consultant to perform the Services and the Consultant hereby agrees to perform the Services for the Municipality during the Term.
- 2.2 During the Term, the Consultant shall perform the Services for each of the following Tax Years:
- 2.2.2 January 1, 2024 to December 31, 2024
 - 2.2.3 January 1, 2025 to December 31, 2025
 - 2.2.4 January 1, 2026 to December 31, 2026
 - 2.2.5 January 1, 2027 to December 31, 2027
 - 2.2.6 January 1, 2028 to December 31, 2028
- 2.3 For every Tax Year, the Consultant shall have reported to the Municipality all assessments for that Tax Year and report to the Municipality on or before February 28th in each of said Tax Years.

3. TERM

3.1 The Consultant shall provide the Services of the Municipality commencing March 1, 2024 (the “Commencement Date”) to February 28, 2029 (therein referred to as the “Term”).

4. CONSULTANT FEE

4.1 In Consideration of the Services supplied by the Consultant, the Municipality shall pay to the Consultant a fee (the “Consultant’s Fee”) to be calculated as follows:

4.1.1	March 1, 2024 to February 28, 2025	- \$29.00 per parcel plus GST
	March 1, 2025 to February 28, 2026	- \$30.00 per parcel plus GST
	March 1, 2026 to February 28, 2027	- \$31.00 per parcel plus GST
	March 1, 2027 to February 28, 2028	- \$32.00 per parcel plus GST
	March 1, 2028 to February 28, 2029	- \$33.00 per parcel plus GST

4.1.2 Local Assessment Review Board and Composite Assessment Review Board;

The Fee stated in section 4.1.1 shall include all costs for preparation, defense and expenses associated with Local and Composite Assessment Review Board hearings.

In either of the two levels of the appeal process should expert or legal opinion be required, these costs shall be the responsibility of the Municipality.

4.2 Except as otherwise provided for in this Agreement, the Consultant will be solely responsible for:

4.2.1 all mileage and automobile expenses associated with the preparation of the contemplated assessment;

4.2.2 all accommodation, meals and related living expenses incurred or experienced by employees and representatives of the Consultant in the execution of this Agreement.

4.3 The Municipality shall pay the Consultant’s Fee as follows:

4.3.1 the Municipality will be invoiced on a monthly basis and payment of the invoice is due and payable within 30 days of receipt of the invoice. If payment is not received, interest at 2% per month will be charged.

4.4 Should the Municipality request the consultant to undertake work that is not set out in Schedule “A”, additional fees of \$200 per hour will be charged. This includes, but is not limited to, any analysis, studies, reports, estimates or projections and the Consultant reserves the right to decline such requests. Should the amount of these additional fees exceed 10% of the amount set out in Article 4.1, such arrangement shall be handled by way of an amendment to this Agreement.

4.5 Any new or changed provincial legislation that creates additional services, studies and inspections will be negotiated as a separate contract.

5. COVENANTS OF THE CONSULTANT

5.1 The Consultant covenants and agrees with the Municipality as follows:

5.1.1 that the assessor(s) supplied by the Consultant for the performance of the Services shall be an Accredited Municipal Assessor of Alberta (AMAA) and shall designate those assessor(s) listed in Schedule “B” as the individuals to be the assessor(s) supplied;

5.1.2 the appointed assessor will endeavor to maintain proper equity in assessments within the Municipality;

5.1.3 the appointed assessor will be required to exercise independence and judgment in equating all of the relevant data involved in property assessment and determining final assessment value of property;

5.1.4 unless required by law, any data or other information concerning the Municipality, which is obtained by the Consultant in its dealings with the Municipality under this Agreement, shall be treated as confidential and shall not be disclosed without prior approval by the Municipality;

5.1.5 in the event that the Worker’s Compensation Act of Alberta requires the Consultant to register with the Worker’s Compensation Board (“WCB”) the Consultant shall do so and upon demand by the Municipality, it shall deliver to the Municipality certification from WCB;

5.1.6 the Consultant shall comply with the provisions of:

5.1.6.1 any Act of the legislature of the Province of Alberta and of the Parliament of Canada now in force or enacted thereafter;

- 5.1.6.2 any regulations in force from time to time under any of the Acts referred to in Clause 5.1.6.1;
- 5.1.6.3 any bylaw or resolution of the Municipality that expressly or by implication applies to the Consultant in respect of this Agreement;
- 5.1.7 the Consultant will ensure that its employees, when on assignment pursuant to this Agreement, will comply with any safety and security regulations and procedures in effect regarding the properties being assessed;
- 5.1.8 in addition to any authorizations, consents, licenses, right of entry or other estates or interest in land that have been obtained by the Minister, the Consultant shall obtain all lawfully required authorizations, consents, licenses and right to entry to land or other estates or interests in land necessary for the Consultant to perform the Services;
- 5.1.9 the Consultant shall undertake the Services in an efficient, good and workmanlike manner, and in accordance with the Municipality's reasonable good standards;
- 5.1.10 the Consultant shall supply all equipment and motor vehicles necessary to carry out and record the Services including, without limitation, that equipment listed in Schedule "C";
- 5.1.11 the Consultant shall agree that all assessment documents and related information shall remain the property of the Municipality.

6. REPRESENTATIONS AND WARRANTIES OF CONSULTANT

- 6.1 The Consultant warrants that all the Services will be conducted strictly in accordance with the provisions of any relevant Provincial Legislation and Regulations thereto.

7. COVENANTS OF THE MUNICIPALITY

- 7.1 The Municipality covenants and agrees with the Consultant as follows:

- 7.1.1 that the Municipality will provide notice either directly or indirectly to all rate payers affected by the assessments that the Consultant has been retained to perform the inspections and prepare assessment reports;
- 7.1.2 that the Municipality will be responsible for costs that may be incurred as a result of ratepayer information brochures, requests for information, newspaper advertisements, etc.;
- 7.1.3 the Municipality shall make available to the Consultant all existing assessment information in the possession of the previous consultant relating to the land and premises forming the subject matter of this Agreement;
- 7.1.4 the Municipality agrees that the Consultant may utilize staff (other than AMAA staff) to assist the assessor(s) in performing the Services;
- 7.1.5 unless required by law, any data or other information concerning the Consultant, which is obtained by the Municipality in its dealings with the Consultant under this Agreement, shall be treated as confidential and shall not be disclosed without prior approval by the Consultant;
- 7.1.6 the Municipality shall supply to the Consultant, at no cost to the Consultant, the equipment listed in Schedule "D".

8. INSURANCE AND INDEMNIFICATION

8.1 The Consultant, at its expense, shall acquire and maintain throughout the Term the insurance (the "Insurance") described in Article 8.2.

8.2 The Insurance is as follows:

8.2.1 Five million (\$5,000,000.00) dollars inclusive limits commercial general liability insurance. The insurance will:

8.2.1.1 include personal injury, employers, provisions for cross liability, and occurrence property damage;

8.2.1.3 contain a provision that precludes invalidation as respects the interest of the Municipality by reason of any breach or violation of warranties, representations, declarations or conditions;

8.2.2 Two million (\$2,00,000.00) dollars inclusive limits automobile liability insurance on a non-owned form, and on an owner's form, covering all licensed vehicles operated by or on behalf of the Consultant.

8.3 The Consultant shall cause each insurance policy to:

8.3.1 be primary, non-contributing with, and not excess of, any other insurance available to the Municipality;

8.3.2 contain a prohibition against cancellation or material change that reduces or restricts the Insurance except on 30 days prior written notice to the Municipality; and

8.3.3 be in a form and with insurers satisfactory to the Municipality, acting reasonably.

8.4 The Consultant shall promptly indemnify and hold harmless the Municipality from and against all Claims in connection with any Injury or any loss or damage to property arising from or out of this Agreement or occasioned wholly or in part by any fault, default, negligence, act or omission of the Consultant, or for those for whom the Consultant is responsible at law.

9. TERMINATION

9.1 The Municipality may terminate this Agreement forthwith in the event that:

9.1.1 the Consultant is adjudged a bankrupt or makes an assignment in bankruptcy;

9.1.2 a receiver is appointed for the Consultant.

9.2 The Municipality may terminate this Agreement upon 30 days prior written notice to the Consultant in the event that:

9.2.1 the Consultant shall be in default of any obligation on its part under this Agreement, the Municipality may issue a notice in writing of default and on failure of the Consultant to remedy the same or cause the same to be remedied within 60 days after the issue of the notice.

9.3 The Consultant may terminate this Agreement upon 30 days prior written notice to the Municipality in the event that:

9.3.1 the Municipality shall be in default of any obligation on its part under this Agreement, the Consultant may issue a notice in writing of default and on failure of the Municipality to remedy the same or cause the same to be remedied within 60 days after the issuance of the notice.

10 GENERAL

10.1 This Agreement may be amended solely by written consent of both parties.

10.2 This Agreement represents the entire agreement between the parties. No other terms, representations or warranties, verbal or otherwise, are to be inferred or implied.

10.3 Should the parties be unable to resolve any disputes which may arise regarding this Agreement, the matter(s) in dispute shall be referred to arbitration in accordance with the provisions of the Arbitration Act, Chapter A-43, R.S.A. 2000.

10.4 This Agreement ensures to the benefit of and is binding upon the parties to this Agreement and their respective successors and any permitted assignees of the Consultant.

10.5 The Consultant may not assign its rights and obligations under this Agreement without the prior written consent of the Municipality.

10.6 The Consultant, while performing any Services under this Agreement, is an independent contractor and not an agent of the Municipality.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

Town of Bassano

Per: _____

Per: _____

Benchmark Assessment Consultants Inc.

Per: _____

Per: _____

Draft

Schedule “A” – Definition of “Services”
Basic Assessment Services

- Annually prepare and declare the assessments of all property as defined under section 284(1)(r) of the *Municipal Government Act*, excluding linear and non-linear designated industrial property (DIP) according to the legislative timelines
- Regular meetings with Municipal representatives as required
- Annual property reviews including the update of property photographs
- On-site or visual inspections for building permits, sales verifications, re-inspection cycles, and general inquiries
- Annual Request for Information (RFI) for all M&E properties that are non-DIP, with the input and maintenance of the data in CAMALot
- Annual Request for Information (RFI) for all properties within the reinspection cycle for that year, with the input and maintenance of the data in CAMALot
- Request for Information (RFI) every two years for all properties prepared on the income approach to value (mailed from the Municipal office)
- Submit to the Minister and comply with the Assessment Quality Standards as set out in the Regulations
- Provide assessment summary reports online
 - Details of all assessments to be available by web access in PDF format to the Municipality
 - Access for the public to the reports in a limited capacity to the extent determined by the Municipality
- Respond to ratepayer inquiries and provide assessment information as requested in a timely manner
- Address and resolve assessment complaints, if possible
- Prepare defense of any assessment complaints before the Local and Composite Assessment Review Board
- ***Excluded in the Basic Assessment Services is any review, analysis, or reports pertaining to tax exemption applications under the Community Organization Property Tax Exemption Regulation (COPTER)***

Schedule “B” – Designated Assessor

Designated Assessor Assigned to the Municipality

- Ryan Vogt

Designated Assessors Available for Support

- Christopher Snelgrove
- Deanne Bannerman
- Chris Hall
- Logan Wehlage
- Lance Wehlage

Candidate Assessor(s)

- Tomasz Hulisz
- Kolme Druhan

Draft

Schedule “C” – Equipment to be Supplied by the Consultant

Material and supplies by Consultant for Assessment Services (in addition to those specified in Schedule “A”)

- Computer Hardware
 - Desktop Computers
 - iPads
 - Microsoft Surface Tablets
 - Phones
 - Cameras
 - Remote Piloted Aircrafts (Drones)
 - Scanners/Printers

- Subscriptions and Memberships to relevant third-party software
 - Multiple Listing Services
 - Remote Computing Software
 - Association Fees
 - Adobe/PDF editors
 - Microsoft Office 360
 - CAMAlot Licensing
 - Data storage and maintenance fees

Draft

Schedule “D” – Information / Equipment to be Supplied by the Municipality

- Work area as requested
- Development Permits
- Building Permits
- Digital Building Plans
- Land Titles as requested
- Subdivision Plans
- Maps/Access to local GIS system
- Land Use Bylaws
- Tax XML file which includes school support and foundation information for all property
- Support from administration for RFI/Information Mailouts to property owners

Draft



REQUEST FOR DECISION

Meeting: February 5, 2024

Agenda Item: 6.2

SUBJECT: 2024 Bassano Memorial Library Budget - Proposed

BACKGROUND

Part 1

Each year the Bassano Memorial Library submits a proposed budget request. Their 2024 contribution remains unchanged at \$15,660 and aligns with multi-year plan established in late 2022. The budgetary request letter outlines successes and plans for 2024, and the request aligns with what council's projected allocation would be.

Part 2 - Member Appointment

Board members appointments must be renewed.

Name	Term	Service Period	Updated Service Period
Theresa Kelly	Term 1 - Extension (TOB235/19)	January 1, 2018 - December 31, 2020	Jan. 1, 2021 - Dec. 31, 2024
Roberta Harmacy	Term 2 (TOB235/19)	January 1, 2019 - December 31, 2021	Jan. 1, 2022 - Dec. 31, 2025
Linda Parrish	Term 2 (TOB235/19)	January 1, 2018 - December 31, 2020	Jan. 1, 2021 - Dec. 31, 2024
Kathy Bulger	Term 2 (TOB235/19)	January 1, 2019 - December 31, 2021	Jan. 1, 2022 - Dec. 31, 2025
Lin Hermanson	Term 2 (TOB40/23)	January 1, 2023 - December 31, 2025	Jan. 1, 2022 - Dec. 31, 2025
Tanis Alexander	Term 1 (TOB99/21)	April 12, 2021 - April 12, 2024	Jan. 1, 2024 - Dec. 31, 2026
Ash Miller	Term 1 (TOB126/21)	May 10, 2021 - May 10, 2024	Jan. 1, 2024 - Dec. 31, 2026
Sherry Steinback			Jan. 1, 2021 - Dec. 31, 2024

OPTIONS

#1 - That the 2024 Bassano Memorial Library budget is approved as presented with a municipal contribution of \$15,660, unchanged from 2023. Also, to appoint the stated members.

#2 - That the 2024 Bassano Memorial Library budget is rejected, requesting a change on operations (define required changes). Also, to appoint the stated members.

CAO COMMENTS

None.

ALIGNMENT TO STRATEGIC PLAN

G2 - T5

RECOMMENDATION

#1 – That the 2024 Bassano Memorial Library budget is approved as presented with a municipal contribution of \$15,660, unchanged from 2023.

That council renews the Bassano Memorial Library volunteer board appointments as follows:

Name	Term	Service Period	Updated Service Period
Theresa Kelly	Term 1 - Extension (TOB235/19)	January 1, 2018 - December 31, 2020	Jan. 1, 2021 - Dec. 31, 2024
Roberta Harmacy	Term 2 (TOB235/19)	January 1, 2019 - December 31, 2021	Jan. 1, 2022 - Dec. 31, 2025
Linda Parrish	Term 2 (TOB235/19)	January 1, 2018 - December 31, 2020	Jan. 1, 2021 - Dec. 31, 2024
Kathy Bulger	Term 2 (TOB235/19)	January 1, 2019 - December 31, 2021	Jan. 1, 2022 - Dec. 31, 2025
Lin Hermanson	Term 2 (TOB40/23)	January 1, 2023 - December 31, 2025	Jan. 1, 2022 - Dec. 31, 2025
Tanis Alexander	Term 1 (TOB99/21)	April 12, 2021 - April 12, 2024	Jan. 1, 2024 - Dec. 31, 2026
Ash Miller	Term 1 (TOB126/21)	May 10, 2021 - May 10, 2024	Jan. 1, 2024 - Dec. 31, 2026
Sherry Steinback			Jan. 1, 2021 - Dec. 31, 2024

Prepared by: Amanda Davis, CAO

Attachments:

1. Bassano Memorial Library 2024 Budget Request

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

Town of Bassano Library Board
PO Box 658
Bassano, AB
T0J 0B0

November 21, 2023

Dear Council Members,

Re: Library Budget 2024

I write to you today requesting the Town of Bassano contribute \$15600 to the Town of Bassano Library Board to cover operating expenses.

The Bassano Memorial Library offers services to residents of Bassano and County of Newell which include but are not limited to access to the internet, reading materials, movies, music and more. With a library card patrons are able to access free online courses in many areas. We offer a place for quiet study, and have partnered with Newell Further Ed in the past for them to bring their students for tutoring in various areas of education. For fundraising in 2023 we have held our annual book and bake sale, and our annual Online auction will be held in December.

Last year we agreed to spend some of the surplus funds we have by 2025. The intent was to purchase a new storage shed, and re-decorate the multi-use room to be more inviting to the youth in our area that have expressed the desire to have a safe place to simply hang-out, play games, listen to music etc. Some recent discussions have turned to the possibility of building an addition to the library. Out of the reserved funds we have contributed to the disc golf project and have purchased some new shelving for the children and youth area. We also purchased a new laptop, scanner and printer for the secretary and a new photocopier for the library. We bought a Criterion license and popcorn machine in order to host movie days. The movie admission is free to patrons as a stipulation of the Criterion license and we sell goodies at our concession at a minimal cost to cover expenses. We feel this makes for an affordable event for children and families when so many cost of living expenses have increased. 2023 also saw an increase in events offered at the library for all ages. One very popular event was the Halloween Escape room that was visited by 59 people.

2024 will see the signage completed for the Dam Disc Golf course. We will further explore adding an addition to the library or build a shed, as well as expand our Library of Things. The

modern library has expanded to include much more than just books. Our Library of Things includes items such as Disc Golf Set, lawn games, Wifi Hotspot, Radon testing kit, puzzles, an Actifryer, among other items.

The funds the Town of Bassano contributes to the library are crucial to our ability to serve the community and surrounding area. Without these funds we would not be able to operate. We hope to be able to count on your continued assistance.

Sincerely,

Theresa Kelly
Town of Bassano Library Board
Vice Chairperson

		Budget 2023	Actual as of Aug 31	Budget 2024	Budget 2025
Income					
1065 -Transfer from HISA		\$ 28,380.00	0	\$ 45,067.00	\$9,037.00
4000 · Municipal Grants (Town of Bass)		\$ 15,600.00	\$ 15,660.00	\$ 15,600.00	\$15,600.00
4030 · County of Newell Grant		\$ 8,000.00	\$ 10,842.60	\$ 10,840.00	\$10,840.00
4050 · Government of AB Grant		\$ 16,500.00	\$ 17,483.00	\$ 17,483.00	\$17,483.00
4090 · Friends of Library Income		\$ 10,500.00	\$ 6,126.48	\$ 10,500.00	\$10,500.00
4100 · Interest Income		\$ 800.00	\$ 2,367.35	\$ 2,500.00	\$2,000.00
4150 Donation		\$ 1,076.45			
4200 · Book Sales		\$ -		\$ 100.00	\$100.00
4210 · Fines		\$ 200.00	\$ 359.40	\$ 375.00	\$375.00
4220 · Printing/Photocopier/Fax		\$ 115.00	\$ 130.50	\$ 130.00	\$130.00
4300 · Memberships		\$ 1,200.00	\$ 1,270.00	\$ 1,300.00	\$1,300.00
4400 Movie Concession			\$ 337.95	\$ 400.00	\$500.00
4650 Coffee			\$ 116.00	\$ 100.00	\$100.00
4940 Programming Reimbursement			\$ 144.36	\$ 140.00	\$140.00
4950 · Fundraising		\$ 3,000.00	\$ 1,290.47	\$ 2,900.00	\$2,900.00
Total Income		\$ 85,371.45	\$ 56,128.11	\$ 107,435.00	\$71,005.00
Expense					
5070 · Shortgrass - Membership Levy		\$ 6,400.00	\$ 6,126.48	\$ 6,400.00	\$6,500.00
5100 · Telephone		\$ 500.00	\$ 201.58	\$ 500.00	\$500.00
5150 · Bank Fees & Service Charges		\$ 1,000.00	\$ -	\$ 500.00	\$500.00
5160 Accounting and Legal			\$ 1,600.00	\$ 1,600.00	\$1,800.00
5200 · Natural Gas		\$ 1,600.00	\$ 1,096.09	\$ 3,500.00	\$4,000.00
5250 Book Purchases			\$ 227.29	\$ 300.00	\$300.00
5300 · Insurance		\$ 2,900.00	\$ 2,848.00	\$ 3,000.00	\$3,100.00
5320 · Power - Town of Bassano		\$ 3,000.00	\$ 1,441.66	\$ 3,000.00	\$3,200.00
5350 Computer Supplies		\$ 400.00	\$ -		
5450 · Donations & Gifts		\$ 400.00	\$ 25.00	\$ 400.00	\$400.00
5455 Supplies - Events		\$ -	\$ 250.56	\$ 300.00	\$300.00
5460 Movie Concession		\$ -	\$ 210.96	\$ 500.00	\$500.00
5550 Association Membership		\$ 645.00	\$ 201.50	\$ 205.00	\$205.00
5600 · Salaries & Wages		\$ 24,000.00	\$ 16,263.23	\$ 37,050.00	\$38,000.00

		Budget 2023	Actual as of Aug 31	Budget 2024	Budget 2025	
	5604 · Summer Reading Expense	\$ 200.00	\$ -	\$ 200.00	\$200.00	
	5606 · Librarian Assistant	\$ 10,650.00	\$ -			
	5608 Payroll Expense		\$ 2,870.99	\$ 4,000.00	\$4,100.00	
	5610 · CPP Expense	\$ 850.00	\$ -			
	5620 · EI Expense	\$ 750.00	\$ -			
	5700 · Maintenance & Repairs	\$ 500.00	\$ 236.93	\$ 600.00	\$700.00	
	5750 · Supplies	\$ 1,000.00	\$ 1,937.86	\$ 2,500.00	\$2,500.00	
	5760 · Furniture & Equipment	includes the new shed, Christmas tree, cell p	\$ 27,300.00	\$ -	\$ 40,680.00	\$2,000.00
	5800 · WCB	\$ 200.00	\$ 200.00	\$ 200.00	\$200.00	
	5850 · Courses & Seminars	\$ 600.00	\$ -	\$ 300.00	\$300.00	
	6100 · Janitorial Expense	\$ 1,700.00	\$ -	\$ 1,700.00	\$1,700.00	
	Total Expense	\$ 84,595.00	\$ 35,738.13	\$ 107,435.00	\$71,005.00	
	Net Income	\$ 776.45		\$0.00	\$0.00	
			* Transfer from HISA is for purchases agreed to by 2025			

		Budget 2026
Income		
	1065 -Transfer from HISA	\$9,942.00
	4000 · Municipal Grants (Town of Bass)	\$15,600.00
	4030 · County of Newell Grant	\$10,840.00
	4050 · Government of AB Grant	\$17,483.00
	4090 · Friends of Library Income	\$10,500.00
	4100 · Interest Income	\$1,500.00
	4150 Donation	
	4200 · Book Sales	\$100.00
	4210 · Fines	\$400.00
	4220 · Printing/Photocopier/Fax	\$150.00
	4300 · Memberships	\$1,400.00
	4400 Movie Concession	\$600.00
	4650 Coffee	\$100.00
	4940 Programming Reimbursement	\$140.00
	4950 · Fundraising	\$2,900.00
	Total Income	\$71,655.00
Expense		
	5070 · Shortgrass - Membership Levy	\$6,500.00
	5100 · Telephone	\$500.00
	5150 · Bank Fees & Service Charges	\$500.00
	5160 Accounting and Legal	\$2,000.00
	5200 · Natural Gas	\$4,000.00
	5250 Book Purchases	\$300.00
	5300 · Insurance	\$3,200.00
	5320 · Power - Town of Bassano	\$3,500.00
	5350 Computer Supplies	
	5450 · Donations & Gifts	\$400.00
	5455 Supplies - Events	\$300.00
	5460 Movie Concession	\$500.00
	5550 Association Membership	\$205.00
	5600 · Salaries & Wages	\$38,000.00

		Budget 2026
	5604 · Summer Reading Expense	\$200.00
	5606 · Librarian Assistant	
	5608 Payroll Expense	\$4,100.00
	5610 · CPP Expense	
	5620 · EI Expense	
	5700 · Maintenance & Repairs	\$750.00
	5750 · Supplies	\$2,500.00
	5760 · Furniture & Equipment	\$2,000.00
	5800 · WCB	\$200.00
	5850 · Courses & Seminars	\$300.00
	6100 · Janitorial Expense	\$1,700.00
	Total Expense	\$71,655.00
	Net Income	\$0.00

Trial Balance

As of 31 December 2022

	31 Dec 22	
	Debit	Credit
1040 · ATB # - 00108574324	38,515.26	
1065 · CWB - 101013285398 HISA	67,598.82	
1075 · CU Community Acc - 722821155511	34.80	
1080 · CU Common Shares - 722821155503	7.24	
1300 · Computers	760.79	
1301 · Accum Amort - Computers		102.03
1303 · Office Equipment	839.99	
1304 · Accum Amort - Office Equipment		40.96
2100 · Payroll Liabilities		1,442.64
2201 · GST Rebate Refund	1,541.69	
3000 · Opening Bal Equity		29,656.00
3900 · Retained Earnings		74,401.39
4000 · Municipal Grants (Town of Bass)		15,660.00
4030 · County of Newell Grant		9,806.85
4050 · Government of AB Grant		16,650.00
4090 · Friends of Library Income		10,414.07
4100 · Interest Income		1,664.97
4210 · Fines		403.15
4220 · Printing/Photocopier/Fax		246.35
4221 · Laminating		40.00
4300 · Memberships		1,751.00
4500 · Other Income		250.00
4650 · Coffee		50.00
4950 · Fundraising		8,984.71
5070 · Shortgrass - Membership Levy	6,126.48	
5100 · Telephone	403.97	
5130 · Interest Expense	2.36	
5140 · Interest Non-Deductible	523.30	
5150 · Bank Fees & Service Charges	65.25	
5200 · Natural Gas	1,836.47	
5220 · Disc Golf	4,510.67	
5250 · Book Purchases	191.58	
5300 · Insurance	2,897.83	
5320 · Power - Town of Bassano	3,532.02	
5340 · Computer Software	169.99	
5345 · Computer Equipment	294.66	
5440 · Board Expenses	10.00	
5450 · Donations & Gifts	315.00	
5455 · Supplies - Events	400.19	
5550 · Association Membership	45.00	
5600 · Salaries & Wages	19,199.54	
5604 · Summer Reading Expense	419.59	
5606 · Librarian Assistant	8,634.32	
5608 · Payroll Expenses	3,838.20	
5610 · CPP Expense	2,467.50	
5660 · Amortization Expense	142.99	
5700 · Repairs & Maintenance	4,397.69	
5750 · Supplies	1,273.22	
5760 · Furniture & Equipment	268.29	
5800 · WCB	200.00	
5900 · Advertising	99.42	
TOTAL	171,564.12	171,564.12



REQUEST FOR DECISION

Meeting: February 5, 2024

Agenda Item: 6.3

SUBJECT: Bassano Outdoor Pool Operations Plan Report – 2024-2026 Budget – Proposed

BACKGROUND:

At the November 20, 2023 meeting, Administration provided a summary of the 2023, proposed updates to the Pool Operation Plan, the second year of implementation, as well as highlighted planned capital upgrades for 2024. Since that time, the administration has completed policy updates, collected quotes for capital upgrades, and completed further budgetary refinements.

Building upon the successes of the 2023 season, the following goals have been established for the 2024 season.

1. Implement a formalized mentorship program. The program will consist of a combination of individual, goal-oriented mentorship opportunities, and peer support, fostering continued growth in pool staff.
2. Send invitations to Newell region schools informing them of our unique, flexible service offering and new school-specific swimming lessons and rental rates, pending council approval. This supports the conversation with Tammy Miller regarding the decrease in facility usage by Bassano and other regional schools over the past 10 years.
3. Continue offering Fun Days to increase attendance and the quality of our services.
4. Advertise the Free Swim Friday Sponsorship opportunity, pending council approval.
5. Research and apply for grants to support the Fee Assistance Program and to subsidize programs.
6. Develop and post a survey to identify programming needs in the community and areas of improvement.

Part 1 – Wages, Returning Bonus, and Advanced Course Instructor Training Incentives

Administration proposes base wages remain the same as 2023, in alignment with industry standards and facilities of our size and service offering.

	2024 Base Rate
Pool Apprentice	\$15.00
Level 1 Lifeguard	\$17.00
Level 2 Lifeguard	\$19.00
Assistant Pool Manager	\$19.75
Pool Manager	\$22.00
Community Instructor	\$17.00

Beginning in 2023, a returning bonus of \$0.25 per hour is issued to all employees for each consecutive season they work at our facility (retroactive to 2022).

To encourage staff to advance their aquatic education and to support inhouse training, Administration proposed a \$1.00 per hour increase for employees holding a National Lifeguard Instructor (NLI) or Lifesaving Instructor Trainer (LSIT) certification. Those holding both certifications will receive a \$2.00 increase per hour.

Part 2 – Pool Policy Updates

Four pool policies have been updated to align with 2024 goals, council direction, and to improve our service offering. Revisions are outlined below and shown in the attachments.

Bassano Outdoor Pool Operations Plan - P-TOB72a-001-22

1. A \$1.00 per hour increase will be given to employees holding a National Lifeguard Instructor (NLI) or Lifesaving Instructor Trainer (LSIT) certification. Holding both certifications will result in a \$2.00 per hour increase.
2. Amend operating hours to reflect a 3-month operating period, June-August.
3. To support regional recreation, increase facility visibility, and streamline administrative processes, the Bassano Outdoor Pool will be participating in the County of Newell's recCONNECT online facility booking and program registration software set to launch in March 2024.

Bassano Outdoor Pool Fee Policy - P-TOB72a-003-22

4. Adjustments were made to the Bassano Outdoor Pool Fee policy P-TOB72a-003-22 to ensure our facility remains competitive with neighboring facilities and those of a similar size and service offering while considering the impact of rising operational costs. Rationale has been provided in **RED**.

		Proposed
General Admission	2023	2024
Drop in		
Child (3-7 years)	\$4.00	\$4.00
Youth (8-17 years)	\$6.00	\$6.00
Adult (18-64 years)	\$7.00	\$7.00
Senior (65+ years)	\$6.00	\$6.00

Family (6 people) <i>Immediate family only.</i>	\$26.00	\$26.00
No increase in 2024.		

Punch Card

Child (3-7 years)	\$36.00	\$36.00
Youth (8-17 years)	\$54.00	\$54.00
Adult (18-64 years)	\$63.00	\$63.00
Senior (65+ years)	\$54.00	\$54.00
Family (6 people) <i>Immediate family only.</i>	\$234.00	\$234.00
No increase in 2024.		

Seasons Pass

Child (3-7 years) 20 visits +	\$93.75	\$80.00
Youth (8-17 years) 20 visits +	\$143.75	\$120.00
Adult (17-64 years) 20 visits +	\$168.75	\$140.00
Senior (65+ years) 20 visits +	\$143.75	\$120.00
Family (6 people) 10 visits + <i>Immediate family only.</i>	\$331.50	\$312.00

As per council's request, season pass rates have been decreased, making them more affordable for local patrons and families. In 2023, seasons passes were calculated based on a 25-visit minimum (or 13-visits for family passes). Administration proposes a 20-visit and 10-visit minimum as shown above. Based on 2023 season pass purchases, this change would decrease revenue in by \$900.00.

		Proposed
Aquafit	2023	2024
Seasons Membership (28 sessions)	\$168.75	\$168.75
1 Month Membership (8 sessions)	\$49.00	\$49.00
Class Drop-in	\$7.00	\$7.00
No increase in 2024.		

		Proposed
Facility Rentals	2023	2024
1 hour (flat rate) <40 patrons per hour	\$155.00	\$160.00
>40 patrons per hour	\$27.50 (flat rate)	\$30.00 (flat rate)
Increase in 2024 to offset rising energy and wage costs. The rental fees are still competitive.		

		Proposed
Free Swim Friday Sponsorship	2023	2024

2 hours (flat-rate)	N/A	\$300.00
<p>Due to its success in 2023, we are offering a Free Swim Friday sponsorship opportunity. Individuals, non-profits, and businesses can sponsor a 2-hour free swim and increase attendance and accessibility no matter a patron's economic status. Patrons attending a Free Swim Friday will be asked to exit the pool once the free swim is over. Patrons can pay the regular admission fee to return to the pool. This opportunity will be offered in July and August.</p>		

		Proposed
Swimming Lessons	2023	2024
Parent and Tot	\$55.00	\$55.00
Preschool 1	\$55.00	\$55.00
Preschool 2	\$55.00	\$55.00
Swimmer 1	\$67.00	\$67.00
Swimmer 2	\$67.00	\$67.00
Swimmer 3	\$67.00	\$67.00
Swimmer 4	\$67.00	\$67.00
Swimmer 3/4	\$67.00	\$67.00
Swimmer 5	\$67.00	\$67.00
Swimmer 6	\$67.00	\$67.00
Swimmer 5/6	\$67.00	\$67.00
Two Week (S1)	\$67.00	\$67.00
Two Week (S2)	\$67.00	\$67.00
Two Week (S1/S2)	\$67.00	\$67.00
Two Week (S3/S4)	\$67.00	\$67.00
Two Week (S5/S6)	\$67.00	\$67.00
Rookie/Ranger Patrol	\$80.00	\$80.00
Star Patrol	\$80.00	\$80.00
Bronze Star	\$80.00	\$80.00
Star Patrol/Bronze Star	\$80.00	\$80.00
Private Lessons (per 30 minutes)	\$30.00	\$30.00
Semi-Private Lessons (per 30 minutes with a maximum of 3 students)	\$50.00	\$50.00
Adult Lessons	\$45.00	\$45.00
<p>No change to lesson rates. The lesson fees are still competitive.</p>		

			Actual
Advanced Courses	Minimum participants	2023	2024
Standards First Aid (full course or recertification)	8 students.	\$175.00	\$180.00
Bronze Cross	7 students.	\$160.00	\$165.00
Bronze Medallion	7 students.	\$150.00	\$165.00
National Lifeguard – Pool	7 students.	\$345.00	\$350.00
National Lifeguard – Pool Recertification	4 students.	\$100.00	\$110.00
Lifesaving Society - Lifesaving/Swim Instructor	7 students.	\$330.00	\$335.00
Lifesaving Society - Lifesaving/Swim Instructor Recertification	4 students.	\$105.00	\$110.00
Increases to rates are due to increases in course materials and instructor fees.			

		Proposed
School Specific Rates	2023	2024
School rental - 1 hour (flat rate) <40 patrons per hour	N/A	\$90.00
School Lessons	N/A	\$35.00
<p>As directed by council, Administration identified and investigated opportunities to maximize facility usage in June, expand our partnership with the Bassano School, and attract other schools to our facility.</p> <p>Administration consulted with schools in the Newell region and identified 3 barriers to accessing our facility.</p> <ol style="list-style-type: none"> 1. Cost of rentals and swimming lessons 2. Busing 3. Scheduling and limited availability. <p>The Bassano School representatives, asked if the Town could reduce the cost of swimming lessons and create more opportunities for schools to book unstructured, fun swims.</p>		

With this information in mind, Administration proposes a reduced rate for both swimming lessons and rentals.

If the Town adopted a subsidized lesson rate, there would be a loss in revenue of approximately \$3,500, but accounted for in other areas.

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

The Bassano School agreed to take advantage of the reduced rental rate to make up a portion of the loss in revenue. Based on discussions with regional schools such as Rosemary and Gem, they would be favorable to taking lessons and booking rentals pending timeslots fit in with their schedule. Available timeslots will be dictated by staff availability.

Administration will advertise the new rates with schools in the region.

Administration will continue to advertise the Bassano Outdoor Pool Fee Assistance Program (P-TOB72a-007-22) which is available to help patrons pay for drop-in public swimming. Initiatives such as the Jump Start program can be used for swimming lessons and other pool programs.

Bassano Outdoor Pool - Fee Assistance Program Policy - P-TOB72a-003-22

1. The policy has been amended to reflect the current Government of Canada/Alberta Low Income Cut-Offs and Alberta Seniors Benefits eligibility income threshold.

Bassano Outdoor Pool - Lifeguard and Pool Staff Uniform Policy - P-TOB72a-002-22

2. Uniforms are not to be cut or shortened to ensure staff maintain a professional image.

Part 3 – Budget

The pool department is managed under the Intermunicipal Collaboration Framework with each partner paying 50 percent of the net deficit of approved expenditures.

2024 Proposed Budget	2025 Projected	2026 Projected
(\$157,069)	(\$163,570)	(\$168,871)
\$78,534 per partner (excluding capital)	\$81,785 per partner (excluding capital)	\$84,436 per partner (excluding capital)

OPTIONS

- #1 – that council approves the Bassano Outdoor Pool Operations Plan P-TOB72a-001/22, Fee Policy P-TOB72a-003/22, Fee Assistance Policy P-TOB72a-003-22, Lifeguard and Pool Staff Uniform

Policy - P-TOB72a-002-22, 2024 salary chart, and 2024-2026 department budget as presented with amendments.

#2 – that council approves the Bassano Outdoor Pool Operations Plan P-TOB72a-001/22, Fee Policy P-TOB72a-003/22, Fee Assistance Policy P-TOB72a-003-22, Lifeguard and Pool Staff Uniform Policy - P-TOB72a-002-22, 2024 salary chart, and 2024-2026 department budget as presented with further amendments (define amendments)

#3 – that council declines the Bassano Outdoor Pool Operations Plan P-TOB72a-001/22, Fee Policy P-TOB72a-003/22, Fee Assistance Policy P-TOB72a-003-22, Lifeguard and Pool Staff Uniform Policy - P-TOB72a-002-22, 2024 salary chart, and 2024-2026 department budget as presented with amendments.

CAO COMMENTS

n/a

ALIGNMENT WITH STRATEGIC PLAN

G2 – T5

RECOMMENDATION

#1 – that council approves the Bassano Outdoor Pool Operations Plan P-TOB72a-001/22, Fee Policy P-TOB72a-003/22, Fee Assistance Policy P-TOB72a-003-22, Lifeguard and Pool Staff Uniform Policy - P-TOB72a-002-22, 2024 salary chart, and 2024-2026 department budget as presented with amendments.

Prepared by: Sydney Smith, Recreation and Community Services Liaison

Reviewed by: Amanda Davis, CAO

Attachments:

1. P-TOB72a-001-22.1 - Pool Operations Plan Manual – Revised
2. P-TOB72a-002-22 - Bassano Outdoor Pool - Lifeguard and Pool Staff Uniform Policy – Revised
3. P-TOB72a-003-22 - Bassano Outdoor Pool Fee Policy – Revised
4. P-TOB72a-007-22 - Bassano Outdoor Pool - Fee Assistance Program Policy – Revised



Bassano Outdoor Pool

Policy Title	Bassano Outdoor Pool Operations Plan
Authority	Council
Approved (Dates/Motion #)	Original passing on Feb. 7, 2022 (TOB28/22), Revised Nov. 14, 2022 (TOB226/22), Revised Feb. 13, 2023 (TOB35/23), <u>Revised Feb. 5, 2024 (TOB#/24)</u>
Policy Number	P-TOB72a/001-22
Review	To be reviewed every year in October
Reviewed by/date	February 5 ¹³ , 202 2 ⁴ 3 - Council

Policy Statement

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

Definitions

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

Council – means the elected body of the Town.

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

Town - means the incorporated municipality of Bassano.

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

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

Responsibility

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

Process

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

Attachment

1. Bassano Outdoor Pool Operations Plan – Manual – Amended February ~~5~~¹³, 202~~2~~⁴3.
2. Bassano Outdoor Pool Operations Plan Appendix – Amended February ~~5~~¹³, 202~~2~~⁴3.



BASSANO OUTDOOR POOL OPERATIONS PLAN - MANUAL



Approved February 7, 2022 (M#TOB28/22)
Revised November 14, 2022 (M#TOB226/22)
Revised February 13, 2023 (M#TOB35/23)
Revised February 5, 2024 (M#TOB##/24)

Overview	2
Definitions	3
Youth Development and Succession Planning	4
Lifeguarding Roles and Responsibilities	4
Training	5-6
Employee Advancement Mapping	6
Wages and Benefits	6
Action Plan	7
Operating Hours	8
Increase Shift Length	8
Community Instructors	10
Action Plan	11
Programming	12
Swimming Lessons.....	12
Aquafit	15
Lane Swim and Adult Fitness	16
Public Swimming.....	17
Community Programming	17
Action Plan	18
Concession and Action Plan	20
Scheduling and Registration Software and Action Plan	21
Facility Accessibility and Action Plan	22
Facility Maintenance and Action Plan	24
Communication, Feedback, and Advertising and Action Plan	27
Pandemic Planning and Risk Management	29
Conclusion	30
Appendix A: Pool Employee Advancement Map	

Overview

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

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

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

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

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

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

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

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

Definitions

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

Youth Development and Succession Planning

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

Challenges

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

Solutions

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

Provide onsite training for youth.

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

Lifeguard Roles and Responsibilities

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

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

Table 1: Lifeguard Positions and Responsibilities

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

Training

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

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

Table 2: Lifeguarding Staff Training

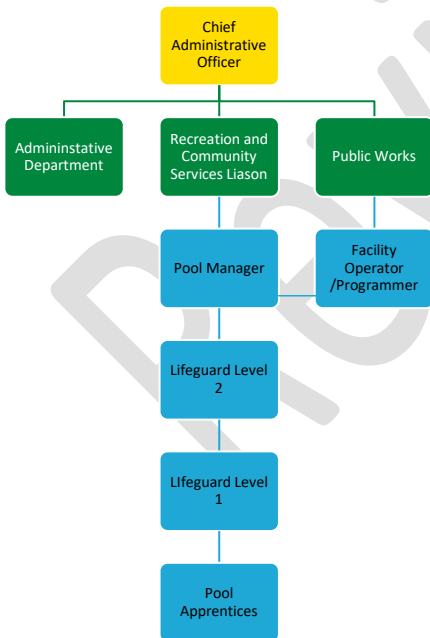


Image 1: Pool Organizational Hierarchy

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

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

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

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

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

Employee Advancement Mapping

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



Image 2: Lifeguarding Staff Flow Chart

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

Wages and Benefits

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

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

To support inhouse training and personal growth, a \$1.00 per hour increase will be given to employees holding a National Lifeguard Instructor (NLI) or Lifesaving Instructor Trainer (LSIT) certification.

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

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

Youth Development and Succession Planning Outcomes

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

Action Plan

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

Operating Hours

Operating on a shorter season, outdoor pools must maximize their daily operational time and programming. [The Bassano Outdoor Pool operates for 3 months, June-August.](#) Outdoor swimming pools offer a unique experience that can be extremely attractive to people looking to engage in open-air recreation.

Challenges

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

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

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

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

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

Solutions

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

Increasing Shift Length

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

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

Table 3: Lifeguarding Staff Shift Length

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

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

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

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

Table 4: Sample One Week Pool Schedule

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

Community Instructors

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

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

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

Table 5: Community Instructor Training Plan

Advanced courses will take place in late May or early June as a part of the in-house training plan. To avoid duplicate services, the Pool will schedule advanced courses around courses offered by the City of

Brooks and other surrounding facilities where possible. Additional participants can be trained alongside hired guards, offsetting the cost of community instructors and course materials.

Operating Hour Outcomes

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

Action Plan

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

Programming

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

Swimming Lessons

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

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

Challenges

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

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

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

Solution

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

Transition to Lifesaving Society Programming

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

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



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

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

Education and Communication

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

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

Table 6: Red Cross and Swim for Life Level Equivalents

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

Private lessons for participants needing extra assistance, adult swimming lessons, and fitness instruction

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

will still be available under Lifesaving Society programming.

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

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

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

In June, lessons are offered to schools within the Newell region as a part of their physical education programming. Although the Bassano Outdoor Pool has a history of hosting multiple schools for swimming lessons, the Bassano School has been the only one to utilize this service within the past 3 years. In 2024, a school-specific swimming lesson and rental rate was established to attract other schools, maximizing the use of the facility during the month of June.

Aquafit

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

Challenges

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

Solutions

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

Consult, Educate, and Enhance

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

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

Table 7: 3 Year Plan to Enhance the Aquafit Program

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

Lane Swim and Adult Fitness

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

Challenges

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

Solution

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

Attract New Patrons

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

Advertisement

Shared Space

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

Table 8: Lane Swim and Adult Fitness Patron Attraction Actions

Public Swimming

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

Challenge

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

Solution

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

Balancing Cost Recovery with Facility Access

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

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

Community Programming

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

Challenge

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

Solution

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

Bassano Water Safety Series

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

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

- 2023- Lifesaving Society Swim to Survive Program
 - This program focuses on developing the minimum skills needed to survive an unexpected fall into deep water. All ages can access this program. Invitations will go to neighboring communities and organizations.
- 2022 and 2023 - RCMP and Regional Fire Aquatic Patrol
 - The RCMP and the City of Brook/County of Newell Fire Services departments have patrol boats used in aquatic rescues, search and rescue, and patrols. Safe Communities will bring the patrol boats to the pool and discuss water safety with a focus on safe swimming in canals, local reservoirs, and the dangers of the Bassano Dam. This is targeting students ages 8-15. Invitations will go to the Bassano School, and residents.
 - This program can be put on at no cost.
- 2024 - Kayak and Canoe 101
 - Due to the COVID-19 pandemic and facility shutdowns, there has been an increase in kayaking and canoeing in local reservoirs. Without the proper training, swimming ability, or education, recreational equipment can become a hazard. Kayaks and canoes will be rented and brought to the Bassano Pool

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

Programming Outcomes

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

Action Plan

Swimming Lessons

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

Aquafit

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

Formatted: Font: Italic

Public Swimming

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

Lane Swimming and Adult Fitness

1. Advertise the program. – *Complete.*

Formatted: Font: 12 pt

Formatted: Font: 16 pt

2. Combine the lane swim and adult fitness program with other activities such as Aqua Zumba, swim stroke instruction, and specialty adult fitness workshops. – *Administration shall investigate potential outside fitness contractor opportunities in 2024~~3~~.*

Community Programming

1. Engage community organizations with ties to water and community safety. – *Complete.*
2. Develop a program and delivery plan. – *Complete.*
3. Apply for grant funding where applicable. – *Administration shall apply for funding to support the continuation of community programming in 202~~3~~4.*

Concession

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

Challenge

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

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

Solution

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

Contracting Out the Concession

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

Concession Outcomes

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

Action Plan

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

Scheduling and Registration Software

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

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

Challenge

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

Solution

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

Online Booking System

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

Scheduling and Registration Software Outcomes

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

Action Plan

1. Recreation software systems are best utilized when tailored to an organization's operations and structure. Spend 3-5 years refining pool operations and structure. Revisit recreation software systems in 2026. To support regional recreation, increase facility visibility, and streamline administrative processes, the Bassano Outdoor Pool will be participating in the County of Newell's recCONNECT online facility booking and program registration software set to launch in March 2024.

Facility Accessibility

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

Accessibility features include:

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

Challenges

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

Solution

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

Partner with Community Groups

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

- a. Partnership with Alberta Health Services and the Playfair Lodge will enable seniors to access the facility with the support of trained medical staff.
 - i. E.g., Seniors Week Event – Senior's Swim

- ii. E.g. AHS occupational therapy rehabilitation programs ran by AHS staff.
- b. Support low-income families and youth by subsidizing drop-in fees. Grants and business sponsorship may help to offset some of the loss in revenue.
 - i. Tuesday Toonie Swims – Monthly.
- c. Collaborate with the daycares to encourage swim instruction for children whose parents/guardians may not be able to bring them to facility themselves.

Facility Accessibility Outcomes

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

Action Plan

1. Connect with Alberta Health Services and the Playfair Lodge in order to develop programs or book rental space. – *Administration shall contact organizations to determine interest annually - Ongoing in 2023.*
2. Research and apply for grant programs to support subsidized programs – *Implement in 2024.*
3. Reach out to local business interested in subsidizing admission fees for low income families. – *Implement in 2023 annually.*
4. Advertise new programs. – *Implement in 2023 Ongoing.*

Facility Maintenance

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

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

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

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

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

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

Challenges

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

Solutions

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

Water Testing by Lifeguards

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

Delayed Start to Programming

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

Patron Showering Enforcement

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

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

Facility Maintenance Outcomes

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

Action Plan

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

Capital Upgrades

The current facility is 141-years old and requires preventative maintenance and upgrades to meet pool standards. Pool filter upgrades were completed in 2020 and will not be required to be replaced for another 8-10 years. The pool liner was replaced in 2023. The pool liner is a rubberized, water-resistant material that lies on top of the concrete structure. This upgrade increases the longevity of our facility for an additional 12-15 years pending proper maintenance and care.

The Pool's automated water quality control devices used to monitor the chemicalization of the water, may be replaced in 2025. The Pool's boiler may be replaced in 2024 as it is reaching the end of its life cycle.

The next large facility upgrade is the pool liner. The pool liner is a rubberized, water-resistant material that lies on top of the concrete structure. Over time, this liner sags, tears, and becomes stained. In 2022, the liner ripped and we anticipate that this will need replacing in the spring of 2023 as it is likely to fail.

Formatted: Content, Position: Horizontal: 0", Wrap Around

Communication, Feedback, and Advertising

By increasing communication, activating feedback loops, and advertising facility access, programs, and employment opportunities, we can engage existing patrons and attract new ones.

Challenges

The average citizen may not understand the complexities and opportunities that come with operating an outdoor pool. The Town has not engaged in community education tactics to showcase the pool.

Solution

To avoid misinformation, the Town has an opportunity to share day-to-day tasks required to keep our facility operating and reasons for operational interruptions. Outgoing communication ensures patrons understand the limitations and advantages of the facility even before they enter its doors. Feedback helps the organization stay competitive and meet the needs of our patrons. Community engagement keeps the municipality accountable to ratepayers.

Advertising facility accessibility, facility programming, and pool employment opportunities are crucial to the continued viability of our facility. Increased tourism not only increases revenue within our facility, but patrons may access other services and businesses while in Town.

Community Surveys

There is a wealth of knowledge in our community that can be used to enhance new and existing programs. Surveys will be instituted to ensure that programs meet the needs of the community. Collected feedback will be used to continually improve the policies and services.

Multimedia Education and Advertising

Along with written content and posters, staff will create informative videos aimed at education. Video content may include:

- Startup and shut down procedures
- Water balancing and chlorination
- Operational disruptions (chemical imbalance, biohazards in the pool, pump failures)
- Facility rules and why they exist.

Social media, tourism websites, and municipal websites, will be used to share information.

<ul style="list-style-type: none"> ▪ public schedules ▪ program overviews and improvements ▪ events/special day 	<ul style="list-style-type: none"> ▪ “Get to know your lifeguard” bulletins ▪ lifeguarding employment opportunities 	<ul style="list-style-type: none"> ▪ facility accessibility (aquatic wheelchair and barrier-free entry)
--	---	--

Tourism websites within the region such as Travel Alberta and Brooks Region Tourism will be updated with current programs and fees annually. Advertisement will be posted in well used recreation areas such as the Crawling Valley Campground, where possible.

Communication, Feedback, and Advertising Outcomes

In summary, the Town is not actively promoting or advertising the Pool outside local channels. Specific program advertising could encourage an increase in users and corresponding revenue. To avoid confusion or frustration, Pool staff can create informative video and media content to help patrons understand the operations, limitations, and advantages of the facility.

Action Plan

1. Develop and implement a survey created to identify programming need in the community. Amend policies and services as required. – *Implement in 2024~~3~~*.
2. Create videos and posters aimed at educating the public on pool operations and programs - *Ongoing*

Pandemic Planning and Risk Management

Aquatic facilities have faced many challenges during the COVID-19 pandemic due to facility shutdowns, capacity, and programming limitations. To prepare for the ever-changing landscape of recreation, four main areas must be addressed.

Staff retention and reallocation	Adapting programming and facility operating hours.
<p>To avoid loss of staff during facility shutdown, Town administration will ensure that alternative projects are prepared for implementation by student staff. In 2021, the Blade Sign project was completed by a summer student originally hired to work as a lifeguard. Reallocating student staff sends a positive message to both the employees and the community showing that we value their service and dedication to our facility.</p>	<p>Programming needs to be flexible enough to handle lower capacity limits, physical distancing, patron monitoring, etc. In 2022, all lifeguarding staff were trained in water safety instruction enabling the facility to add more structured programs if needed to align with COVID-19 restrictions. Staff who are not needed due to lower capacity can be moved to previously unused timeslots such as Saturday and Sunday mornings.</p>

Increased cleaning and sanitization.	Balancing lifeguarding and monitoring compliance with public health orders.
<p>Increased cleaning and sanitization. In 2021, additional cleaning procedures were implemented to ensure the health and safety of staff and patrons. This new standard will be maintained in future years because the cleanliness of Town facilities directly impacts how residents perceive the quality of our services. Town administration will ensure that facilities are equipped with effective cleaning supplies for the duration of the season.</p>	<p>Balancing lifeguarding and monitoring compliance with public health orders. Level 1 and level 2 lifeguards are responsible for water safety-related monitoring and enforcement. Pool apprentices will act as COVID-19 monitors to ensure lifeguards are not overwhelmed and unable to focus on first aid and water safety-related incidents. Pool apprentices will receive valuable experience from being on deck engaging with the public.</p>

Although we cannot plan or predict the direction or duration of the pandemic, creating opportunities to pivot our operations will ensure we can sustain our facility and workforce into the future.

Conclusion

The operations plan provides a framework for the Town to maximize the use of the facility and to improve the user experience. It is our goal to decrease operating expenses where possible, to contribute to the long-term viability of the facility and our community. This can be achieved by supporting youth development, engaging the public, the maximization the facility usage during daylight hours, furthering partnerships, and working together. Implementation of this plan will take time. It is a working document and is developed with best practices to meet our overall needs.

- This document was amended on November 14, 2022, ~~and~~ February 13, 2023, ~~and~~ February 5, 2024.

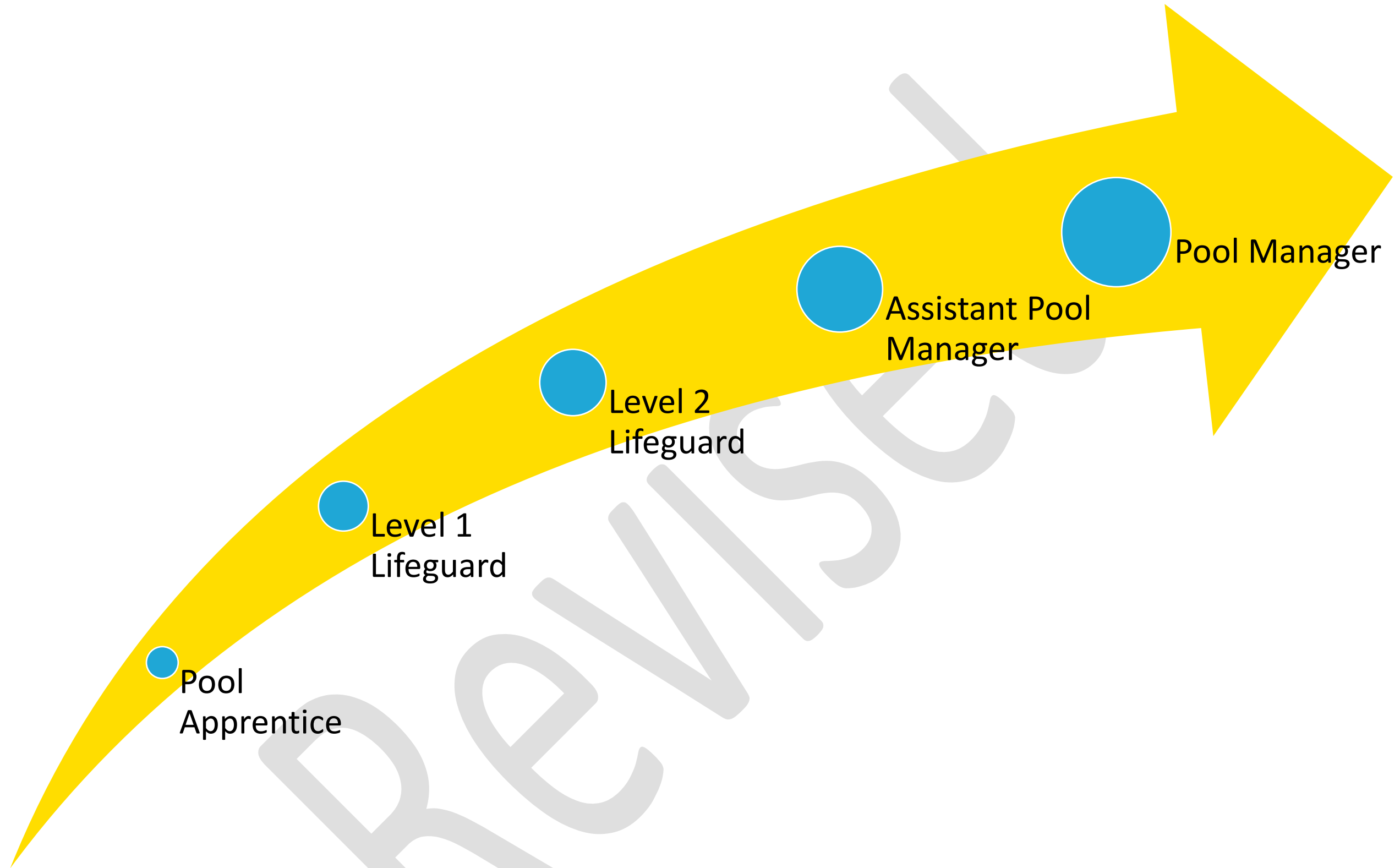
Revised

BASSANO OUTDOOR POOL EMPLOYEE ADVANCEMENT MAP

ADVANCEMENT CRITERIA	POOL APPRENTICE	LEVEL 1 LIFEGUARD	LEVEL 2 LIFEGUARD	ASSISTANT POOL MANAGER	POOL MANAGER
AGE/EXPERIENCE	14+	16+	18+ with 1 year of experience.	18+ with 2 years of experience.	18+ with 3 years of experience.
TRAINING *Training is provided by the Town.	<ul style="list-style-type: none"> Bronze Medallion Bronze Cross Standards First Aid 	<ul style="list-style-type: none"> National Lifeguard - Pool Standards First Aid Swim Instructor 	<ul style="list-style-type: none"> National Lifeguard - Pool Standards First Aid Swim and Lifesaving Instructor 	<ul style="list-style-type: none"> National Lifeguard - Pool Standards First Aid Swim Instructor 	<ul style="list-style-type: none"> National Lifeguard - Pool Standards First Aid Swim and Lifesaving Instructor Pool Operators Level 1
WAGE	\$15.00	\$17.00	\$19.00	\$19.75	\$22.00
<u>A returning bonus of \$0.25 per hour will be issued to all employees for consecutive seasons. The returning bonus compounds and is granted on top of the base salary and other benefits.</u>					
TASK AND DUTIES	Task and duties include but are not limited to: <ul style="list-style-type: none"> Enforce all Bassano Pool rules. Activate and follow safety procedures during an emergency. Complete daily cleaning of the facility. Answer phones and take messages. Take payment and register patrons for programs. Track daily pool attendance. Take inventory and restock when required. Complete facility walkthroughs. 	Task and duties include but are not limited to: <ul style="list-style-type: none"> Monitor patrons and enforce all Bassano Pool rules. Activate and follow safety procedures during an emergency. Complete daily cleaning of the facility. Teach swimming lessons. Provide support and guidance to aquatic apprentices and fellow guards. Assist with pool programming and events. 	Task and duties include but are not limited to: <ul style="list-style-type: none"> Monitor patrons and enforce all Bassano Pool rules. Activate and follow safety procedures during an emergency. Complete daily cleaning of the facility. Teach swimming lessons. Provide support and guidance to aquatic apprentices, Level 1 lifeguards, and fellow Level 2 guards. Complete and record water tests accurately and on time. Unlock and lock the facility each shift. Complete daily cash outs. Assist Pool Manager with planning and delivering special events and programs. 	Task and duties include but are not limited to: <ul style="list-style-type: none"> Assist the Pool Manager with administrative tasks. Advertise pool programming on Facebook and the Town website. Handle public relations concerns and complaints. Monitor patrons and enforce all Bassano Pool rules. Activate and follow safety procedures during an emergency. Complete daily cleaning of the facility. Teach swimming lessons. Provide support and guidance to aquatic apprentices, Level 1 lifeguards, and Level 2 guards. Complete and record water tests accurately and on time. Unlock and lock the facility each shift. Complete daily cash outs. Assist Pool Manager with planning and delivering special events and programs. 	Task and duties include but are not limited to: <ul style="list-style-type: none"> Create public, swimming lesson, and staff schedules. Advertise pool programming on Facebook and the Town website. Manage pool budget and review daily cash outs. Handle public relations concerns and complaints. Activate and follow safety procedures during an emergency. Support and direct all lifeguarding staff. Manage facility rentals and school swimming. Review and train staff on facility and emergency procedures. Deliver in-services a minimum of 3 times per season. Order all supplies. Plan special events and programs. Prepare and report to the CAO and Recreation and Community Services Liaison

<p>OPPORTUNITIES</p>	<p>Apprentices will learn time management, public relations, conflict resolution and money handling skills that will improve their chance of success as a Level 1 lifeguard.</p> <p>Formal and informal mentorship from Level 1-2 lifeguards will help apprentices understand facility operations and how to work as a team. Apprentices will shadow guard (follow a Level 2 lifeguard while on deck) and practise lifeguarding skills. Inservice will ensure new staff understand their role in emergency situations.</p>	<p>Level 1 lifeguards will develop skills learned as an apprentice in addition to teaching, mentorship, lifesaving techniques, and facility operations.</p> <p>Formal and informal mentorship from Level 2 lifeguards and the pool manager will ensure that guards are comfortable to confident in their role.</p> <p>Inservice will ensure new staff understand their role in emergency situations.</p>	<p>Level 2 lifeguards will act as shift supervisors and gain leadership and advanced communication skills.</p> <p>Level 2 lifeguard have an opportunity to learn event management and build off the skills learned as a Level 1 lifeguard.</p>	<p>The Assistant Pool Manager will gain management and leadership experience by supporting the Pool Manager with various administrative duties.</p> <p>The Assistant Pool Manager has the opportunity to learn staff management and reporting skills under the guidance of the Pool Manager.</p> <p>The Assistant Pool Manager will continue developing their lifeguarding and swim instructing skills.</p>	<p>Pool managers will be sent for pool operators level 1 training to understand chemical water balance and general mechanical operations. Town administration will train the manager on budget management, reporting, and staff management.</p> <p>Managers will have the opportunity to plan programs and develop basic scheduling and project management skills.</p>
-----------------------------	--	--	--	---	--

REVISÉ



Pool
Apprentice

Level 1
Lifeguard

Level 2
Lifeguard

Assistant Pool
Manager

Pool Manager



Policy Title	Bassano Outdoor Pool – Lifeguard and Pool Staff Uniform Policy
Authority	Recreation & Leisure Department
Approved (Dates/Motion #)	<u>Originally passed May 22, 2022 (TOB79/22), Revised Feb. 5, 2024 (TOB#/24)</u>
Policy Number	P-TOB72a/002-22
Review	Annually
Reviewed by/date	<u>April 11, 2023</u> <u>February 5, 2024</u> – Council

Policy Statement

As outlined within the Bassano Outdoor Pool Operations Plan and pool code of conduct, pool staff are provided uniforms to be worn during each shift for safety and to promote pride/comradery. The purpose of this policy is to provide guidelines for the distribution and use of lifeguard and pool staff uniforms.

Definitions

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

Council – means the elected body of the Town.

Administration – means the administrative department of the Town.

Employee – means a person employed by the Town.

Town - means the incorporated municipality of Bassano.

Pool – means the Bassano Outdoor Pool.

Pool Manager – is a Pool employee responsible for managing pool staff, maintaining consistent communication with the public, managing facility operations, programming, and ensuring safety and cleanliness standards are met.

Lifeguard Level 1 - is a Pool employee responsible to complete janitorial duties, assist and communicate directly with patrons, enforcing Pool rules, and taking emergency actions when required.

Lifeguard Level 2 - is a Pool employee responsible to complete janitorial duties, assist and communicate directly with patrons, enforcing Pool rules, supervise Level 1 Lifeguards, and Pool Apprentices when the Pool Manager is not present, and taking emergency actions when required.

Pool Apprentice - is a Pool employee responsible to complete janitorial duties, assist and communicate directly with patrons, and supporting lifeguarding staff in emergencies.

Pool Staff – a person employed by the Town to work at the Pool.

Branded uniform – clothing provided by the Town with approved insignia.

Responsibility

It is the responsibility of all seasonal pool employees to adhere to this policy.

Process

Each pool staff member is required to wear a branded uniform when on active duty at the pool.

Each pool staff member is intitled to either two tops (excluding sweaters) or a \$40.00 uniform allowance that must be used to purchase brand specific clothing at the beginning of each season.

Branded clothing includes t-shirts, tank tops, racerback tank tops, or sweaters with approved pool insignia (shown below).



Branded clothing is ordered by the Town and distributed to pool staff.

Additional branded clothing can be pre-paid and purchased by staff at the beginning of the season.

Guidelines

These guidelines set out the roles and responsibilities for the use of lifeguard and pool staff uniforms.

1. Pool staff must wear a branded uniform and professional bottoms during each shift.
 - a. Professional bottoms are dark-colored shorts, leggings, or lightweight sweatpants.
 - b. "Lifeguard" or "staff" logos must be visible at all times. This is for safety purposes as the public must be able to identify pool staff during emergencies.
2. Branded uniforms must be laundered regularly by the staff member and kept in good condition (free of rips or stains). Branded uniforms are not to be cut or shortened.
3. Pool staff will avoid restrictive clothing. Denim is not permitted.
4. Pool staff is not to wear potentially offensive clothing (inappropriate sayings or graphics) when at the facility.
5. When teaching in-water lessons or programs, pool staff must wear a one-piece swimsuit or swim shorts.
6. Pool staff is encouraged to wear sunglasses, hats, and sunscreen.
7. Lifeguard and pool staff uniforms may only be worn outside of work to promote the pool and at Town events. Pool staff are ambassadors of the Town and the pool and must conduct themselves in an appropriate manner.

Policy Reference

1. P-TOB12-002-21 - Personnel
2. P-TOB72a-001-22 - Pool Operations Plan

END OF POLICY



2024 Clothing Order Form

NAME: _____ POSITION: _____

Each staff member will receive \$40.00 worth of branded clothing. Clothing must be worn during each shift with insignia visible at all times. Additional clothing can be purchased at the employees own expense.

Items	Size	Quantity	Total Cost
Red Gildan Dry Blend T-shirt (S-5XL) \$12.00 each			
Heather Red Gildan Soft style racerback or tank tops (S-5XL) \$18.00 each			
Black/ Red King Athletic Hooded Fleece tops (S-5XL) \$40.00 each			
Black Gildan Dry Blend pocketed open bottom leg sweatpants (S-2XL) \$30.00 each			
Black AJM brushed cotton caps (One Size) \$12.00 each			

Please complete the form below to order clothing.

Grand Total: _____



Bassano Outdoor Pool

Policy Title	Bassano Outdoor Pool Admission and Fee Policy
Authority	Recreation & Leisure Department
Approved (Dates/Motion #)	Originally passed on May 9, 2022 (TOB80/22), Revised Feb. 13, 2023 (TOB36/23), <u>Revised Feb. 5, 2024 (TOB#/24)</u>
Policy Number	P-TOB72a/003-22
Review	February 1 st annually
Reviewed by/date	February 5 ¹³ , 202 4 ³ - Council

Policy Statement

The purpose of this policy is to outline admission requirements and pool fees at Bassano Outdoor Pool. Pool admission requirements support the Town's commitment to aquatic safety and facility accessibility. The fee structure is in alignment with the Bassano Outdoor Pool Operations Plan programming and budget.

Definitions

Caregiver - means a parent, guardian, or person responsible for caring for a child under the age of 8.

Child - a patron under the age of 8.

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

Council - means the elected body of the Town.

Administration - means the administrative department of the Town.

Employee - means a person employed by the Town.

Town - means the incorporated municipality of Bassano.

Pool - means the Bassano Outdoor Pool.

Pool fees - the amounts charged to patrons wishing to use the pool for various activities.

Responsibility

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

Facility Admission Guidelines

Pool admission requirements are intended to protect the health and safety of patrons and staff. Patrons will not be permitted to access the facility, register for programs, or book the facility without payment.

General Admission:

Patrons must meet the admission requirements below to access the facility:

1. Children under the age of 8 are not permitted to attend the facility without a caregiver. Pool staff may administer a 'swim test' to assess if the child has the skills to be able to swim unassisted in the water. If the child, who is 7 or younger is successful, they still need to be accompanied but do not need to be within arms reach.
2. The caregiver-to-child ratio is 1 caregiver to 3 children under the age of 8. A caregiver-to-child ratio of 1 caregiver to 5 children will be permitted if all children are wearing lifejackets.
3. Caregivers must be a minimum of 12 years of age. Caregivers may be required to complete a swim test to determine swimming ability. This will be at the discretion of pool staff.
4. Persons with (dis)abilities may require support from a direct caregiver to access all or parts of the facility. This will be assessed on a case-by-case basis based on the person's ability by a Level 2 lifeguard.

Patrons will not be permitted to access the aquatics facility under the following circumstances:

1. Individuals under the influence of drugs or alcohol
2. Showing signs of poor mental health.
3. Any discriminatory or aggressive behavior directed towards pool staff or patrons.
4. Children under the age of 8 without a caregiver present
5. Groups who do not meet the caregiver-to-child admission ratios
6. Patron who has been banned from the facility.

Deep Water Access:

Patrons under the age of 12 must demonstrate swimming ability by completing a swim test to access deep water without a life jacket. If patrons are unable to pass the swim test without a life jacket, the patron may be permitted to access the deep water with a life jacket at the discretion of the on-duty lifeguard. Patrons over the age of 12 may be required to complete the swim test upon request at the discretion of pool staff.

Swim Test:

1. A safe entry into shallow water.
2. Recover and tread water for 30 seconds, maintain mouth and nose above the water at all times.
3. A 25-meter swim without stopping or resting, any style in under 60 seconds.

Fee Assistance Resources:

First implemented in 2023, the Bassano Outdoor Pool Fee Assistance Program (P-TOB72a-007-22) is available to help patrons pay for drop-in public swimming. Initiatives such as the Jump Start program can be used for swimming lessons and other pool programs.

Pool Fee Guidelines

These guidelines set out the roles and responsibilities for Pool Fees

1. Pool fees will be established for the next three (3) years (see Schedule A).
2. Pool fees were reviewed in 2024~~3~~.
3. Pool fees were found to be competitive and are based on the service ~~provided~~provided.
4. Amendments to the fee schedule will take place before February 1st of each year.

Policy Reference

1. P-TOB72a/001-22 - Pool Operations Plan

END OF POLICY

Schedule A

2023-2026 Fee Schedule

		Actual	Projected	Projected
General Admission	2023	2024	2025	2026
Drop in				
Child (3-7 years)	\$4.00 \$3.75	\$4.00	\$4.25 \$4.00	\$4.25
Youth (8-17 years)	\$6.00 \$5.75	\$6.00	\$6.25 \$6.00	\$6.25
Adult (18-64 years)	\$7.00 \$6.75	\$7.00	\$7.25 \$7.00	\$7.25
Senior (65+ years)	\$6.00 \$5.75	\$6.00	\$6.25 \$6.00	\$6.25
Family (6 people) <i>Immediate family only.</i>	\$26.00 \$25.50	\$26.00	\$26.50 \$26.00	\$26.50
Punch Card				
Child (3-7 years)	\$36.00 \$31.50	\$36.00	\$38.25 \$36.00	\$38.25
Youth (8-17 years)	\$54.00 \$49.50	\$54.00	\$56.25 \$54.00	\$56.25
Adult (18-64 years)	\$63.00 \$58.50	\$63.00	\$65.25 \$63.00	\$65.25
Senior (65+ years)	\$54.00 \$49.50	\$54.00	\$56.25 \$54.00	\$56.25
Family (6 people) <i>Immediate family only.</i>	\$234.00 \$220.00	\$234.00	\$238.50 \$234.00	\$238.50
Seasons Pass				
Child (3-7 years) 25 visits +	\$93.75 \$90.00	\$100.00 \$93.75	\$106.25 \$100.00	\$106.25
Youth (8-17 years) 25 visits +	\$143.75 \$137.50	\$150.00 \$143.75	\$156.25 \$150.00	\$156.25
Adult (17-64 years) 25 visits +	\$168.75 \$162.50	\$175.00 \$168.75	\$181.25 \$175.00	\$181.25
Senior (65+ years) 25 visits +	\$143.75 \$137.50	\$150.00 \$143.75	\$156.25 \$150.00	\$156.25
Family (6 people) 13 visits + <i>Immediate family only.</i>	\$331.50 \$330.00	\$335.00 \$331.50	\$340.00 \$338.00	\$340.05

		Actual	Projected	Projected
Aquafit	20232	20243	20254	20265
Seasons Membership (28 sessions)	\$168.75\$162.50	\$168.75\$168.75	\$175.00\$175.00	\$181.25
1 Month Membership (8 sessions)	\$49.00\$45.50	\$49.00\$49.00	\$50.75\$50.75	\$52.50
Class Drop-in	\$7.00\$6.50	\$7.00\$7.00	\$7.25\$7.25	\$7.50

Formatted Table

		Actual	Projected	Projected
Facility Rentals	20232	20243	20254	20265
1 hour (flat rate) <40 patrons per hour	\$150.00\$155.00	\$160.00	\$160.00	\$165.00
School rental - 1 hour (flat rate) <40 patrons per hour	N/A	\$90.00	\$100.00	\$110.00
>40 patrons per hour	\$275.50 00 (flat rate)	\$3027.00\$50 (flat rate)	\$30.00 (flat rate)	32.50 (flat rate)
<p>Facility rentals are authorized for a minimum of 1-hour rental, addition hours may be purchased in part based on 30-minute increments, pending facility and staffing abilities. Rentals can only be scheduled between 8:00 a.m. and 8:00 p.m. as this is the regular hours for the facility, weather, and staff capacity permitting.</p> <p>Contract rates may be available for facility-specific programming.</p>				

		Actual	Projected	Projected
Free Swim Friday Sponsorship	2023	2024	2025	2026
2 hours (flat-rate)	N/A	\$300.00	\$350.00	\$400.00
<p>Dates/times will be selected based on facility availability during July and August. Patrons attending a Free Swim Friday will be asked to exit the pool once the free swim is over. Patrons can pay the regular admission fee to return to the pool.</p>				

		Actual	Projected	Projected
Swimming Lessons	20232	20243	20254	20265
Parent and Tot	\$55.00	\$55.00	\$57.50	\$60.00
Preschool 1	\$55.00	\$55.00	\$57.50	\$60.00
Preschool 2	\$55.00	\$55.00	\$57.50	\$60.00
Swimmer 1	\$67.00	\$67.00	\$69.50	\$72.00
Swimmer 2	\$67.00	\$67.00	\$69.50	\$72.00
Swimmer 3	\$67.00	\$67.00	\$69.50	\$72.00
Swimmer 4	\$67.00	\$67.00	\$69.50	\$72.00
Swimmer 3/4	\$67.00	\$67.00	\$69.50	\$72.00
Swimmer 5	\$67.00	\$67.00	\$69.50	\$72.00
Swimmer 6	\$67.00	\$67.00	\$69.50	\$72.00
Swimmer 5/6	\$67.00	\$67.00	\$69.50	\$72.00
Two Week (S1)	\$67.00	\$67.00	\$69.50	\$72.00
Two Week (S2)	\$67.00	\$67.00	\$69.50	\$72.00
Two Week (S1/S2)	\$67.00	\$67.00	\$69.50	\$72.00
Two Week (S3/S4)	\$67.00	\$67.00	\$69.50	\$72.00
Two Week (S5/S6)	\$67.00	\$67.00	\$69.50	\$72.00
Rookie/Ranger Patrol	\$80.00	\$80.00	\$82.50	\$85.00
Star Patrol	\$80.00	\$80.00	\$82.50	\$85.00
Bronze Star	\$80.00	\$80.00	\$82.50	\$85.00
Star Patrol/Bronze Star	\$80.00	\$80.00	\$82.50	\$85.00
School Lessons	N/A	\$35.00	\$40.00	\$45.00
Private Lessons (per 30 minutes)	\$30.00	\$30.00	\$32.50	\$35.00
Semi-Private Lessons (per 30 minutes with a maximum of 3 students)	\$50.00	\$50.00	\$52.50	\$55.00
Adult Lessons	\$45.00	\$45.00	\$47.50	\$50.00

			Actual	Projected	Projected
Advanced Courses	Minimum participants	20232	20243	20254	20265
Standards First Aid (full course or recertification)	8 students.	\$175.00	\$180.00 75.00	\$185.00 80.00	\$190.00 85.00
Bronze Cross	7 students.	\$160.00	\$165.00 60.00	\$170.00 65.00	\$175.00 70.00
Bronze Medallion	7 students.	\$150.00	\$165.00 50.00	\$160.00 55.00	\$165.00 60.00
National Lifeguard – Pool	7 students.	\$345.00	\$350.00 45.00	\$355.00 50.00	\$340.00 55.00

National Lifeguard - Pool Recertification	4 students.	\$100.00	\$110.00 \$105.00	\$115.00 \$110.00	\$120.00 \$115.00
Lifesaving Society - Lifesaving/Swim Instructor	7 students.	\$330.00	\$335.00 \$330.00	\$340.00 \$335.00	\$350.00 \$340.00
Lifesaving Society - Lifesaving/Swim Instructor Recertification	4 students.	\$105.00	\$110.00 \$105.00	\$115.00 \$110.00	\$120.00 \$115.00

Revised

Bassano Outdoor Pool - 2024 Fee Schedule

General Admission	2024
Drop-in	
Child (3-7 years)	\$4.00
Youth (8-17 years)	\$6.00
Adult (18-64 years)	\$7.00
Senior (65+ years)	\$6.00
Family (5 people)	\$26.00
Punch Card	
Child (3-7 years)	\$36.00
Youth (8-17 years)	\$54.00
Adult (18-64 years)	\$63.00
Senior (65+ years)	\$54.00
Family (5 people)	\$234.00
Seasons Pass	
Child (3-7 years)	\$100.00
Youth (8-17 years)	\$150.00
Adult (17-64 years)	\$175.00
Senior (65+ years)	\$150.00
Family (5 people)	\$338.00

Aquafit	2024
Seasons Membership (28 sessions)	\$168.75
1 Month Membership (8 sessions)	\$49.00
Class Drop-in	\$7.00

Swimming Lessons	2024
Parent and Tot	\$55.00
Preschool 1	\$55.00
Preschool 2	\$55.00
Swimmer 1	\$67.00
Swimmer 2	\$67.00
Swimmer 3	\$67.00
Swimmer 4	\$67.00
Swimmer 3/4	\$67.00
Swimmer 5	\$67.00
Swimmer 6	\$67.00
Swimmer 5/6	\$67.00
Two Week (S1)	\$67.00
Two Week (S2)	\$67.00
Two Week (S1/S2)	\$67.00
Two Week (S3/S4)	\$67.00
Two Week (S5/S6)	\$67.00
Rookie/Ranger Patrol	\$80.00
Star Patrol	\$80.00
Bronze Star	\$80.00
Star Patrol/Bronze Star	\$80.00
School Lessons	\$35.00
Private Lessons (per 30 minutes)	\$30.00
Semi-Private Lessons (per 30 minutes with a maximum of 3 students)	\$50.00
Adult Lessons	\$45.00

Facility Rentals	2024
1 hour (flat rate) <40 patrons per hour	\$155.00
School rental – 1 hour (flat rate) <40 patrons per hour	\$90.00
>40 patrons per hour	\$27.50 (flat rate)
Facility rentals can be booked for a minimum of 1-hour, additional hours may be purchased in part based on 30-minute increments, pending facility, and staffing abilities.	

Free Swim Friday Sponsorship	2024
2 hours (flat-rate)	\$300.00
Dates/times will be selected based on facility availability during July and August. Patrons attending a Free Swim Friday will be asked to exit the pool once the free swim is over. Patrons can pay the regular admission fee to return to the pool.	

Advanced Courses	Minimum # of participants	2024
Standards First Aid (full course or recertification)	8 students.	\$180.00
Bronze Cross	7 students.	\$165.00
Bronze Medallion	7 students.	\$165.00
National Lifeguard – Pool	7 students.	\$350.00
National Lifeguard – Pool Recertification	4 students.	\$110.00
Lifesaving Society - Lifesaving/Swim Instructor	7 students.	\$335.00
Lifesaving Society - Lifesaving/Swim Instructor Recertification	4 students.	\$110.00



Policy Title	Bassano Outdoor Pool – Fee Assistance Program Policy
Authority	Recreation & Leisure Department
Approved (Dates/Motion #)	<u>Originally passed Jul. 22, 2022 (TOB138/22), Revised Feb. 5, 2024 (TOB#/24)</u>
Policy Number	P-TOB72a/007-22
Review	By April 1 Annually
Reviewed by/date	<u>April 11, 2023</u> <u>February 5, 2024</u> – Council

Policy Statement

The purpose of this policy is to provide guidelines for the fee assistance program. The intention of the program is to help low-income individuals and families access the pool for drop-in activities.

The program will come into effect for the 2023 swim season.

Definitions

CAO – means the administrative head of the Town.

Municipal Staff – means employees of the Town.

Participants – means persons that have been approved for the Fee Assistance Program.

Pool – means the Bassano Outdoor Pool.

Pool Management – means the Bassano Outdoor Pool Manager and or their designate.

Pool Staff – means a person employed at the Bassano Outdoor Pool.

Recreation and Community Services Liaison – an administrative staff member of the Town responsible for recreation and leisure.

Town – means the Town of Bassano.

Responsibility

It is the responsibility of all municipal staff to adhere to this policy.

Guidelines

1. These guidelines set out the minimum requirements for a resident to be accepted into the Fee Assistance Program. To be eligible for fee assistance, applicant's income must fall below the Government of Canada's Low Income Cut-Off or Alberta Seniors Benefits eligibility income threshold.

Size of Household	Total Income of All Adults (Line 150)
1	\$28,217
2	\$35,128
3	\$43,187

4	\$52,434
5	\$59,470
6	\$67,073
7 or more	\$74,675
Size of Household	Total Income of All Seniors (Line 150)
Senior (65 years or older) – Single	\$29,630 \$31,080
Senior (65 years or older) - Couple	\$50,720 \$48,120

2. Applicants must provide the following information:
 - a. Address proving, that they are a resident of the Town or Division 6 of the County of Newell.
 - b. Current proof of their Canada Revenue Agency Notice of Assessment or Reassessment for each household member over the age of 18 – Total income is shown on line 150.

OR

Alberta Adult Health Benefits Card.

 - c. Number of adults (18+) living in the household full time.
 - d. Number of children (17 years and younger) living in the household full time.
3. If accepted into the program, applicants will be allocated up to \$50.00 per person per season in subsidy for drop-in swims and activities at the pool. The non-cash subsidy shall be applied to 50% of the admission fee. The applicant is responsible to pay the remainder of the 50% admission fee at the time of use.
4. Access to the Program is non-transferable and does not carry forward year-over-year.
5. The subsidy cannot be used for swimming lessons, aquafit, or any other structured programs as funding assistance is offered through initiative such as Jump Start.

Process

The Town shall allocate \$500.00 per annum to the Fee Assistance Program. Access to the program is based on a first-come, first-served basis.

1. If residents wish to participate in the program, they must submit an application (Schedule A) to the Town.
2. The form will be reviewed by the CAO or designate.
3. Once approved, Municipal Staff will create a punch card for each participant based on the \$50.00 valuation. Punch cards will be sealed to avoid duplication.
4. Punch card recipients must pay the remainder of the 50% admission fee at each visit prior to accessing the pool.
5. Punch card recipients must provide proof of identification at the pool when using the subsidy.

6. Pool Management will be notified of punch card recipients for tracking purposes.

Policy Reference

1. P-TOB72a-001-22 - Pool Operations Plan

END OF POLICY

Revised

BASSANO OUTDOOR POOL FEE ASSISTANCE PROGRAM

APPLICATION FORM

The Fee Assistance Program was developed to help low-income individuals and families access the Bassano Outdoor Pool during public swimming or lane swimming. It does not cover instructor lead programs such as swimming lessons or Aquafit.

This program is first come, first serve as funding is limited. To participate in the program, complete the form below.

CONTACT INFORMATION:

Applicant Contact Information	First Name*	Middle Initial	Last Name*
	Preferred Name (if different from the one above)		Date of Birth* (YYYY-MM-DD)
Alternate Contact Information	First Name*	Middle Initial	Last Name*
	Preferred Name (if different from the one above)		Date of Birth* (YYYY-MM-DD)
Residential Address	Address* (Unit #, Street #, Street Name, City)		Postal Code*
Mailing Address	Address* (Unit #, Street #, Street Name, City)		Postal Code*
Email Address	Phone Number	Alternate Phone Number	

Have you participated in the Fee Assistance Program before? Yes No

PROGRAM INFORMATION:

List all the members of the household.

Adults - List all adults living in the family household. Attach a copy of the Canada Revenue Agency Notice of Assessment or Reassessment for each adult family member.

Last Name	First Name	Relationship	Birth Date YYYY-MM-DD	Total Annual Income before Tax (Line 150 from Revenue Canada's Notice of Assessment)	Request Subsidy	
					Yes	No
					Yes	No
					Yes	No
					Yes	No
Grand Total Annual Income						

The personal information requested on this form is being collected for the purpose of course/seminar registration under the authority of the Freedom of Information and Protection of Privacy Act (FOIPP). If you have any questions about the collection of this information, please contact our FOIPP Coordinator at the Town Office (403) 641-3788

Children – under 18 living in the family home.

Last Name	First Name	Date of Birth	Request Subsidy	
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No

FEE ASSISTANCE PROGRAM REQUIREMENTS AND PROGRAM TERMS:

1. The Fee Assistance Program is first come first serve and will be closed when available funds have been allocated.
2. Participants must be a resident of the Town of Bassano or Division 6 of the County of Newell.
3. The total annual household income falls below the Government of Canada's Low Income Cut Off and Alberta Seniors Benefit eligibility. See income thresholds below.

Size of Household	Total Income of All Adults (Line 150)
1	\$28,217
2	\$35,128
3	\$43,187
4	\$52,434
5	\$59,470
6	\$67,073
7 or more	\$74,675
Size of Household	Total Income of All Seniors (Line 150)
Senior (65 years or older) - Single	\$31,080 \$29,630
Senior (65 years or older) - Couple	\$50,720 \$48,120

The applicant must provide their Canada Revenue Agency Notice of Assessment or Reassessment for each household member over the age of 18 – Total income is shown on line 150

OR

Alberta Adult Health Benefits Card

4. Program subsidy offsets 50% of admission fees. The subsidy cannot be used for swimming lessons, aquafit, or any other programs.
5. Program subsidy cannot be transferred from one member of the family to another.
6. The subsidy does not carry forward year-over-year. Applicants must reapply annually.

The personal information requested on this form is being collected for the purpose of course/seminar registration under the authority of the Freedom of Information and Protection of Privacy Act (FOIPPA). If you have any questions about the collection of this information, please contact our FOIPPA Coordinator at the Town Office (403) 641-3788

I acknowledge that I have read and understand the fee assistance application requirements and program terms above.

Signature of applicant

Date

OFFICE PORTION

Confirm Total Annual Income (Income falls below the Government of Canada's Low Income Cut-Off income threshold)

Yes No

OR
Alberta Works/Income Support or Assured Income for the Severely Handicapped (AISH) Health Benefits Card Number

Name	Age	Subsidy Amount
Total Subsidy Amount		

Approval for the total subsidy amount: Yes No

CAO Authorization

Date

The personal information requested on this form is being collected for the purpose of course/seminar registration under the authority of the Freedom of Information and Protection of Privacy Act (FOIPP). If you have any questions about the collection of this information, please contact our FOIPP Coordinator at the Town Office (403) 641-3788



REQUEST FOR DECISION

Meeting: February 5, 2024

Agenda Item: 6.4

SUBJECT: BUILD Bassano – 2024 Development Projects – Proposed

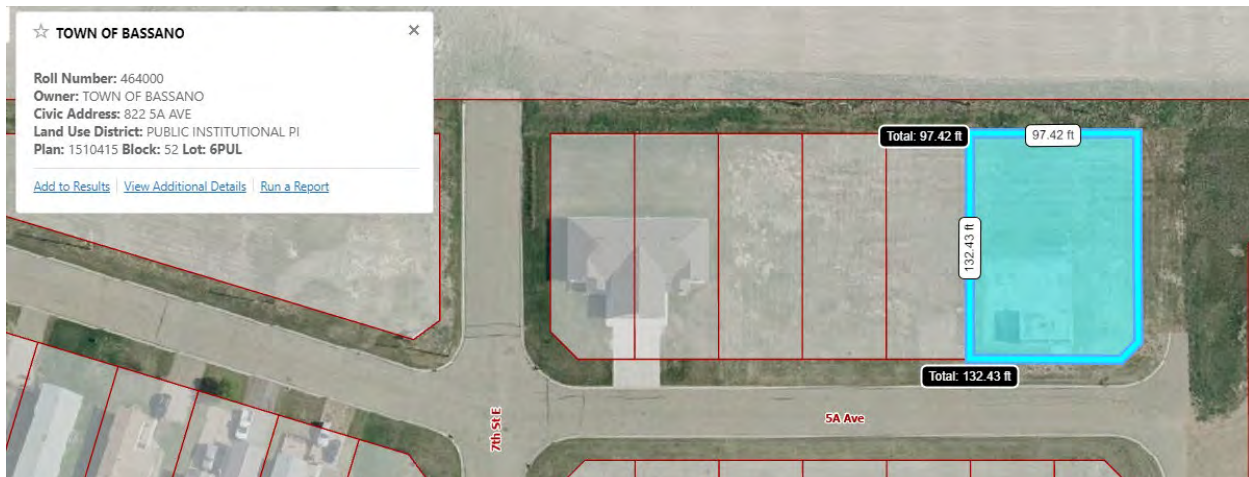
BACKGROUND

This RFD is divided into three parts. Part I is the proposed demolition and remediation of 822 – 5A Avenue; Part II is to service 702 – 5A Avenue; Part III is to plan, service, and develop large lots south of the tracks.

PART I

Administration began an investigation into the purpose of 822 – 5A Avenue following the sale and planned development of adjacent lots in late 2023. 822 – 5A Avenue is the Town's old water pump house, an asset that was decommissioned around 2014. The property encroaches on 818 – 5A Avenue (fence and mound). The land will be disturbed when development occurs on 818 – 5A Avenue.

The usefulness of the asset was investigated. MPE, NRSC and Public Works were consulted (see Attachments 6.4.1). With consensus, it was determined that the asset has no use for the town. Thus, administration proposes that 822 – 5A is full decommissioned and demolished, that the land is rezoned, serviced, and added to the municipal inventory for development.



PART 2

The town sold its inventory of municipally owned residential properties in late 2023/early 2024. Pending the buyers meet their development requirements, several new builds will occur. The 5A Avenue triangle is a developable parcel. At the time (April 11, 2023), council chose not to add the area to the saleable inventory because there were uncertainties around how the triangle could support the hospital project. With the submission of the CCCP application in November, the placement of the seniors housing development shifted, and this area is not as closely tied to the advancement of the hospital project.

Thus, council could replan the use of the triangle for smaller lots and development, noting the triangle is not serviced. Several smaller lots could be designed and offered for sale which could encourage smaller homes as alternate living as sought within the town's planning documents.



Part II Considerations

1. A letter of interest was received from Wildrose Construction Inc. (see Attachment 6.4.2) to enter negotiations with the Town to purchase and develop the 5A triangle. The company and its partners purchased four lots on 5A Avenue. They would like the opportunity to develop this area as part of their build plans on 5A.

Note: their development plans as listed in the letter of interest have changed after several meetings. With the town, our relator, and the builders, we identified more appropriate housing units taking into account market conditions, housing gaps, the town's long-range plans, and the builders' needs.

Part II Options

Option 1 – the town could service and subdivide the 5A Avenue triangle offering smaller parcels of land for sale independently.

Option 2 – the town could enter negotiations with Wildrose Construction Inc. regarding the sale/development of the 5A triangle.

Option 3 – council could refrain from making this a saleable parcel (take no action).

PART III

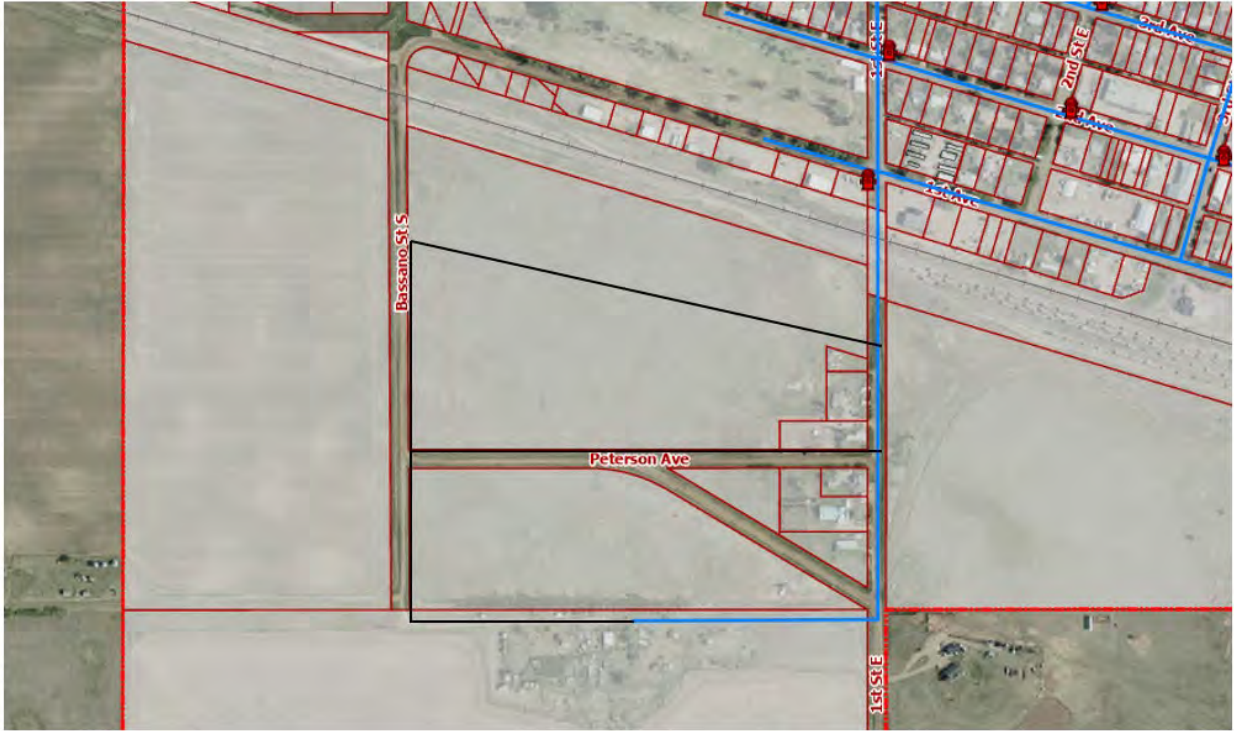
Recently, municipal lands were consolidated south of the tracks. This was done to support the town's long-range growth plans and to prepare the area for development. Administration has been working with an investor that would like to purchase a lot in this area to develop an acreage. To accommodate this request, the area must be planned, subdivide, and serviced.

Working with our planners at ORRSC, we developed layout that would ensure the best use of land for development in accordance with the town's land use documents.



The project would enable the town to create 12 lots ranging from 1.75 and 3.22 acres. A road would be built, and lands would be serviced. A rough service plan is outlined in the corresponding image but must be verified with the engineers. The blue line is existing water, the black lines would be the expanded water line to service the parcel on the south side of 100 Bassano Street for future development. Sewage would be private/self contained.

If council is favorable to this project, cost projections would be prepared for construction and land sale.



Part III Considerations

1. The interested party (see Attachment 6.4.3) wants a larger parcel of land than what is proposed on the design layout. They seek to buy close to 8 acres of land to build one home. This layout inhibits road access and would eliminate two serviceable parcels of land for future development. The +/-8 acres of land exceeds the intended land use planning vision.

The proposed development would result in a large estate home, it does limit growth within the town's boundary. The interested buyer wants this layout, and without this they will not purchase or build in the town limits.



- The owner of 211 – 1st Street leases entire area (100 Bassano Street) from the town to board horses. The lease expires on March 31, 2024 at a rate of \$500 per annum. The leasee was advised that this proposal would go to council for consideration. They inquired about buying an approx. 5-acre parcel in order to continue boarding their horses.



Allowing this transaction would limit developable land and increase the cost of servicing this area for future development.

The town can continue to offer any land that is subdivided and serviced for pasture on a termed basis, and the landowners were notified of this.

Part III Options

Option 1 – the town could service and subdivide 100 Bassano Street as planned with ORRSC and list the lands for sale/development.

Option 2 – the town could subdivide and sell one large parcel of land to the proposed buyer, unserviced.

Option 3 – council could refrain from developing large lots at this time (take no action).

OPTIONS

#1 – That council directs administration to plan and tender the following BUILD Bassano - 2024 Development Projects:

1. Full remediation and demolition of 822 – 5A Avenue (Plan 151 0415; Block 52; Lot 6) and to service the lot with water and sewer. Subsequent that a Land Use Bylaw amendment is initiated to rezone the property from a PUL to RM.
2. That the 5A Avenue triangle project is designed, subdivided, serviced.
3. That the 100 Bassano Street subdivision and servicing project is initiated.

A project budget will be provided upon receipt of tenders with the intention of funding upgrades from the Land & Development Reserve.

#2 – That council directs administration to plan and tender the following BUILD Bassano - 2024 Development Projects:

1. Full remediation and demolition of 822 – 5A Avenue (Plan 151 0415; Block 52; Lot 6) and to service the lot with water and sewer. Subsequent that a Land Use Bylaw amendment is initiated to rezone the property from a PUL to RM.
2. To engage in negotiations with Wildrose Construction Inc. regarding options to sell and build on the 5A Avenue triangle.
3. That the 100 Bassano Street subdivision and servicing project is initiated.

A project budget will be provided upon receipt of tenders with the intention of funding upgrades from the Land & Development Reserve.

#3 – That council directs administration to plan and tender the following BUILD Bassano - 2024 Development Projects:

1. Full remediation and demolition of 822 – 5A Avenue (Plan 151 0415; Block 52; Lot 6) and to service the lot with water and sewer. Subsequent that a Land Use Bylaw amendment is initiated to rezone the property from a PUL to RM.
1. To engage in negotiations with Wildrose Construction Inc. regarding options to sell and build on the 5A Avenue triangle.
2. To engage in negotiations on a single lot development on 100 Bassano Street.

A project budget will be provided upon receipt of tenders with the intention of funding upgrades from the Land & Development Reserve.

CAO COMMENTS

Council must be thoughtful with its planning decisions to consider short and long-term impacts of the proposals outline in this RFD. Land is a commodity, and it must be planned and used as such. Each of these projects will change use/land intensity in the developed zones. It is recommended that we pool these projects to seek cost efficiencies.

ALIGNMENT TO STRATEGIC PLAN

G2

RECOMMENDATION

#1 – That council directs administration to plan and tender the following BUILD Bassano - 2024 Development Projects:

1. Full remediation and demolition of 822 – 5A Avenue (Plan 151 0415; Block 52; Lot 6) and to service the lot with water and sewer. Subsequent that a Land Use Bylaw amendment is initiated to rezone the property from a PUL to RM.
2. That the 5A Avenue triangle project is designed, subdivided, serviced.
3. That the 100 Bassano Street subdivision and servicing project is initiated.

A project budget will be provided upon receipt of tenders with the intention of funding upgrades from the Land & Development Reserve.

Prepared by: Amanda Davis, CAO

Attachments:

1. Part I Supplementals
2. Part II Supplementals
3. Part III Supplementals

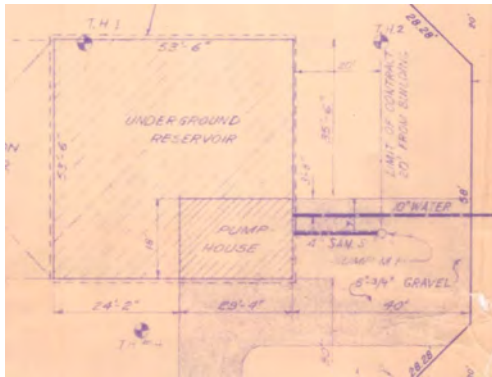
From: [Blake Smith](#)
To: [Bassano CAO](#)
Cc: [Public Works](#); [Jody Petrone](#)
Subject: EXTERNAL - RE: Pump House Question
Date: Monday, January 15, 2024 11:33:25 AM
Attachments: [image011.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[Review Apr 30 2013.PDF](#)

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

Good morning Amanda,

We were able to search the folders and find some information on the pump house. I have uploaded the documents and drawings to the shared OneDrive folder. [☐ Bassano](#)

1. Does MPE have any records related to 822 - 5A Avenue? If so, what? **Record drawings, photos, some emails, and a review - see Onedrive folder. I have no records past the review, unsure if the pump house was repaired or not.**
2. Does MPE know why this site was decommissioned? See inspection. **A sequence of events surrounding a waterline leak caused damage to the building. I have no records of correspondence past the completed review. I cannot find any record of council or administration providing direction. You could see if there is anything for records on your end from 2013 on however, I'm guessing it was decided at that point to decommission. It was not included or discussed in the 2014 IMP.**
3. Does this asset have any value to the town to support growth or for extra suppression? **There could be some value in the building with increasing water storage, increasing fire flow capacity, and adding some redundancy in the system. I would need to do some modeling and analysis to determine how much benefit it could bring. Based on the report and photos from 2013, I anticipate significant work would be required to bring it back into service with structural repairs and likely upgrades for the process, electrical, and mechanical systems. It would also add operational complexity and ongoing cost. We typically do not see more than one storage reservoir in distribution systems the size of Bassano. Let me know if you'd like me to complete any further analysis to help determine if there is enough value to keep the building.**
4. Does MPE have record drawings to show the reservoir? See OneDrive folder. **The drawings show that the reservoir extends 35' 6" north of the building and 242" west of the building.**
5. If there is no current or future use of this building/asset, the town may choose to demolish and repurpose the land for residential development. We have an interested buyer.



Let me know if you have any questions or comments after reviewing what I've found or would like me to review further the potential benefit of keeping and repairing the building.

Regards,

Blake

Town of Bassano
Box 299
Bassano, AB
T0J 0B0

April 30, 2013
File: N:\1446\004

Attention: Sabine Nasse
Chief Administrative Officer

Dear Sabine:

Re: Pumping Station and Reservoir

MPE Engineering visited the Town of Bassano "In Town" water pumping station and reservoir on April 25, 2013, to review damage to the building and reservoir resulting from a waterline leak. The sequence of events surrounding the incident was detailed in your attached April 17 email.

After reviewing the building, reservoir, and the sequence of events, MPE considers the damage to be a result of hydrostatic uplift on the reservoir base. The uplift on the base caused the central section of the slab to heave up. The exterior walls were anchored down by the soil bearing on the apron extending around the perimeter. The uplift force was great enough to lift the interior columns and concrete top slab. One of the columns is located directly under the north wall of the building, thereby raising the building off the reservoir at the northeast corner. As the water level declined over the following days, the uplift force was reduced, and the building returned as the slab heave subsided.

We believe the slab heave was a result of the reservoir being drained while the surrounding soil was saturated by the water pipe leak causing a hydrostatic head differential. The base slab was not designed to take this scale of uplift force and subsequently heaved. The reservoir drawings indicate a perimeter weeping tile at the footings. This tile system was designed to drain away the excess water and lower the surrounding water level. For some reason the tile drain system was not able to lower the water table quickly enough to prevent the uplift.

The structural damage to the reservoir has occurred primarily in the base slab and top slab. The cracking in the reservoir has base allowed ground water to enter the reservoir. The reservoir would also leak considerably if it is refilled in its current condition. The top slab of the reservoir was also damaged as the columns lifted and cracked the concrete. Cracking is also visible in the pump station floor. The soil cover prevented a review of the exterior portion of the reservoir slab.

The structural condition of the reservoir walls appears to be good. There are some signs of minor cracking that may need to be addressed in the future. The required repairs to the reservoir are more for functional requirements than structural. MPE recommends the following components be repaired:

- The reservoir base slab: The extent of the damage would likely necessitate a new slab to be poured over the existing.
- The base of the columns: Grout repair would be sufficient to patch the broken corners. The repair should be completed before the reinforcing begins to rust.

- The reservoir top slab:
 - Cracks in the building interior could be ground out and grout filled. A suitable sealant should be applied to the top surface.
 - Exterior cracks need to be sealed to prevent the possibility of infiltration. An SBS membrane may be the best option for sealing the slab depending on the extent of the cracks.
- The drainage tile system: The system should be examined and repaired as required.

The damage to the building appears limited to the concrete block. The bond strength between the blocks has been broken from the movement in the building. The cracks in the wall will allow moisture intrusion and future freeze thaw cycles will result in continual damage. The structure does not appear to be in any immediate danger of failure, but would not meet structural requirements of the Alberta Building Code. The roof structure appears to be in good condition.

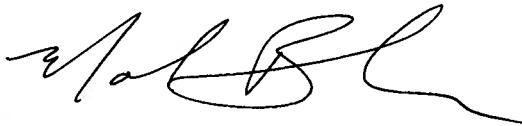
Repair to the building could be accomplished with temporary shoring to allow the removal and replacement of the blocks in sections. Before the reservoir is put back into service, Alberta Environment regulations would need to be followed.

A further study would be required to determine the full extent of the structural damage and properly develop suitable options and detailed cost estimates. MPE Engineering recommends that this study also include a cost benefit analysis to determine the viability of keeping the station in use as the Town comes online with the Regional Water System.

Thank you for the opportunity to assist you in assessing your reservoir and pump station, and we look forward to working with you in the future. Please contact me at 403-317-3659 if you have any questions.

Yours truly,

MPE Engineering



Mark Baker, P.Eng.
Structural Engineer

Enc: Email; April 17, 2013

Mark Baker

Subject: FW: Bassano Cistern - In Town Reservoir
Attachments: Mar 16 - east side of bldg..JPG; Mar 16 - view west from Cistern 2.JPG; Mar 19 - north wall inside cistern 2.JPG; Mar 19 - east side of wall inside cistern.JPG; Mar 19 - northeast corner of cistern 2.JPG; Leaky Pipe 2.JPG; Mar 16 - east side of bldg..jpg; Mar 16 - east side of bldg..jpg; Mar 16 - view west from Cistern 2.jpg; Mar 16 - View west from Cistern.jpg; Mar 16 -Driveway east side 2.jpg; Mar 16-Driveway east side 3.jpg; Mar 16-Southside of cistern.jpg; Mar 19 - sewer manhole on eastside of cistern.jpg; Mar 19 - east side of cistern.jpg; Mar 19 - Eastside of cistern.jpg; Mar 19 - eastside wall inside cistern.jpg; Mar 19 - flooring inside cistern.jpg; Mar 19 - flooring west side of fire pump.jpg; Mar 19 - north wall inside cistern 2.jpg; Mar 19 - North wall inside cistern 3.jpg; Mar 19 - North wall inside cistern.jpg; Mar 19 - northeast corner of cistern 2.jpg; Mar 19 -driveway eastside of Cistern 2.jpg; Mar 19 - driveway eastside of Cistern.jpg; Mar 19 -east side of Cistern.jpg; Mar 19 northeast corner of cistern.jpg; Mar. 16 - Driveway east side.jpg; Mar 19 - east side of wall inside cistern.jpg

From: Sabine Nasse [<mailto:basscao@telus.net>]
Sent: Thursday, April 25, 2013 2:33 PM
To: Joe Thomas
Subject: FW: Bassano Cister - In Town Reservoir

Hi Joe and Mark

This is the email with some timelines. Hope this will help.
I will email more pictures in a separate email.
Thanks you so much for coming out on such a short notice.
SABINE

From: Sabine Nasse [<mailto:basscao@telus.net>]
Sent: April-17-13 5:53 PM
To: Michael Buzzeo (michael.buzzeo@scm.ca); reharder@shaw.ca
Subject: Bassano Cister - In Town Reservoir

Hello Michael, Ron and Steve

As discussed a write up on timeline regarding the Water Pump house (Cistern) leak/building issues.

On March 16, 2013 Water Treatment Plant Operator Burt Flowers discovered water on the east side of the Water Pump House Building – Cistern (storage reservoir on 5A Avenue in Bassano).

Water pooled against the building – slow water flow. The cistern was constructed in 1979. We reviewed plans and noticed that a robar clamp was used to connect the 10” steel pipe that is coming out of the cistern to a 10” AC Pipe in the distribution system. We suspected that the clamp broke and a slow leak developed. At that time the leak was discovered the cistern was completely filled with 15’ of water. It was decided to empty out the cistern before we start digging. Head pressure of the cistern wall would be too great if we dig with the cistern being full.

March 17, 2013 monitored the cistern – no change – slow leak still present.

March 18, 2013 monitored cistern – no change – slow leak still present. Last check performed around 5:54 pm – 6’ of water still in cistern.

On March 19, 2013 at 8:00 am no water was present on the east side of the building – flow has stopped. Entered the cistern and 5’ of water were still inside the cistern. At that time it was noticed that the cinderblock walls on the north and the east side had several cracks in them. Some were 2” wide. Cracks on the north wall were wider than the east wall. Also spider web like cracks were found in the floor. Insurance was contacted and the cistern was turned off at 1:00 pm, valves were closed to isolate the cistern from the distribution system.

On March 21, 2013 Met with Michael Buzzeo and Ron Harder on site. It was decided at that point the we should excavate to expose the robar connector.

On March 26, 2013 excavation commenced. The robar connector was functional. The leak was found in the steel pipe about 4" of the cistern wall (see pictures). Size of hole approx. 1 cm.
We were unable to complete the repair because it was too close to the cistern wall and repair clamps would not hold in place. At that time we backfilled the hole to explore options for the repair.

Several companies were contacted and we found a possible solution with Newline Trenchless Technologies in Calgary. Information was forwarded in a separate email Documents attached to that email are showing that it is NSF 61 approved.

On April 12, 2013 Newline was contracted to do the repair.

On April 16, 2013 Bob Vatcher from Alberta Environment, Drinking Water Operations Specialist visited the site.

On April 17, 2013 a letter was received from Bob Vatcher. Forwarded to you in a separate email. Conference called was held between Mike Buzzeo, Ron Harder and Steve...

Proposed plan is to empty the cistern on Friday April 19, 2013. We will inform you when the cistern is drained. When completed we can set a date to view the inside – hopefully early next week?

Let me know if you need more information.

Sabine Nasse

Chief Administrative Officer

Town of Bassano

Best in the West by a Damsite

Box 299

Bassano, AB

T0J 0B0

Phone: 403-641-3788

Fax: 403-641-2585

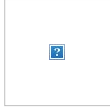
From: [Bassano CAO](#)
To: ["Kole Steinley"](#)
Cc: [Ryan Melrose](#); [Public Works](#)
Subject: RE: EXTERNAL - Re: Pump House Question
Date: Thursday, January 18, 2024 4:00:00 PM
Attachments: [image010.png](#)
[image006.jpg](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)

Hi Kole,

Great – it is always helpful to have contact with the people that previously operated the system. We will use this in determining whether to decommission and demolish for the land.

Enjoy the rest of your day,

Amanda



Amanda Davis, MBA
Chief Administrative Officer | Town of Bassano
Tel: (403) 641-3788 Fax: (403) 641-2585
cao@bassano.ca

From: Kole Steinley <ksteinley@nrsc.ca>
Sent: Thursday, January 18, 2024 3:57 PM
To: Bassano CAO <cao@bassano.ca>
Cc: Ryan Melrose <rmelrose@nrsc.ca>
Subject: EXTERNAL - Re: Pump House Question

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

Hi Amanda,

Sorry for the late reply. I haven't been able to find any documentation/records pertaining to the town's pumphouse. I was actively involved in operating it at the time of its structural failure. It was decided back then, that repairing it wasn't feasible due to high costs and the fact the reservoir wasn't really needed (basically for the exact reasons Blake stated in his email.) That is why it was decommissioned. Moving forward, I don't believe circumstances have changed and see no need for it to be rebuilt.

Hope that helps,



Kole Steinley ENVIRO. SC. TECH.

General Manager

Main – (403) 794-4000

Fax – (403) 794-4051

Cell – (403) 793-4849

ksteinley@nrsc.ca



Wildrose Construction Inc.
2945 19th Street NE
Paul Grewal | President
Calgary, T2E 7A2
Dec.15/2023

Dear Town of Bassano:

Wildrose Construction Inc and partners purchased 3 lots on 5A Ave recently and we are actively working on plans for developing 3 duplex units, a total of 6 dwellings consisting of 2-3 bedroom bungalows estimated to start construction in March/ April 2024 depending on weather conditions. It has been a pleasure working with your development authority, and Bassano realtor Jolene to understand current market gaps. We have been fortunate to engage with your local business employment and housing requirements, with that understanding we would like to help the town further reach their development goals and seek to build on the 5A Ave Triangle lot.

Our vision for the 5A Ave Triangle plot aligns with your newly approved land use bylaw and we would be targeting smaller square footage homes under 1000 sq feet. Having leveraged the town's new development incentives, we would like to know if the same would apply to this lot.

We would like to enter negotiations to procure this lot immediately for development.

Looking to hear back on your thoughts. If you have any questions, please feel free to email or call me.

Sincerely,

Paul Grewal | President
Wildrose Construction Inc.
Email: pgrewal@wildroseconstruction.ca
Ph: 43-512-4233

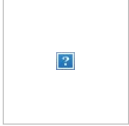
From: [Bassano CAO](#)
To:
Subject: RE: EXTERNAL - Re: 100 Bassano Street Land
Date: Thursday, January 18, 2024 3:57:00 PM
Attachments: [image002.png](#)
[image003.png](#)

Hi ~~XXXX~~

Confirmed receipt. I have started the process with the planners to discuss a subdivision and the assessor for land values. This will be presented to council on February 5, 2024 and we will confirm next steps.

Have a great day,

Amanda



Amanda Davis, MBA
Chief Administrative Officer | Town of Bassano
Tel: (403) 641-3788 Fax: (403) 641-2585
cao@bassano.ca

From: >
Sent: Thursday, January 18, 2024 3:56 PM
To: Bassano CAO <cao@bassano.ca>
Subject: EXTERNAL - Re: 100 Bassano Street Land

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

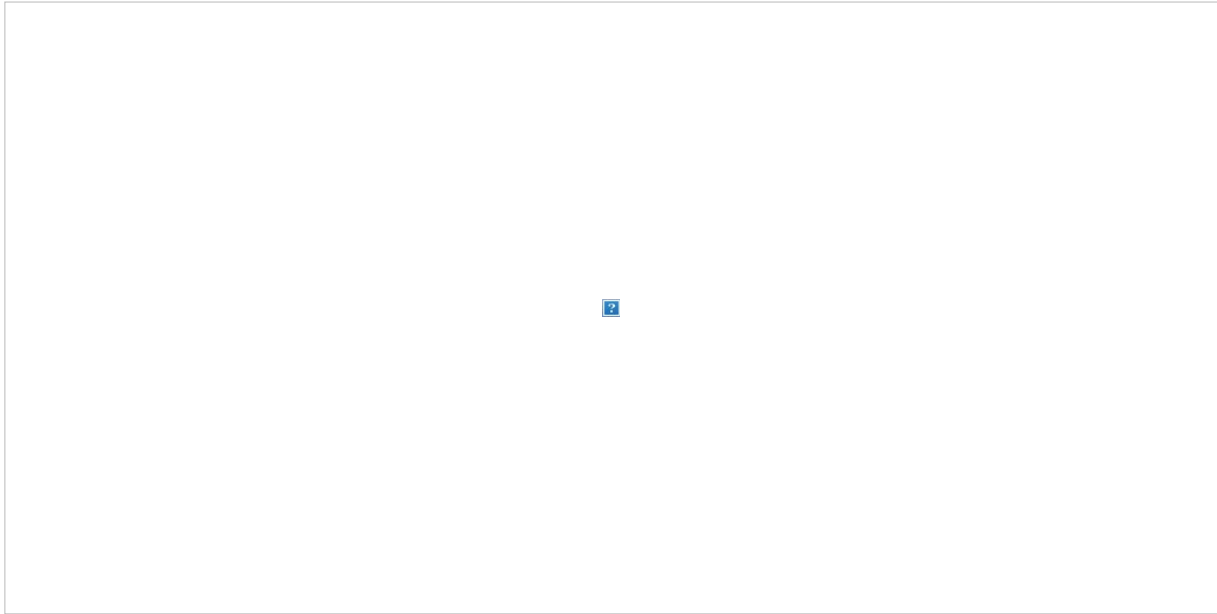
Hi Amanda,

Thank you for meeting today, I appreciate it!

We would like to purchase 3 acres of land, as discussed in the trackside area.

We are looking to build a 4000 (+/- 10%) sq foot home in the said acreage and as soon as this year.

Please let me know the further steps.



Thank you,

XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX

From: I
To: [Bassano CAO](mailto:cao@bassano.ca)
Subject: EXTERNAL - Re: EXTERNAL - Re: 100 Bassano Street Land
Date: Thursday, February 1, 2024 1:19:54 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003 copy\(7711881\).pdf](#)

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

Good afternoon, Amanda

I apologize for the slow response.

I understand the below and I regret but this is not viable for our need.

We are very serious about building a home to live and do it soon, but we had plans around being able to have it built the way it was indicated by having the wide access up to railway track. Please do keep me posted if town were to entertain this, but at the moment, none of the lots are workable unfortunately.

If the town were to approve our proposal, I am more than fine to put a deposit right away and start the procedure. However, I understand that seems unlikely.

Thank you

XXXXX

From: Bassano CAO <cao@bassano.ca>
Date: Monday, January 29, 2024 at 1:05 PM
To:>
Subject: RE: EXTERNAL - Re: 100 Bassano Street Land

Hi XXXXX

I reviewed this previously with the planner and they advised against it because of the road and losing two serviceable properties. In addition, the maximum acreage size per the bylaw for this area is 3 acres - this would make is nearly 7.

What might you like to do knowing this information?

Amanda



Amanda Davis, MBA
Chief Administrative Officer | Town of Bassano
Tel: (403) 641-3788 Fax: (403) 641-2585
cao@bassano.ca

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.



OPEN DISCUSSION

Meeting: February 5, 2024

Agenda Item: 7.1

SUBJECT: Local Water Management Plan

BACKGROUND

The Minister of Environment and Protected Areas has issued a letter of notification to municipalities and elected officials regarding heightened concerns of drought in the spring/summer of 2024. The province has five stages in its water management plan, ranging from Stage 1, minor drought, to Stage 5, a province wide emergency. Currently, the province is in Stage 4.

Municipalities and water management agencies have been asked to prepare for severe drought this year. They are asking everyone to limit water consumption, to improve the management of intake/outtake of water, among other things.

Bassano's geographical position in southern Alberta means we are more prone to drought like conditions; this request from the province requires serious attention.

The topic is of local and regional importance with several stakeholders including municipalities, fire and protective services, NRSC, the EID, agriculture and industrial water users, and residents.

Council must determine its stance on a water management plan. Here are a few areas to begin with.

1. Watering of public spaces.
2. Watering of private lands (whether to limit the times people can water their lawns).
3. Operational maintenance such as flushing hydrants and how to repurpose water.
4. Adjusting water rates to be more reflective of limited supply.
5. Public education on drought conditions.

Additionally, a broader discussion on a water management plan is encouraged. I have reached out to member municipalities, NRSC, and the EID to inquire about their initial water management planning approach.

Attachments:

1. Letter from Minister Schulz - 2024
2. P-TOB41/001-22 – Public Lands Watering Schedule Policy
3. Duchess Water Conservation Bylaw – Example

Prepared by: Amanda Davis, CAO



ALBERTA

ENVIRONMENT AND PROTECTED AREAS

Office of the Minister

Dear Elected Municipal Leaders,

Alberta is currently in a significant drought. During summer 2023, several water basins reached critical drought conditions due to low rainfall and high temperatures. The world is also experiencing El Niño, a global phenomenon occurring for the first time in seven years. It's causing less snow and rain, along with higher temperatures, heightening the potential for significant drought into spring and summer 2024, particularly in southern Alberta.

Alberta has five stages in its water management plan. Ranging from Stage 1, which is a minor drought, to Stage 5, which is a province-wide emergency. We are currently in Stage 4. The Government of Alberta is closely monitoring the situation and working to be prepared in case the province faces a similar – or worse – drought next year. Staff from Environment and Protected Areas, along with Agriculture and Irrigation, are working with water licence holders, major water users, and other partners to develop water conservation plans and water-sharing agreements.

Alberta has stood up a Drought Command Team in the event of an emergency and an early first draft of a 2024 Drought Emergency Plan has been completed and is now being refined. We have also initiated drought modelling work that will allow the province to determine how to maximize the province's water supply. Alberta is considering a wide range of tools and approaches to respond to an emergency situation, including both regulatory and non-regulatory tools.

The province will also be striking an advisory panel of leaders to help provide advice in the months ahead. And we are preparing for the future, looking at what long-term infrastructure is needed to help manage water supplies for future generations.

However, municipal action is also needed. In order to be fully prepared for a severe drought, municipal leaders throughout Alberta will need to take action. From my time as the Minister of Municipal Affairs, I have had the pleasure of meeting and working with many of you, and I am confident that Albertans will find their municipal leaders are ready and willing to deal with this challenge head-on.

That's why I am writing to all municipalities to ask that the following be undertaken in the coming months:

- 1.) Initiate efforts to monitor water supply infrastructure proactively, paying particular attention to water intake relative to water levels.
- 2.) Begin a review of the terms of your municipality's water licence so you are aware of any conditions that may limit your ability to withdraw water during a drought.
- 3.) Alert municipal water managers to prepare to be engaged with officials from the Drought Command Team, should conditions within your municipal water licence need to be triggered.
- 4.) Develop a water shortage plan so your municipality is prepared to respond if water availability decreases.

We are asking all water users to start planning now to use less water in 2024. We are committed to providing information and supporting any additional conservation efforts that your municipality may adopt in the future.

Stay up-to-date on precipitation and water levels through the Alberta Rivers app or the Alberta Rivers Basins web page at rivers.alberta.ca. To learn more about the impacts of drought on communities and the principles for sound water management, please visit alberta.ca/drought.

Environment and Protected Area would like to hear from your water management staff on perceived risks of drought in 2024, what impacts it could have on your operations, and how your municipality plans to mitigate risks. To connect with our team, please email epa.drought@gov.ab.ca.

Alberta has navigated many droughts before and has a long, proud history of coming together during tough times. I know we can count on our municipal partners to work together in the face of adversity.

Sincerely,



Rebecca Schulz
Minister of Environment and Protected Areas

cc: Honourable Ric McIver
Minister of Municipal Affairs

Honourable RJ Sigurdson
Minister of Agriculture and Irrigation

Stacey Smythe
Assistant Deputy Minister, Regulatory Assurance
Environment and Protected Areas



Policy Title	Public Lands Watering Schedule Policy
Authority	Public Works and Parks/Recreation
Approved (Dates/Motion #)	TOB247/22
Policy Number	P-TOB41/001-22
Review	November 1 Annually
Reviewed by/date	November 20, 2023

Policy Statement

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

Definitions

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

Council – means the elected body of the Town.

Administration – means the administrative department of the Town.

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

Employee – means a person employed by the Town.

Town - means the incorporated municipality of Bassano.

Responsibility

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

Guidelines

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

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

5. The watering schedule is:

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

END OF POLICY

Village of Duchess

BYLAW 511-23

WATER CONSERVATION BYLAW



BEING A BYLAW OF THE VILLAGE OF DUCHESS IN THE PROVINCE OF ALBERTA TO GOVERN WATER USE AND WATER CONSERVATION MEASURES DURING EVENTS OF WATER SHORTAGE

WHEREAS the Municipal Council for Village of Duchess deems it advisable and necessary to make provisions for the conservation and restriction of the use of water and for the protection of the supply of water;

AND WHEREAS pursuant to the provisions of the Municipal Government Act, R.S.A. 2000, Chapter M-26, and amendments made thereto, the Council is authorized to pass bylaws for municipal purposes respecting services provided by or on behalf of the County, as well as to enforce those bylaws.

NOW THEREFORE the Council for Village of Duchess, duly assembled, enacts as follows:

Section 1 – Short Title

1.0 This bylaw may be cited as the “Village of Duchess Water Use and Conservation Bylaw”.

Section 2 – Definitions

2.0 **“CAO”** means the Chief Administrative Officer for the Village of Duchess.

“Officer” means any individual(s) designated and appointed from time to time by the County for administration and enforcement of this bylaw and shall include a person designated as a Peace Officer appointed by the Province of Alberta, a Bylaw officer, and any member of the Royal Canadian Mounted Police.

“Non-Essential Water Use” means the use of water that does not have any health or safety impacts, is not required by regulation, or is not required for municipal purposes, and includes but it not limited to:

- Washing of vehicles
- Washing/pressure washing of streets, sidewalks, parking lots and other paved areas or building exteriors, unless necessary for maintaining public sanitation/safety.
- Irrigation of lawns, trees, athletic fields, and ornamental plants (including through timed or programmed sprinkler systems).
- Filling of recreational or decorative fountains, swimming pools, hot tubs, or
- Public recreation facilities (skating, curling, pools, etc.).
- Water for construction purposes, such as grading and compacting.
- Any other uses deemed non-essential by the CAO on an event specific basis, given the severity and specific circumstances of the specific event.

“Outdoor Water Use” means the use of water outside of the building by customers, occupants and/or owners for the purpose of:

- i) Filling of outdoor pools, hot tubs or similar uses;
- ii) washing of vehicles, driveways, sidewalks or garage floors;
- iii) filling of any fountains, ponds, or other decorative features;
- iv) washing of exterior windows, siding or stucco on buildings;
- v) conducting any other outdoor water activity similar in nature to the foregoing.

“Person” means any individual, corporation, society, association, partnership, or firm.

2.5 **“Vehicle”** means a device in or by which someone travels, or something is carried on or conveyed including but not limited to cars, trucks, tractors, trailers, recreational Vehicles, all-terrain Vehicles (ATVs) and motorcycles.

2.6 **“Violation Ticket”** means a ticket issued pursuant to Part 2 of the Provincial Offences Procedure Act, R.S.A 2000, Chapter P-34, and amendments made thereto, and any regulations made thereunder.

2.7 **“Water Restriction”** means the applicable restriction on water use imposed by the CAO (Level 1, 2 or Level 3) as described in Schedule “A”.

Section 3 – Water Conservation and Restriction Strategies

3.0 The determination as to when to declare a water shortage shall be solely at the discretion of the CAO upon:

Consultation with the Newell Regional Service Corporation, as the supplier of water services to the Village of Duchess and/ or
consultation with the Eastern Irrigation District or
consultation with the Director of Emergency Management, and/or the Fire Chief or their designate, or
consultation with the Public Works Foreman or their designate.

These actions may become effective immediately and are at the CAO’s discretion, having regard to factors including the raw water reservoir or potable water reservoir levels or the reliable raw water withdrawal rate. That may include, without limitation, determining whether the reliable raw water withdrawal rate that feeds the potable water system drops below:

The system wide average annual daily raw water demand for a significant period,
the flow rate needed to adequately replenish the raw water reservoir in a timely manner, or
any other flow associated with a critical water system issue that necessitates Water Restrictions.

3.1 When the CAO has declared a state of water shortage:

3.1.1 The CAO may impose a Level 1, Level 2 or Level 3 Water Restriction as set out in Schedule “A”.

3.1.2 The CAO shall not be required to impose levels of restriction in successive stages but may proceed to impose any level of restriction the CAO has determined is warranted in the circumstances.

The Village shall provide notice of the state of water shortage and the Water Restriction imposed through whatever media sources the CAO or designate determines sufficient and may include but not be limited to, signage, website, social media, and bulk media notification, and/or radio/television/newspaper.

When the CAO has imposed a Level 2 or Level 3 Water Restriction, no Person shall use Village supplied water contrary to the restriction as set out in Schedule "A".

The state of Water Restriction once imposed shall remain in effect until the CAO declares that the risk to the overall water supply has improved to an acceptable level and the Water Restriction has ended.

Regardless of any Water Restriction in effect, water conservation measures will be promoted by encouraging the following conservation activities including, but not limited to:

- Flushing toilets only as required for solids.
- Not running partial loads in washing or dishwashing machines.
- Curtailment of all non-essential maintenance operations that require large volumes of water for recreational swimming pools, or other high water use recreation facilities.
- Refraining from non-essential maintenance operations (those that do not impact public health and safety).

Exceptions:

3.1.3 The CAO, at his/her discretion, may grant exceptions to the water use restrictions. Examples may include but are not limited to health and safety, critical commercial activities.

3.1.4 Water that a Person can establish is not supplied by the Village is not subject to these restrictions. Examples of alternate water supplies include, but are not limited to, rain barrels filled by natural precipitation, private wells, or water purchase from other sources other than Village supplied water.

Section 4 – Wasting Water

4.0 All consumers or Persons are prohibited from wasting water.

No consumer will allow potable water to run off the property as a result of water uses including but not limited to law or over watering, broken irrigation, or infrastructure washing of surfaces, such that there is:

4.1.1 a stream running into a street or swale for an excessive distance from the edge of the parcel;

4.1.2 a stream of water running into a street or swale and directly into a catch basin; or

4.1.3 a stream or spray or water running into or discharge into a street or a sidewalk.

Section 5 – Enforcement

5.0 A Person who violates any section of this Bylaw is guilty of an offense and liable, upon summary conviction, to a fine as set out in section 6 of this Bylaw.

5.1 An Officer who has reasonable grounds to believe a contravention of this Bylaw has occurred or is occurring is authorized and empowered to:

5.1.1 Issue a verbal and/or written warning to the Person violating this Bylaw; and/or

5.1.2 Issue a Violation Ticket pursuant to Part II of the Provincial Offences Procedures Act to the Person violating this Bylaw, with or without having issued any such warning.

5.2 If a Violation Ticket is issued in respect of an offense, the Violation Ticket may:

5.2.1 Provide that the Person who committed the offense may, without a specified period of time, pay a specified penalty as listed in Section 6 of this Bylaw; or

5.2.2 Require a Person to appear in court without the alternative of making a voluntary payment.

Section 6 – Penalties

6.0 A Person committing a breach of any of the provisions of this Bylaw, upon conviction of breach thereof, may forfeit the right to be supplied with water, and shall be liable to penalty as outlined below.

LEVEL	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
1	N/A	N/A	N/A
2	\$100.00	\$250.00	\$ 800.00
3	\$250.00	\$800.00	\$1,500.00
Wasting Water	\$100.00	\$250.00	\$ 800.00

In addition to any penalty which may be imposed under this Bylaw, the Village may seek a court order granting relief in the nature of an injunction or any other order necessary to enforce compliance (including pursuant to Part 13 of the Municipal Government Act).

NOW THEREFORE THE COUNCIL ENACTS AS FOLLOWS:

Effective Date

This Bylaw shall take effect at the date of the final passing thereof:

Read a first time this 23rd day of October 2023.

Read a second time this 20th day of November 2023.

Read a third and final time this 20th day of November 2023.

DEPUTY MAYOR
Deborah Reid-Mickler

CHIEF ADMINISTRATIVE OFFICER
Yvonne Cosh

SCHEDULE A

Level 1

All Outdoor Water Use is permitted as follows:

- Watering of lawns, gardens, trees, and shrubs may only occur during the following hours:
6:00 A.M. – 9:00 A.M. or
7:00 P.M – 12: 00 A.M.

Level 2

Mandatory Watering Restrictions

All Outdoor Water Use including watering lawns, non-commercial washing of Vehicles, sidewalks, pads, exteriors of building, filling of hot tubs/Jacuzzis, recreational use of sprinklers and like water toys, is restricted to the following schedule:

Monday, Thursdays, and Sundays

Watering may occur only during the following hours:

- 6:00 A.M. – 9:00 A.M. or
7:00 P.M. – 10:00 P.M.

- Flowerbeds and vegetable gardens may be watered by hand, during prescribed times, using a watering can or a hose with a nozzle trigger shut off to restrict water flow.
- Requests for site and condition specific irrigation scheduling for commercial or industrial operations using a metered irrigation system may be approved in writing by the CAO.
- Requests for water conservation exemption permits for newly seeded lawns or freshly planted sod may be applied for at the Village Office.

Level 3

Emergency Water Restrictions

- All Outdoor Water Use and Non-Essential Water Use is strictly prohibited.
- Bulk water will shut down except for County residents that use the water for household needs.

JANUARY 2024 BOARD REPORTS

JOHN SLOMP

NEWELL HOUSING FOUNDATION MEETING JANUARY 8, 2024

- 1) Newbrook Lodge came off of outbreak status just in time for Christmas activities. On January 23rd Newbrook was on outbreak again for a gastro virus. As of January 24th, there were 19 affected residents and 3 staff.
- 2) Playfair lodge had a small influenza outbreak just prior to Christmas. 2 residents tested positive and 5 had symptoms all within 2 days. They were isolated. Playfair came off of outbreak status January 29th.
- 3) A \$12,000.00 donation was received from a Newbrook resident.
- 4) 153 households received rental assistance subsidy in December totaling \$76,400.00. there is still lots of space available in the program. There are 21 households waiting for community housing units.
- 5) Premier Danielle Smith visited Newbrook to hand out Christmas cookies. She spoke individually to all residents that came out.
- 6) There are 10 vacancies (2 are being used as guest suites) at Newbrook and no vacancies at Playfair.
- 7) We were informed that, according to the Alberta Housing Act, the minister has provided member municipalities with the authority to appoint members to the housing management board. However, the act does not provide the authority for the appointment of alternate board members when the appointed board member is unable to attend.
- 8) It was decided that, due to the elevator issues that have occurred at Pioneer Villas, residents must be able to climb stairs in order to be eligible to live there.
- 9) In the past, guests of Newbrook or Playfair were allowed to eat there for a minimum fee. They have now implemented a policy for that. Cost of meals is as follows, breakfast and supper \$10.00, Lunch (big meal) \$15.00.
- 10) The board has implemented a death of a resident policy. There was no policy in place previously.
- 11) The Prairie Rose Hospice Society has asked the Newell Housing Foundation to consider designating 3 units in the small care home pilot project in Bassano as hospice beds. The board members liked the concept but we do not know if it will be allowed under the rules of the grant.

NRSWMA MEETING JANUARY 25, 2025

- 1) 53,301 tonnes of contaminated soil was received in November, up from 20,505 tonnes in the same period last year. This was the biggest month ever for the landfill. This was a challenge because they were working with the temporary rental scale and construction was going on with the new scales. There were long lineups, sometimes onto highway 36. December was also busy with the landfill taking in 21,112 tonnes of contaminated soil, up from 8,677 the previous year.
- 2) The new scales were calibrated January 4th with the new scalehouse and scales opening January 5th. There were a few bumps along the way with getting the computers communicating between each other but all is working well now. They can get the trucks in and out much quicker.
- 3) The loader needs to be replaced because the maintenance and downtime costs are enormous. The board gave Shawn the go ahead to purchase a new one. He has some quotes in but the cost will be between \$450,000 and \$500,000. If he can't get enough for the old one on trade, he will send it to auction.
- 4) The packer is having major issues. The pumps on each of the wheels are leaking and the cost to repair would be huge and they would need to rent a unit in the meantime. The board suggested that he look into the cost to replace it. If we replace the loader and packer, we will probably be set for at least 5 years.
- 5) Design work has begun on a new ½ MSW cell.
- 6) At the Bassano transfer site, there have been a few minor upgrades to the electrical and shop and a structure was built inside the shop to accommodate the porta potty tank.
- 7) There was much discussion on whether to pay the SAEWA dues this year. The annual dues are \$20,000. At last meeting, we had decided that we would not pay until we had firm numbers on tipping fee numbers. We still have not received them. The city of Brooks council and the Count of Newell council feel that we should pay it. The board members all agree that they like the concept of energy from waste but are concerned that it will be too costly for the municipalities. In the end we decided, some reluctantly, to pay them for another year, letting SAEWA that we need firm viable numbers soon.
- 8) Recently, a truck driver was coming into the yard and started rolling up the tarps as she was coming around the corner of the shop. There was a large sign indicating that there were overhead lines. The tarps caught the power lines going into the building and ripped them out. The landfill had to be shut down for the rest of the day. There were plans to bury the lines in the near future but this expediated it. They worked on it through the night and by morning everything was a go again.

January Committee Reports
Sydney Miller

Bassano Memorial Library
16 January 2024

- ❖ Reporting for Libraries Act is ongoing
 - Request that the town explicitly states the end term date as they are currently needing to ask each year for confirmation.
 - Also was brought up to bring all term end dates to a consistent date for ease of reporting; may require a few shorter terms for some members for one term to ensure all members have a consistent term end date
- ❖ 40 year anniversary this year for the library; tracking down exact date
 - Planning a BBQ event to commemorate; similar to CBC Out Your Way
- ❖ CBC Out Your Way was very successful
 - 109 people attended; 9% of Bassano was in the library that day
 - Connections have lead to two interviews with CBC
 - Irv Morley regarding the ongoing housing crisis in rural Alberta earlier in January
 - Sydney Miller regarding the status of accessible and affordable daycare in rural Alberta (25 January)
 - Had positive feedback from community about event
- ❖ Disc golf user update was unavailable for December
- ❖ Creating plans for library expansion
 - Addition to building to facilitate more programming
 - Addition of services/items to include more in the library of things

Shortgrass Library
17 January 2024

- ❖ Kevin Jones as alternate

Brooks Region Tourism
26 January 2024

- ❖ BRT will advertise locally with greater effort to ensure local organizations know that BRT promotes tourism events at no cost to the organization through social media, newsletter, and online calendar
- ❖ Bandits leaving AJHL has impacted the area as the news was leaked and games were cancelled, reducing the tourism draw to the region; only games between the leaving teams are still scheduled and few are home games for the Bandits
- ❖ Agritourism training in Lethbridge was productive in providing strategies and contacts to develop the industry in Brooks region
 - Ongoing workshops will further training
- ❖ Sports Congress in Winnipeg in March
- ❖ Calgary Outdoor show 15-16 March
 - Overlaps with sports congress, so additional support will be needed with Jaimie in Winnipeg
- ❖ Two grants have been applied for
 - One has limited chance of receiving due to grant parameters



MONTHLY CAO REPORT

Meeting: February 5, 2024

Agenda Item: 9.1

Report Period: November 30, 2023 – January 31, 2024

Amanda Davis, Chief Administrative Officer

General Administration

- Administration's time is dedicated to year end procedures, new year transition planning, audit prep, and undertaking the field work portion of the audit. The fieldwork portion of the audit is now complete.

To formalize accounting reporting/transactions for year end, a motion of council is required:

Motion by COUNCILLOR X that council approves the following year end transactions:

- That the MSI Operating projects are revised as follows:

MSI Operating	Current 2023	Amended	Actual
(12) Professional Development	\$ 26,000	\$ 26,000	\$ 21,877.69
(12) Muniware Contract	\$ 10,000	\$ 10,000	\$ 10,269.13
(12) Contract for Audit Pronouncements (JDP/MPE)	\$ 10,000	\$ 10,000	\$ 417.00
(32) Roads Engineering	\$ 39,579	\$ 24,579	\$ -
(32) G2 - T2 - Public Signage Upgrade	\$ 7,500	\$ 7,500	\$ 4,972.39
(33) Airport - TOB Contr. ASP/ISL	\$ 5,000	\$ 5,000	\$ 4,677.76
(64/66) Marketing & Development - Highway Signage	\$ 30,000	\$ 30,000	\$ -
(64/66) BUILD Bassano Main Street Revitalization Project		\$ 15,000	\$ 14,726.88
ADDITION: Street Lighting		\$ -	\$ 85,605.24
Total:	\$ 128,079	\$ 128,079	\$ 142,546.09

- That any surplus funds from land sales in 2023 are transferred to the Land and Development Reserve.
- That \$165,000 of surplus funds resulting for bulk water sales is transferred to the Capital Plan Reserve to reduce the amount of unfunded cash reserve contributions identified in 2019.
- To clear balances from previous years' accounting errors. *There are several accounts that have small balances from past years of \$0.87 that need to be cleared out for accounting purposes.*

- ICIP milestones reporting is complete for this period.
- SFEs have been remitted to the government for 2023 projects.
- Final recreation reporting was remitted for the County for 2023 cost share projects.

Operational Cost Share Analysis from January 1, 2023 – December 31, 2023 on approved expenses for each partner was \$214,138. We were 15% underbudget. This variance is caused by three factors. First, we were successful with a Canada Summer Job grant that offset labour by nearly \$15,000. Second, there were lower maintenance costs at the Community Hall than planned. And finally, we saw a slight increase in facility revenue at the Community Hall and the Thrive Fitness Centre.

- Airport
- Thrive Fitness Centre
- Outdoor Pool
- Arena & Recreation Grounds
- Community Hall

Capital Cost Share Analysis from January 1, 2023 – December 2023

- (74) Energy Efficient Lighting Upgrades with Stage Lights & Sound System = \$7,676

This project is partially complete, the sound system will be done in 2024. The Bassano Arts Council funded 100% (\$4,920) of the stage light portion of the project.

- (72) Pool Liner Upgrade = \$83,752.98

This project is partially complete, the skimmers will be installed in 2024. We were successful with the CFEP application and additional fundraising to reduce the cost of the project by \$121,229.

- (72) Arena Energy Efficient Lighting Upgrade with Fire Proofing and Ventilation = \$50,972

This project is complete. We were successful with an MCCAC application to offset capital costs by \$15,345.

- (72) Rec Complex Energy Efficient Lighting Upgrade = \$657

This project is complete. We were successful with an MCCAC application to offset capital costs by \$14,850.

- I am starting final budget planning and project setup for 2024.
- The indoor walking program has been established and initiated as of mid-January.
- The Regional Emergency Management Plan project has been fully transferred to the County of Newell for management. The Town will simply be responsible for reporting requirements and accounting.
- The outdoor rink has arrived, installation will not occur this year because of warmer weather.
- The County informed member municipalities that the draft Regional Fire Needs Assessment Report was received, and they asked for comments by February 5, 2024, prior to its presentation to the council, fire chiefs and public. I have not reviewed the draft report or provided comments as we have been engaged in the municipal audit. The County was notified that Bassano would not be commenting internally by that requested deadline. Council will need to review the report when it becomes public and begin planning for an engagement based on whatever recommendations are presented by the consultants.

Planning and Development

PERMIT NUMBER	LOCATION	DEVELOPMENT
TOB-D-01-24S	429 – 11 th Street	Branding and signage upgrades.
TOB-D-02-24	532 – 7 th Avenue	Compliance certificate variances.
TOB-D-03-24	338 – 2 nd Avenue	Elks Hall roof reparation project.

Planning and development have been busy this reporting period:

1. All sales agreements have been finalized and executed with the residential buyers. I am now working with each of the buyers on their development plan and helping them plan the appropriate development on the lots.
2. There has been one residential lot purchaser that withdrew their final purchase resulting in cancelling and redoing all paperwork. The lot was sold a second time and plans are underway for a duplex development.
3. Our planning team finalized the sale of 438 – 1st Avenue with an investor. The commercial property has been sold at fair market value for development. Upon receipt of a development permit application details regarding the build out of the lot will become public.

4. We finalize the sale of 415 – 2nd Avenue, a property the town recovered through tax forfeiture. The buyer submitted their 24-month development plan which aligned with the town's policies. The main floor will be renovated for a clothing business (intended), the upstairs will be renovated for residential suites. The first step is roof reparation.

Window coverings will remain intact on 413 and 415 – 2nd Avenue for the time being.

5. Development projects have been initiated for council review/consideration for a large lot subdivision south of the tracks, the demolition and remediation of the old water pump house on 5A Avenue, and the planning of lots for the 5A triangle. Some of these projects were initiated as a result of investor interest.
6. Alberta Transportation rejected the ATCO agreement for the road closure project between 3rd and 4th Avenue because the one provided referenced her Majesty the Queen rather than the King. A new agreement was received on January 31 and documents were resubmitted to finalize this project.
7. I have consulted ORRSC about administrative support to take over the requested back alley consolidation project on 10A Street. Administrative support is required to complete this project and would be a cost plus charge to the applicant if they choose to move forward with the transaction.
8. The County's planning department and I are seeking cost estimates for the airport subdivision project. At this time, the county is taking lead and we are waiting for planning figures to finalize this aspect of the 2024 capital budget proposal for the councils.
9. Over the past 3-weeks I have met/consulted and responded to 17 new development/investment requests.

Attachments

1. Action Items List – no action required

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

Aug. 9, 2021 Regular Meeting

Directed to	Action	Completed
Davis, A.	Add Dennis Hunt property to upcoming agenda re: driveway concerns.	

May 9, 2022 Regular Meeting

Directed to	Action	Completed
Davis, A.	Follow up with Clr. Wetzstein re: hazardous waste drop off at the fire hall	

Oct. 11, 2022 Regular Meeting

Directed to	Action	Completed
Davis, A.	Prepare draft revision to traffic bylaw	
Davis, A.	Add to Q1 2023 agenda - private parking on public lands	

Dec. 12, 2022 Regular Meeting

Directed to	Action	Completed
Davis, A.	Investigate liability issues regarding the movement of people from an incident if the ambulance is not available. Insurance and legal.	

Feb. 13, 2023 Regular Meeting

Directed to	Action	Completed
Davis, A.	Prepare engineering RFQ for G3-T2	

July 10, 2023 Regular Meeting

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

Aug. 14, 2023 Regular Meeting

Directed to	Action	Completed
Davis/Pekau	Water rate scenarios for fall	Complete
Davis, A.	Connect with school re: student volunteer hours.	With FCSS/Pool Departments

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

Oct. 10, 2023 Regular Meeting

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

Nov.20, 2023 Regular Meeting

Directed to	Action	Completed
Petkau, C.	Letter to Bassano Motel Corp. re: maintaining tax penalties	
Davis, A.	Assign realtor contract to JLS re: Roll 538000	
Davis, A.	Consult legal re: Roll 294000 and liabilities.	
Davis, A.	Process (11) budget	Completed
Davis, A.	Process (24) budget	Completed
Davis, A.	Process (26) budget	Completed
Davis, A.	Process (41) budget and water rate with 3 part breakdown.	Completed
Davis, A.	Refresh paper fee publication for 2024 re: eco fee.	Completed
Davis, A.	Reminder to PW re: water policy to keep CH and Town Office green.	Completed
Davis, A.	Process (42) budget	Completed
Davis, A.	Process (43) budget	Completed
Davis, A.	Process (51) budget	Completed
Davis, A.	Process (51a) budget	Completed
Smith, S.	By August 1, 2024 develop reoccurring policy for Christmas in the Campground support.	
Smith, S.	Process (72a) budget plan and amendments to op policy.	On Feb. 5, 2024 Agenda
Davis, A.	Process (74) budget	Completed
Davis, A.	Newsletter highlights	Completed
Smith, S.	Letter to BHS re: benches - if there are grants we will direct them accordingly. Check with Jaime re: Tourism Grants.	
Davis, A.	Budget notes - investigate no hottub for 2024.	
Davis, A.	Budget notes - no sewer lines for campground upgrade required.	

Dec. 11, 2023 Regular Meeting

Directed to	Action	Completed
DeMott, L.	Rotate minutes	Complete
DeMott, L.	Resolution index	Complete
Davis, A.	Process UT Rates Bylaw 936/24	Complete - Dec. 11, 2023

Town of Bassano
Council Meeting Action Items 2021-2023

Petkau, C.	Apply 2024 UT Rates	Complete
Davis, A.	Public newsletter re: UT rates	Complete
DeMott, L.	Post UT Rates Bylaw 936/24 to website and update bylaw index.	Complete
Davis, A.	Notify SCC re: 5-year contract renewal.	Complete - Dec. 11, 2023
DeMott, L.	Update online calendar re: Jan and Feb 2024 council meeting dates.	Complete
Davis, A.	Notify Kenney/Lau of refund on 415 - 2 Ave less 10% admin fee.	Complete - Dec. 11, 2023
DeMott, L.	Process refund on 415-2 Ave less 10% with corresponding Jes.	Complete
Davis, A.	Staff updates	Complete
Davis, A.	Newsletter highlights	Complete

MONTHLY STATEMENT Town of Bassano

Period Ending November 30, 2023

General Account			
Net Balance at End of Previous Month	\$	1,050,953.99	
Receipts for the Month	\$	362,895.96	
Interest	\$	5,147.04	
Cheque Cancellations	\$	1,102.03	
Sub-Total	\$	1,420,099.02	
Less Disbursements for the month	-\$	283,409.30	
Correction	-\$	0.05	
Tipps Returned	-\$	262.80	
Service Charges	-\$	511.87	
Transfer - TC Energy Grant - FCSS	-\$	3,500.00	
WCB - November Invoice	-\$	2,318.07	
Net Balance at End of Month	\$	1,130,096.93	
Bank Balance at End of Month			
Outstanding Deposit	\$	339.36	
Sub-Total	\$	1,265,373.03	
Less outstanding cheques	-\$	135,276.10	
NET Balance at End of Month	\$	1,130,096.93	
Savings			
	Opening Balance	Interest/Transfers	Closing Balance
Fire Reserves	\$ 1,023.33	\$ 4.63	\$ 1,027.96
Sewage Upgrade	\$ 313,320.19	\$ 1,416.38	\$ 314,736.57
MSI Capital	\$ 1,318,943.01	\$ 5,962.35	\$ 1,324,905.36
CCBF Grant Funds	\$ 500,290.71	\$ 2,261.59	\$ 502,552.30
MSI Operational	\$ 62,395.08	\$ 282.06	\$ 62,677.14
Capital Plan Reserve	\$ 3,502,210.28	\$ 15,831.91	\$ 3,518,042.19
Land & Development Reserve	\$ 772,501.47	\$ 3,492.13	\$ 775,993.60
Recreation & Culture Reserve	\$ 584,579.00	\$ 2,642.62	\$ 587,221.62
Municipal Reserve	\$ 573,789.34	\$ 2,593.84	\$ 576,383.18
FCSS Reserve	\$ 38.64	\$ 3,516.00	\$ 3,554.64
AMWWP Grant Funds	\$ 61.04	\$ 0.28	\$ 61.32
Recreation Funding Committee	\$ 39,801.21	\$ 179.92	\$ 39,981.13
ACP-Regional Emergency Management Plan	\$ 53,490.84	\$ 241.81	\$ 53,732.65
Municipal Fire Reserve Capital	\$ 65,201.77	\$ 294.75	\$ 65,496.52
Tax Sale - 103000	\$ 41,659.94	\$ 188.33	\$ 41,848.27
Tax Sale - 243000	\$ 4,610.22	\$ 20.84	\$ 4,631.06
Tax Sale - 284000	\$ 26,527.73	\$ 119.92	\$ 26,647.65
Tax Sale - 224000	\$ 28,523.51	\$ 182.08	\$ 28,705.59
Shydowski	\$ 121.76	\$ 0.55	\$ 122.31
Common Shares	\$ 5,627.47	\$ 309.53	\$ 5,937.00
Investments			
Shydowski Scholarship	\$ 2,896.66	\$ 11.69	\$ 2,908.35
Nesbit Burns	Fixed Income \$ 867,033.77	\$ 0.00	\$ 867,033.77
	Cash Account \$ 242,934.37	\$ 298.08	\$ 243,232.45
Transaction Total		\$ 39,851.29	
Total	\$	9,007,581.34	\$ 9,047,432.63
Prepared By:			
			Mayor Morey
Date Prepared: December 13, 2023			
			C.A.O Amanda Davis



TOWN OF BASSANO

Cheque Listing For Account Payable

2024-Jan-23
10:23:49AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount	Batch #
20231070	2023-11-07	EFT	EFT	1077	BARRON, AMANDA	628.84	22801
						628.84	
							22836
20231079	2023-11-09	EFT	EFT	1072	CONNECT FIRST CREDIT UNION LTD	1,200.00	
20231080	2023-11-09	EFT	EFT	926	JOHN DEERE FINANCIAL	1,032.83	
20231081	2023-11-09	EFT	EFT	724	OVERHEAD DOOR COMPANY OF BROOKS	325.50	
20231082	2023-11-09	EFT	EFT	7	RECEIVER GENERAL FOR CANADA	12,461.63	
20231083	2023-11-09	EFT	EFT	332	ROYAL CANADIAN LEGION #141	90.00	
20231084	2023-11-09	EFT	EFT	1049	STAPLES ADVANTAGE CORPORATE EXPRESS CANADA, I	16.78	
20231085	2023-11-09	EFT	EFT	32	WESTERN CAN. WELDING PRODUCTS	85.12	
20231086	2023-11-09	EFT	EFT	1087	YELLOW PAGES DIGITAL & MEDIA SOLUTIONS LIMITE	31.15	
20231087	2023-11-09	EFT	EFT	900001	RAYMAX EQUIPMENT SALES LTD	543.06	
20231088	2023-11-09	EFT	EFT	900001	RENEW WINDOWS	350.00	
20231089	2023-11-09	EFT	EFT	900001	WEARPRO EQUIPMENT AND SUPPLY	258.93	
						16,395.00	
							22837
20231090	2023-11-15	EFT	EFT	1043	2052900 ALBERTA LTD.	11,736.90	
20231091	2023-11-15	EFT	EFT	1110	2484346 ALBERTA LTD.	52.95	
20231092	2023-11-15	EFT	EFT	721	ALLIED DISTRIBUTORS (BROOKS) LTD.	377.97	
20231093	2023-11-15	EFT	EFT	171	AMSC INSURANCE SERVICES LTD.	4,639.61	
20231094	2023-11-15	EFT	EFT	564	AZTEK SECURITY COMPANY	97.65	
20231095	2023-11-15	EFT	EFT	20	BASSANO BUILDING CENTRE LTD.	1,052.50	
20231096	2023-11-15	EFT	EFT	720	BASSANO GOLF CLUB SOCIETY	72.25	
20231097	2023-11-15	EFT	EFT	47	BASSANO PLUMBING & HEATING	751.07	
20231098	2023-11-15	EFT	EFT	522	BENCHMARK ASSESSMENT	1,571.77	
20231099	2023-11-15	EFT	EFT	487	CANADIAN LINEN	113.65	
20231100	2023-11-15	EFT	EFT	121	COUNTY OF NEWELL	244.60	
20231101	2023-11-15	EFT	EFT	1106	DAVIS, AMANDA	217.60	
20231102	2023-11-15	EFT	EFT	962	DIGITEX CANADA INC.	18.87	
20231103	2023-11-15	EFT	EFT	737	HILLSIDE EXCAVATING INC.	5,365.50	
20231104	2023-11-15	EFT	EFT	578	NEWELL REGIONAL SERVICES CORP.	25,183.40	
20231105	2023-11-15	EFT	EFT	989	PETKAU, CHRISTINE	119.09	
20231106	2023-11-15	EFT	EFT	3	PIONEER GAS CO-OP LTD.	593.31	
20231107	2023-11-15	EFT	EFT	217	PLAYFAIR LODGE	445.26	
20231108	2023-11-15	EFT	EFT	1041	REYNOLDS MIRTH RICHARDS & FARMER LLP	877.14	
20231109	2023-11-15	EFT	EFT	173	RIC'S ELECTRIC	9,900.09	
20231110	2023-11-15	EFT	EFT	881	SOUTH COUNTRY CO-OP LIMITED	1,657.98	
20231111	2023-11-15	EFT	EFT	1	TELUS COMMUNICATIONS INC.	799.36	
20231112	2023-11-15	EFT	EFT	1058	TOWN OF BASSANO	2,294.67	
						68,183.19	



TOWN OF BASSANO

Cheque Listing For Account Payable

2024-Jan-23

10:27:15AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount	Batch #
							22851
20231113	2023-11-16	EFT	EFT	989	PETKAU, CHRISTINE	100.00	
20231114	2023-11-16	EFT	EFT	946	RAYMOND, LONNIE	100.00	
20231115	2023-11-16	EFT	EFT	900001	DEMOTT, LESLIE	100.00	
						300.00	
							22861
20231126	2023-11-27	EFT	EFT	1109	14655559 CANADA INC	108,140.51	
20231127	2023-11-27	EFT	EFT	1050	CHINOOK FINANCIAL C/O COLLABRIA	2,331.84	
20231128	2023-11-27	EFT	EFT	413	HI-WAY 9 EXPRESS LTD.	66.71	
20231129	2023-11-27	EFT	EFT	719	RY BAR OILFIELD SERVICES LTD	1,632.76	
20231130	2023-11-27	EFT	EFT	935	WOLSELEY CANADA INC	2,630.78	
20231131	2023-11-27	EFT	EFT	900001	BLORE, KENDRA	100.00	
20231132	2023-11-27	EFT	EFT	900001	PETKAU, ALEX	206.83	
20231133	2023-11-27	EFT	EFT	900001	ROYAL ROADS UNIVERSITY	20,874.92	
						135,984.35	
							22863
20231134	2023-11-30	EFT	EFT	1043	2052900 ALBERTA LTD.	10,773.00	
20231135	2023-11-30	EFT	EFT	877	ALBERTA MUNICIPAL SERVICES CORPORATION	20,861.25	
20231136	2023-11-30	EFT	EFT	8	BASSANO AUTOMOTIVE (1985) LTD.	201.81	
20231137	2023-11-30	EFT	EFT	47	BASSANO PLUMBING & HEATING	861.00	
20231138	2023-11-30	EFT	EFT	487	CANADIAN LINEN	113.65	
20231139	2023-11-30	EFT	EFT	1106	DAVIS, AMANDA	1,169.02	
20231140	2023-11-30	EFT	EFT	811	GREGG DISTRIBUTERS LP	166.11	
20231141	2023-11-30	EFT	EFT	779	OLDMAN RIVER REGIONAL SERVICES COMMISSION	190.00	
20231142	2023-11-30	EFT	EFT	989	PETKAU, CHRISTINE	14.99	
20231143	2023-11-30	EFT	EFT	902	SIEBEN HOLDINGS LTD.	682.50	
						35,033.33	
Total							256,524.71

*** End of Report ***

FCSS Director's Report

Period Ending: January 31, 2024

Prepared By: Amanda Barron, Director

Supporting Community Members



SUPPORTS

Seniors Benefits

Throughout January we provided service to 3 individuals in submitting Seniors Benefits.

Referrals/ Supports

We provided 3 clients with referrals to various supports and provided support through the application process.

We also acquired winter wear for 2 community members.

PROGRAMS

Rural Pop Up

Our monthly Rural Pop Up was moved this month to January 30th, SPEC provided advance notice and updated advertising for distribution early in the month to allow for adequate notice to participants. We have renewed our contract with SPEC to provide the Rural Pop Up program through 2024.

Virtual Reality Travel

The first session of Virtual Reality Travel was hosted by Bassano Memorial Library on January 16th. We supplied support materials to make the program more interactive, participants can stamp their passport with the destinations they travel to helping them track where they have visited. In our first session we had 1 senior spend 2 hours travelling and 4 youth participants.

Meals on Wheels

We have renewed our contract with Newell Housing Foundation to continue the delivery of the Meals on Wheels Program. There was no increase in the pricing of meals, which remains at \$10.86 per meal. Bassano has several long-term customers and a handful each year with intermittent need.

INITIATIVES

Welcome Wagon

Through January Bassano FCSS distributed 4 packages to new residents.

226 8 St	3-Jan-24
301 8 Ave	9-Jan-24
801 5A Ave	17-Jan-24
219 3 St	19-Jan-24

GENERAL UPDATES

MHFA Training Sessions

FCSS Director's Report

Period Ending: January 31, 2024

Prepared By: Amanda Barron, Director



Supporting Community Members

The Working Mind First Responders Training will be held on February 9th at Bassano Community Hall with 25 Fire Personnel from the County of Newell and Brooks attending.

Our community-based Mental Health Training is booked for March 14 & 15 at Bassano Community Hall. Advertising and registration forms have been sent out throughout the County of Newell.

Provincial Annual Outcomes Reporting

Each year we complete Provincial Annual Outcomes Reporting on programming provided and the outcome measures associated with them. We are required to submit an annual report of expenditures to the Ministry for funded projects and services eligible under FCSS legislation. This ensures that grant funds have been allocated according to the provincial prevention priorities laid out and current community needs. I have begun the reporting process that is due for submission by April 29, 2024.

Brooks Newell Community Services Collaboration

I attended the BNCSC meeting on January 18, 2024 at the Brooks SPEC offices, through attending the bi-monthly meeting Bassano FCSS can engage in meaningful conversations linking us to other service providers, program and collaboration opportunities and develop working relationships within the local social service sectors to better support the needs of our community. By developing these professional connections Bassano FCSS is better equipped to provide our clients with referrals to services unavailable locally and to stay current on new programming within the County of Newell and Brooks area.

Indoor Walking Program

The indoor walking program came into effect on January 15, 2024 on Monday, Wednesday and Friday's from 9:00 a.m. – 11:30 a.m.

New Member Appointment

The FCSS Advisory Board recommends that council appoint Skye Chartrand as a volunteer member effective immediately pursuant to policy P-FCSS005, having successfully completing the skill matrix.

FCSS YEAR IN REVIEW

I would like to share with you some of the achievements of 2023.

- We welcomed 23 new residents to Bassano through our Welcome wagon.
- CVTIP program completed 24 tax preparations.
- 417 volunteer hours from 107 volunteers throughout our yearly programs.
- Provided 40 social programs locally.
- Delivered 41 Christmas Hampers within Bassano and Gem.

UPCOMING PROGRAMS

FCSS Director's Report

Period Ending: January 31, 2024

Prepared By: Amanda Barron, Director

Supporting Community Members

- Winter Walk Day – Feb 7, 2024
- Mental Health First Aid Training sessions Feb 9, March 14&15
- DELETE HATE workshops – TBD
- Volunteer Tax Preparations – Ongoing





MONTHLY REPORT

Meeting: February 5, 2024

Agenda Item: 9.5

Report Period: November 30, 2023 – December 31, 2023

Sydney Smith, Recreation & Community Services Liaison

General Recreation & Community Services Updates

- Administration and Councillor Wetzstein continue to maintain communication with the Arena Management Board (AMB) to ensure the facility is maintained and operational. The AMB is actively looking to fill a minimum of 2 executive positions. More updates to follow in the coming months.

Capital Project Updates

Bassano Outdoor Pool Liner Replacement Project

- Skimmers have been delivered to the pool and are in storage. Installation has been scheduled for April to allow enough time for water tightness testing and pool start-up tasks before kicking off the season.

Bassano Community Hall Upgrades

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

Arena/Joint Use Facility – Lighting and Fire Rating Upgrades Project

- Administration reached out to Superior Safety Codes to complete the final fire rating inspection of the arena basement. Proper permits were not pulled for the work completed by Armor Building Developments LTD. Administration has requested that Armor Building Developments LTD. obtain the proper permits as per the project RFQ so Superior Safety Codes can proceed with the inspection. This directive is being processed and monitored for compliance.

Recreation Grant Fund

The 2024 grant guidelines and applications were released on December 1, 2023, as per the amended administrative policy. Two grant follow-up forms remain outstanding from 2023. Reminders have been sent.

Bylaw Enforcement

In December, CPO Randal Burgess monitored traffic and pedestrian safety in priority areas.

1. Traffic Bylaw 876/18
 - a. 1 file was closed.
2. Dog Bylaw 928/22
 - a. 1 file was closed.
3. Cat Bylaw 837/12
 - a. 1 file was closed.

Total files initiated in December: 0

Total files closed: 3

Total Files initiated in 2023 (Period Ending December 31, 2023): 40

Yearend Bylaw Summary

Years 3 and 4 of the Beautify Bassano Initiative private land clean-up were completed in 2023. 20 files were concluded containing 10 priority files identified at the beginning of the year. In 2024, the bylaw enforcement division will tackle Year 5 and transition to a maintenance approach.

44 files were concluded in 2023. Refer to the breakdown below.

Community Standards Bylaw 920/21	20 files
Traffic Bylaw 876-18	10 files
Dog Bylaw 928-22	8 files
Cat Bylaw 837/12	3 files
Land Use Bylaw 921/21	3 files
Total files investigated in 2023	44 files (4 carry forward from 2022)


Administration received many more calls about bylaw concerns than what is listed above. Some were dealt with without needing orders, others were investigated with no action, or the matters were already addressed.

Additional details were reported in November 2023 as a part of the Bylaw Enforcement Department Budget Review.

Attachments

1. Bylaw Action Summary – no action required

**Town of Bassano
2023 Bylaw Enforcement Tracker**

File Number	Date Opened	Location (Civic Address)	Bylaw(s) in contravention	Issues	Images	Compliance	Date closed
Carry forward from 2022							
TOB-BEO001/22	28-Jun-22	433 2 Avenue BBI Priority Area 2 - carry forward from 2021.	Community Standards Bylaw 920/21, Fire Services Bylaw 885/19, Traffic Bylaw 876/18, Bassano Land Use Bylaw	Accumulation of garbage and debris. Operation of an automotive/mechanical equipment or service business in a main Street Commercial (C1) Land Use District. Fence and signage non compliant with Land Use Bylaw and installed without an approved permit. Shipping container on the premises without a permit.		Orders were issued on June 28, 2022 and amended on July 15, 2022 in include the correct bylaw number. July 31, 2022 date of compliance was given. Property owners appealed the orders and an extension of one month (period ending August 31, 2022) was approved by Council. Property owners have not achieved compliance.	Closed September 5, 2023
TOB-BEO060/22	14-Jul-22	831 2 Avenue	Dog Control Bylaw 836/12	Dog at large.	No images were taken.	CPO Leeks was given direction to call owner as a warning. The property owner was notified that the dog needs to be licensed. She said she would come in. A reminder letter was issued to the owner on February 2, 2023. No action has been taken.	Closed June 30, 2023
TOB-BEO066/22	9-Aug-22	726 2 Avenue	Dog Control Bylaw 836/12	Multiple complaints have been received regarding the constant barking of the 3 dogs on the property. Dogs are unlicensed.	No images. See property files for complaints.	Complaints were received on March 18, May 12, and August 7, 2022 from a neighbor. CPO Leeks contacted the property owner and let them know that there have been noise complaints and that the dogs need to be licensed. The complainant was asked to complete a dog log to prove excessive barking. The dog log has not been completed by the complainant. No action has been taken since	Closed January 31, 2023
TOB-BEO082/22	11-Oct-22	337 9 Avenue	Dog Control Bylaw 836/12	Dog at large - Not caught - Warning	No images.	Verbal complaint from resident that the dogs were following him on his run around Town. Owners were contacted and asked to license and keep the dogs confined to the property unless they are leashed, held, and controlled by the owner. Email was sent with dog licenses form to the dog owner on October 11, 2022. A follow-up email was sent on January 19, 2023. Animals were registered on January 19, 2023.	Closed January 19, 2023.
2023 files							
TOB-BEO001/23	4-Jan-22	426 2 Avenue	Traffic Bylaw 876-18	Ice on Sidewalk	See file.	A call was placed to the neighboring properties that have an agreement to keep the sidewalk clean. Both parties were warned and asked to clear the sidewalk of debris.	Closed January 31, 2023
TOB-BEO002/23	17-Jan-23	409 3 Avenue	Community Standards Bylaw 920/21	Dog feces accumulated in yard.	See file.	Complaint was received regarding the accumulation of dog feces in the backyard. CPO Leeks contacted to dog owner and landlord on January 18, 2023.	Close February 28, 2023
TOB-BEO003/23	25-Jan-23	308 4 Avenue	Cat Control Bylaw837/12	Cat at large. Located at the Pool.	See property file	Cat was at large at the Bassano Outdoor Pool (249-253 6 Avenue). PW and S. Smith identified the cat by it's collar. A call was placed to the owner explaining that the cat was not to be at large and that fines may be levied if the cat is caught in the future.	Closed January 25, 2023
TOB-BEO004/23	27-Jan-23	902 2 Avenue	Community Standards Bylaw 920/21	Noise complaint. Complainant explained that the business owner is operating loud equipment during quite hours.	See file.	Complainant explained that the business owner is operating loud equipment during quite hours. Complainant submitted a delegation request to council and a complaint form on January 27, 2023.	Closed April 30, 2023
TOB-BEO005/23	7-Feb-23	701 1 Street	Dog Control Bylaw 928/22	Dog at large - Not caught - Warning	No images.	Verbal complaint from resident that the dogs were loose on the school grounds. CPO Leeks was directed by administration to call warning the owner that thier dog was at large.	Closed Febrauy 16, 2023.
TOB-BEO0040/23	15-Feb-23	11th Street	Traffic Bylaw 876-18	Speeding	No images.	Verbal complaint from resident that studnets were speeding along 11th Street and tractor trailers were speeding from the Old #1 highway.	Closed February 28, 2023

**Town of Bassano
2023 Bylaw Enforcement Tracker**

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

**Town of Bassano
2023 Bylaw Enforcement Tracker**

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

**Town of Bassano
2023 Bylaw Enforcement Tracker**

TOB-BEO0027/23	24-Jul-23	418 3 Avenue	Community Standards Bylaw 920/21	Over grown grass and weeds, accumulation of garbage and debris on the property.	See file.	Orders were issued on July 27, 2023. Compliance was met by the property owner.	Closed August 14, 2023
TOB-BEO0028/23	27-Jul-23	502 5 Avenue	Community Standards Bylaw 920/21	Complaint was received regarding the accumulation of household supplies, building materials and an old fence leaned up against the house.	See file.	A complaint was received on July 26, 2023. The property owner remedied the situation without enforcement.	Closed November 15, 2023
TOB-BEO0029/23	28-Aug-23	633 4 Avenue	Land Use Bylaw 921/21	A complaint was received regarding drainage from the owner's property to the neighbour's driveway. This has been ongoing since the winter 2022.	See file.	A complaint was received on August 11, 2023. A call was placed by the bylaw enforcement division to the property owner on August 28, 2023. Property owners will be given till September 5, 2023, to implement a solution. Property owners adjusted their eves troughs to divert water away from neighbour's property.	Closed September 19, 2023
TOB-BEO0030/23	28-Aug-23	213 3 Avenue	Community Standards Bylaw 920/21	Overgrown grass and weeds. Inoperable vehicle not concealed from view	See file.	Orders were issued on September 1, 2023. The property owner was contacted on September 18, 2023, to discuss partial compliance on the property. An extension was given to September 27, 2023 to complete the remaining clean-up. Compliance was met by the property owner.	Closed September 27, 2023
TOB-BEO0031/23	28-Aug-23	119 3 Avenue	Community Standards Bylaw 920/21	Accumulation of inoperable vehicles at the rear of the property.	See file.	Orders were issued on September 1, 2023. Compliance was met by the property owner.	Closed September 27, 2023
TOB-BEO0032/23	28-Aug-23	306 8 Avenue	Dog Bylaw 928-22	Complaint received regarding barking dog.	N/A	Call was placed to the complainant to correct information on form. Enforcment action will not be undertaken as the issue has resolved itself.	Closed August 28, 2023
TOB-BEO0033/23	17-Oct-23	Back alley behind Silk Tire	Traffic Bylaw 876-18	A complaint was received regarding speeding in the back alley.	N/A	The complainant was informed that the Town's enforcment officer will patrol the area. The complainant can report licenses plate numbers to the RCMP.	Closed December 31, 2023
TOB-BEO0034/23	17-Oct-23	222 8 Street	Land Use Bylaw 921/21	A complaint was received regarding an unpermitted day home.	N/A	The property owner is working with the Town's development officer to obtain the proper permits. The complainant has been contacted.	Closed October 17, 2023
TOB-BEO0035/23	26-Oct-23	249 3 Avenue	Traffic Bylaw 876-18	Unregistered vehicle parked on the street	N/A	CPO investigated. A ticket was issued to the vehicle owner for an unregistered vehicle.	Closed October 30, 2023
TOB-BEO0036/23	26-Oct-23	505 9 Avenue	Traffic Bylaw 876-18	RV parked on Town property.	N/A	CPO investigated. RV was removed.	Closed October 30, 2023
TOB-BEO0037/23	2-Nov-23	325 7 Avenue	Traffic Bylaw 876-18	Resident had a large dumpster on the street.	N/A	The owner was contacted by the CPO November 16, 2023. Owner was given until November 24, 2023 to remove the dumpster. Compliance was met.	Closed November 27, 2023
TOB-BEO0038/23	14-Nov-23	102 8 Avenue Close	Dog Bylaw 928-22	Excessive dog barking complaint	N/A	The complainant was directed to complete a dog log for 7 days after which the situation will be assessed.	Closed December 31, 2023
TOB-BEO0039/23	27-Nov-23	517 3 Avenue	Cat Control Bylaw 837/12	Complaint re. a residnet feeding and houseing over 10 stray cats.	N/A	A complaint was received on November 27, 2023. Animals were taken to a shelter. No action was required.	Closed December 31, 2023

BASSANO NOVEMBER 2023 REPORT

During the month of November 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 five files to investigate. The files were for dumpster on roadway, speeding in alley, cat concern, parking wrong way on the street and checking for possible fluid leakage from a parked vehicle.

These matters were all concluded after investigations.

During this month there were two warnings issued for speeding and parking the wrong way on the street.

There were no tickets issued during this month.

The focus for the Alberta Traffic Safety Enforcement for this month was on child safety seats.

Our department welcomed a new officer who is in the process of learning the area and our operational practices.

This concludes the report for Bassano for November.

BASSANO DECEMBER 2023 REPORT

During the month of December 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 investigated one file. This file was for speeding in an alleyway.

This matter is still open as patrols will continue to be conducted by our department for this.

During this month there were no warnings or tickets issued.

The focus for the Alberta Traffic Safety Enforcement Calendar for this month was on impaired driving.

This concludes the report for Bassano for December.

BASSANO JANUARY 2024 REPORT

During the month of January our department completed 8.5 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 investigated five files.

These files were for dog at large, dog barking, dog not licensed, business license and checking on the welfare of a dog.

These matters have been investigated and concluded.

During this month there were two tickets issued for driver's not wearing a seatbelt. There were four warnings issued for dog not licensed (2), dog barking and for dog at large.

The focus for the Alberta Traffic Safety Enforcement Calendar for this month was on intersection safety.

This concludes the report for Bassano for January.

From: [Tyler Gandam](#)
To: [Bassano CAO](#)
Subject: EXTERNAL - Materials from ABmunis' Town Hall and Submissions on the LAEA & MGA Consultations
Date: Thursday, November 30, 2023 4:26:04 PM
Attachments: [ABmunis Submission re Fall 2023 Consultation on MGA Councillor Accountability.pdf](#)
[ABmunis Submission re Fall 2023 LAEA Consultation.pdf](#)
[ABmunis Town Hall - Nov 30, 2023.pdf](#)

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

Dear Mayors, Councillors, and CAOs:

Thank you to those of you that attended ABmunis' online Town Hall this afternoon. I appreciated the opportunity to discuss our advocacy to the Government of Alberta on their current consultations on the possible introduction of political parties at the local level, potential changes to the MGA related to councillor accountability, the status of the Local Government Fiscal Framework funding, and our submission to the Alberta Utilities Commission on renewal energy development.

This email includes the following materials for your review and action:

1. Slide deck from today's Town Hall meeting.
2. ABmunis' submission to the province's consultation on the *Local Authorities Election Act* (LAEA)
3. ABmunis' submission to the province's consultation on the *Municipal Government Act* (MGA) and councillor accountability

Please reach out to our Advocacy team (advocacy@abmunis.ca) if you have questions about the materials. A final reminder to please complete the province's online surveys on the LAEA and MGA before December 6 at <https://www.alberta.ca/local-elections-and-councillor-accountability-engagement>.

Thank you,

Tyler Gandam | President

E: president@abmunis.ca
300-8616 51 Ave Edmonton, AB T6E 6E6
Toll Free: 310-MUNI | 877-421-6644 | www.abmunis.ca



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender. This message contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this email.

We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples,

presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.



November 24, 2023

Honourable Ric McIver
Minister of Municipal Affairs
320 Legislature Building
10800 97 Avenue
Edmonton, AB T5K 2B6

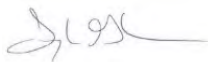
Dear Minister McIver:

Thank you for your ministry's engagement of Alberta Municipalities (ABmunis) for input on possible changes to the *Municipal Government Act* to enhance accountability and public trust in local elected officials.

ABmunis has reviewed Municipal Affairs' discussion guide questions and enclosed is our response to the consultation questions.

If you would like to discuss any aspect of our submission, I invite you to contact me by email at president@abmunis.ca or on my cell phone at (780) 312-0660. We look forward to your consideration of and response to this resolution.

Sincerely,



Tyler Gandam
President, Alberta Municipalities

Enclosure



Alberta Municipalities' Submission to Alberta Municipal Affairs' Consultation on MGA Provisions for Councillor Accountability

On October 24, 2023, the Government of Alberta began consulting on potential changes to the *Municipal Government Act* (MGA) to explore opportunities to enhance accountability and public trust in local elected officials. This document represents ABmunis' responses to Alberta Municipal Affairs' discussion guide questions focusing on the themes of:

- A. Disqualification Rules for Councillors
- B. Councillor Training
- C. Disclosure by Council Candidates
- D. Allowing Council to Caucus in Private
- E. Minister's Authority to Remove a Councillor
- F. Clarifying Conflicts of Interest for Councillors
- G. Changes to Recall Legislation
- H. Revisiting Code of Conduct Discussions from 2022

ABmunis responses are presented in **blue font**.

A. Disqualification Rules for Councillors

Section 174 of the MGA provides criteria for councillor disqualification, such as a councillor not being eligible for nomination as a candidate, failing to file the disclosure statement as required in the Local Authorities Election Act (LAEA), absence from all council meetings for eight consecutive weeks, or taking a position as judge of a court, a member of the Senate or House of Commons. The MGA currently requires a disqualified councillor to resign their seat voluntarily. If a disqualified councillor does not resign, the council or a member of the public must take them to court. The court process results in considerable delays as well as costs for taxpayers.

1. **Should the MGA be amended to make a councillor's seat vacant upon disqualification, thus putting the onus on the councillor to make an application to court to dispute the disqualification?**

Yes. The existing approach is inefficient and gives undue power to the disqualified councillor. This is particularly problematic for small municipalities that have limited fiscal resources to pursue court action due to the expected legal costs. In most cases, the rules for disqualification are generally clear such that the councillor's seat should automatically become vacant, except for issues of a pecuniary interest.

Disqualification for a Pecuniary Interest

Issues of a pecuniary interest are more subjective and therefore, there may be merit for the existing voluntary resignation rule to continue to be applied for MGA sections 174(1)(g) to 174(1)(i). This may help prevent unsubstantiated accusations of a pecuniary interest from being weaponized to automatically disqualify a councillor.



Prevention of Ineligible Candidates on the Ballot

ABmunis members have expressed concern in cases where a candidate's nomination is signed by individuals who are not eligible electors in the municipality. While we are recommending that any councillor be automatically disqualified if it is found that they were not an eligible candidate, we question if there needs to be further review of the rules to prevent a candidate's name from even being listed on the ballot where circumstances apply. We recommend that this issue be reviewed with municipal associations.

B. Councillor Training

Section 201.1 of the MGA requires municipalities to offer orientation training to each councillor within 90 days of the councillor taking the oath of office. This is intended to ensure a councillor is informed of their responsibilities and mandate of their role. However, it is not mandatory for the councillor to attend the orientation training.

1. Do you think it should be mandatory for councillors to attend orientation training?


Yes. Making orientation training mandatory will help to equip all councillors with foundational knowledge of their role and responsibilities, best practices, and legal and legislative requirements. This may help alleviate miscommunication and misunderstandings which contribute to tension between councillors and between council and administration. Orientation training is a standard practice for any employee position and while councillors are elected and serve in a governance capacity, the same standard should be applied wherein orientation training is an essential component for councillors to effectively serve in their role.

If orientation training were to be made mandatory, ABmunis recommends that enforcement of this requirement should be overseen by an independent provincial or regional body (e.g., Alberta Ombudsman) and that the MGA clarify the consequences of not participating in orientation training. This responsibility should not be placed on the municipality's CAO due to the potential conflict with council's oversight of the CAO's employment.

2. If yes, should the training be made mandatory before a Councillor takes the oath, within 90 days of taking the oath (as in the current legislation) or at some other time?

ABmunis acknowledges that making orientation training a mandatory requirement has the potential to bring forth various risks and complexities such as:

- Challenges for elected officials to access the training on a timely basis based on availability of trainers and the frequency that training is offered.
- Challenges for elected officials in rural and remote regions to access training based on travel challenges in winter months.
- Circumstances when elected officials are unable to attend a scheduled regional training due to sickness, work responsibilities, lack of childcare, medical needs, or other reasons.
- How to manage situations where an elected official attends only a portion of the training.
- Who is responsible to enforce the requirement.
- The risk of this requirement being weaponized to penalize or disqualify a councillor (e.g., organizing a training session when it is known a councillor cannot attend).



Under the current environment and availability of training options, the 90-day time period would be insufficient to mandate orientation training. Due to the value that orientation training be completed as earlier as possible in the council term, ABmunis recommends that the Government of Alberta:

1. Work with ABmunis and other municipal stakeholders to create an on-demand online course that elected officials can complete at their own pace within the required 90-day time period.
2. Use a simple reporting process where the CAO submits a notice when all councillors have completed the training. Should a councillor refuse to take training ABmunis recommends that enforcement of this requirement should be supported by an independent provincial or regional body (e.g., Alberta Ombudsman), similar to our recommendation for a third party to help investigate code of conduct violations. This responsibility should not be placed on the municipality's CAO due to the potential conflict with council's oversight of the CAO's employment.
3. Following a review by an independent provincial or regional body, the legislation should clarify that non-compliance will result in disqualification and removal from council.

In addition to these supports, the Alberta Elected Officials Program could adjust the curriculum of its Munis 101 course so that it can be delivered in an online format, but this option still carries the risk of scheduling challenges for elected officials, which is why the development of an on-demand course would be particularly valuable. The intention of creating an on-demand course is not to replace in-person or other online training but to serve as an option for elected officials whose personal schedules do not align with scheduled training or for elected officials who are elected in a by-election when the availability of training options is limited.


C. Disclosure by Council Candidates

Section 171 of the MGA allows municipalities to pass a bylaw that would require councillors to disclose information about family members, employers, or corporations the councillor may own or be a partner in. Section 172 of the Act sets out requirements for council members to disclose any pecuniary interest in any matter before council and to abstain from voting on any question relating to the matter. Under section 174, failure to follow the pecuniary interest requirements can result in councillor disqualification. The MGA does not have any rules for what candidates for council must disclose. The LAEA provides financial disclosure rules for candidates of what financial information must be disclosed after the election.

1. Other than financial information, what should candidates for municipal office disclose?

Any consideration of expanding requirements for disclosure must consider the constraints of municipal administration to oversee and enforce the rules on candidates. In general, municipalities do not have the resources to verify any additional disclosure information (e.g., criminal record, removal from professional associations, etc.) and make the information public prior to election day. If disclosure requirements are expanded, ABmunis recommends that an independent provincial body be responsible for oversight and enforcement to:

- Ensure sufficient capacity is available, and

- 
- To avoid placing the CAO and municipal staff in a position where enforcement of the disclosure requirements may create a perception that the CAO or municipal staff is unfairly targeting a candidate and the potential risk of repercussions to the CAO or staff's employment with the municipality should that candidate be elected.

2. Should financial disclosure be mandatory for council candidates prior to an election?

Yes. In the interests of transparency and public trust in municipal elected officials, council candidates should be required to disclose required financial information prior to the election. Recognizing that candidates may receive donations right up to the election, it will be impossible for candidates to disclose all financial information prior to the election. ABmunis recommends that the LAEA prescribe a time period (e.g., 14 days) prior to the election day when candidates must disclose available financial information. The municipality shall then be responsible to make each candidate's financial disclosure available to the public either by posting a copy at the municipal office or online.

3. Should council candidates be required to disclose other information that is not financial in nature?

ABmunis has discussed the advantages and disadvantages of requiring additional disclosures such as a criminal record check. We believe that this issue requires additional time and coordinated review with municipal stakeholders based on questions such as:

- Should all criminal acts, no matter their severity, be required for disclosure? (e.g., driving under the influence versus assault)
- Should the disclosure requirement apply to all criminal acts in the candidate's life or only those in recent history? This speaks to the question of creating a disadvantage for a candidate for a mistake that was made decades prior.
- Would a vulnerable sector check be more appropriate than a criminal record check as it relates to the position of public office and dealings with the public?
- Would a candidate be blocked from submitting their nomination if the RCMP were delayed in providing the criminal/vulnerable sector record check?

If new disclosure requirements are added, the intention should only be to better inform the public prior to the election and not serve to disqualify a candidate from running for office.

4. Should financial disclosure be mandatory for all councillors?

Yes, all councillors should be treated equally for any disclosure requirements.

D. Allowing Council to Caucus in Private

Section 193 of the MGA requires that when council meets, they do so at pre-scheduled meetings. Section 197 and 198 of the MGA establish that meetings must be open to the public and everyone has a right to attend. Any change to the schedule must include at least 24 hours notice to the public and any councillor who was not present at the meeting when the schedule was changed. Some commentators have suggested that councils should be able to caucus (meet) in private to discuss broad strategic issues in another forum, and this might also provide an avenue to address interpersonal dynamics with greater privacy. All decisions of council would still need to be made in an open public meeting.



1. Should councils have the ability to meet in private, beyond the current provisions for closed sessions?

Yes, there is merit for the MGA to be expanded to allow council to meet in private without the public, but only in prescribed situations such as:

- To address interpersonal dynamics that could reduce the need for formal code of conduct processes.
- To workshop ideas for the development or update of the municipality's strategic or statutory plans.

While any decisions should still be made in an open public meeting, the ability to caucus in private allows councillors to speak to issues more directly without concern for how their comments may be interpreted by the media or public. This is already a common practice by municipalities but would be helpful to clarify in the MGA.

2. Should there be limitations on what could be discussed in such meetings?

Yes. Careful consideration needs to be given to potential unintended consequences of enabling greater private discourse. For example, care needs to be given that this provision does not enable council to meet privately to discuss regularly day-to-day business items.

In addition, the role of the CAO in these meetings needs to be carefully considered as it is vitally important for the CAO to be kept abreast of council discussions to effectively administer council decisions with a clear understanding of the council dynamics behind them.

These questions warrant further discussion with municipal legal experts, elected officials, CAOs and municipal clerks to enable clear guidelines that enable good governance.

E. Minister's Authority to Remove a Councillor

Section 602.39 of the MGA provides the Minister with the authority to dismiss a councillor. This can happen as the result of not following ministerial directives or orders following an inspection or a report of an official administrator. In practice, procedural fairness requirements create challenges for the Minister to provide timely decisions to remove a council or councillor.

- 1. Do you think that the current process of dismissing a council or councillor needs to be changed?**
- 2. What other options are there for a more streamlined process to address instances of severely inappropriate councillor behaviour?**

Recognizing that procedural fairness requirements limit the ability for the Minister to make timely decisions for removal of a council or councillor, there may be value for a broader review to be conducted with legal experts and stakeholders to identify alternative measures such as suspending a councillor from conducting municipal business for a defined period.

ABmunis recommends that the rules that enable the Minister to remove a council or councillor should continue to be highly prescriptive and should only be exercised in extreme circumstances. We acknowledge that the introduction of the *Recall Act* in 2022 provides electors with additional democratic power to remove a councillor where circumstances are deemed warranted.



F. Clarifying Conflicts of Interest

The MGA requires councillors to disclose when they or their immediate family may have a financial interest in a decision before council. This could include votes on a subdivision or a development permit, or a zoning or other land use related bylaw that may benefit the councillor or their family.

1. **Are there additional situations where a councillor may be considered being in a conflict of interest?**

Any additions to conflict of interest rules must consider if the parameters under which a councillor needs to recuse themselves from votes could result in a loss of quorum. This is particularly relevant in small communities where some councils only have three or five councillors.

2. **If yes, what additional provisions should be added to the MGA?**

No recommendations.

G. Changes to Recall Legislation


As of April 2023, municipal recall is a new tool that allows the public to hold councillors accountable. A petitioner must collect signatures from eligible voters that represent 40 per cent or more of the population as a whole within 60 days. This threshold can be challenging to meet, especially in larger municipalities or in municipalities with a large number of residents who are not eligible to vote. In some cases, petitioners must solicit more signatures than the total voter turnout of the previous election. This makes the use of these provisions out of reach for some municipalities.

1. **Should the threshold for a municipal recall petition be revisited, and if so, should it be:**
 - a. based on percentage of total number of electors?
 - b. based on the percentage of electors who voted in the previous election?
 - c. tiered by population size?
 - d. Any other suggestions?

Due to the short period that the *Recall Act* has been in place, ABmunis is recommending that no changes be made to allow further time for review of the strengths and weaknesses of the existing legislation.

Councillors have a challenging job where they often need to make decisions that may be unpopular in the near term but are intended to benefit the community in the long term. Therefore, the threshold for recall should be sufficiently high such that members of the public are deterred from attempting to use it as a weapon to try to remove a councillor from office based on a personal dispute or based on a councillor not taking a certain policy position.

Our current democratic process and four-year election cycle already provide the public with the ability to retire a councillor from municipal office. Recall legislation should only serve a purpose in extreme circumstances where a councillor's actions are so egregious that a high proportion of residents deem it worthy to remove the councillor from office mid-term to avoid further disruption and harm to the municipality.



We acknowledge that basing recall thresholds on total population instead of the number of electors may create some inequities. For example, it may be more difficult to achieve the required number of signatures in municipalities with a higher proportion of youth due to the lower number of available electors as a percentage of the population. However, this would be a minor inequity and as of right now, there is no clear case for changing the recall legislation. Therefore, ABmunis recommends that recall legislation be brought back for review after a more suitable time period has passed.

If the Government of Alberta opts to change the threshold measure to a percentage of electors, ABmunis recommends that the percentage threshold be increased to at least 50 per cent of electors to avoid recall legislation being used to attempt to reverse a close election result.

H. Revisiting Prior Discussion Topics from 2022

During the 2022 engagement sessions, the following topics were discussed:

- Strengthening code of conduct legislation;
- Simplifying the code of conduct investigation process and responsibility to investigate;
- Role of third party in investigating code of conduct Issue;
- Enforcement of code of conduct; and
- Provincial role in code of conduct disputes.

ABmunis would like to take this opportunity to express appreciation for the Minister of Municipal Affairs in maintaining provisions for code of conduct provisions in the MGA despite the challenges that the Ministry has experienced in supporting municipalities to implement the codes. We also appreciate the financial support of the ministry that enabled us to partner with the Rural Municipalities of Alberta (RMA) to develop an updated “Code of Conduct: A Guide for Municipalities”.

We would also like to take this opportunity to reiterate a position we have long shared with RMA that a province-wide third-party investigation unit should be established to support more effective implementation of the codes by:

- supporting triaging of code complaints to dismiss spurious complaints and point municipalities to alternative options to resolve conflicts.
- provide investigation services that avoids councils investigating themselves, or administrators being asked to investigate their employers.
- helping to ensure procedural fairness is maintained throughout the process.

There may be an opportunity to expand the role of the Ombudsman or establish a similar body. While ABmunis appreciates that this would require provincial resources, the investment in a strong process of investigation and a body that can support municipalities in implementing good governance practices could save municipalities and the Ministry of Municipal Affairs being embroiled in conflict and reduce the need for taxpayers to fund legal costs.



November 22, 2023

Honourable Ric McIver
Minister of Municipal Affairs
320 Legislature Building
10800 97 Avenue
Edmonton, AB T5K 2B6

Dear Minister McIver:

Thank you for your ministry's engagement of Alberta Municipalities (ABmunis) for input on possible changes to the *Local Authorities Election Act* (LAEA).

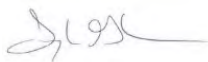
Enclosed is ABmunis' response to Municipal Affairs' consultation questions. In addition to our enclosed responses, I will use this opportunity to reiterate our concern about the Government of Alberta's interest in encouraging the use of political parties at the municipal level. As you know, our members overwhelmingly passed a 2023 [resolution](#) that calls for the Government of Alberta to refrain from introducing partisan politics in local government elections.

Some have suggested that political parties could increase voter turnout in municipal elections. Voter turnout is an important issue but before any ideas are implemented, research should be conducted to fully understand the root issues associated with lower interest in municipal elections and then seek to explore possible solutions. ABmunis would be pleased to work with the Government of Alberta to explore options to increase resident engagement in municipal elections without the complexities of introducing political parties.

I also want to stress that the Government of Alberta has regularly updated the LAEA in small ways after each municipal election, but there would be value for the Government of Alberta and municipal stakeholders to undertake a holistic review of the LAEA through a working group where issues can be reviewed and researched over an extended time period to allow for comprehensive discussion and plans to better meet the future needs of local elections.

If you would like to discuss any aspect of our submission, I invite you to contact me by email at president@abmunis.ca or on my cell phone at (780) 312-0660. We look forward to your consideration of and response to this resolution.

Sincerely,



Tyler Gandam
President, Alberta Municipalities

Enclosure



Alberta Municipalities' Submission to Alberta Municipal Affairs' Consultation on the *Local Authorities Election Act*

On October 26, 2023, Alberta Municipal Affairs launched a consultation to review how the *Local Authorities Election Act* (LAEA) could be updated to strengthen integrity and public trust in local elections. This document represents ABmunis' responses to Alberta Municipal Affairs' discussion guide questions, which are focused on the themes of:

- A. Proof of Elector Eligibility
- B. Elector Lists
- C. Rules for Election Postponement in Case of Unforeseen Circumstances
- D. Political Parties
- E. Advance Voting
- F. Special Ballots
- G. Runoff Elections for Chief Elected Officials
- H. Elector Privacy (protecting voters)
- I. Third Party Advertisers
- J. Ballot Recounts for Elections Using Tabulators

ABmunis responses are presented in **blue font**.


A. Proof of Elector Eligibility

The LAEA outlines requirements for proof of eligibility for an elector. Electors must have proper identification. Voter identification requirements are one piece of identification issued by a federal, provincial, or local government that contains a photograph of the person, the person's name and the address of the person's residence; or one piece of identification authorized by the Chief Electoral Officer under the Election Act. Identification requirements may also be established by the municipality, by bylaw, to verify an elector's name and address. The LAEA also outlines stipulations regarding attesting and vouching for an elector without proper identification. Attesting is the act in which another elector can vouch on behalf of an elector who does not have proper identification.

1. Should the LAEA be amended to remove the ability for another elector to vouch on an elector's behalf?

No. ABmunis recommends that the ability to vouch for another elector be maintained in the legislation. The consequences of removing this ability would:

- Deprive some Albertans from the right to vote as this practice is generally used in scenarios where:
 - Seniors have moved into care homes and no longer drive a vehicle resulting in them no longer having a picture ID with their current address and no utility bill in their name.
 - Persons that are homeless and do not have adequate picture ID.
 - Persons who have forgotten their ID and have a significant distance to travel home or face physical challenges to leave and return to a voting station with the proper ID (e.g., seniors).
- Create confusion for voters since vouching is accepted for provincial and federal elections.



It is our understanding that vouching is used infrequently and if the Government of Alberta is concerned about the potential for fraudulent voting through vouching, ABmunis recommends that further review be conducted with regards to the communication and reporting process and potential penalties for someone to fraudulently vouch for an ineligible elector.

2. Are there any challenges with the current LAEA voter identification requirements?

Yes. Many people living in smaller communities have their post office box number listed on their government-issued ID instead of their physical address. This can cause challenges to confirm if an individual lives within the municipality's electoral boundaries.

B. Elector List

Currently under section 50 of the LAEA, local authorities are granted the ability to prepare a list of electors via bylaw. The LAEA stipulates that the elected authority must conduct an enumeration of electors to create the list of electors. Elections Alberta maintains a list of electors for provincial elections and may provide this information to municipalities for local elections.

- 1. Should Elections Alberta be required to share a voter list for local elections?**
- 2. Should municipalities be required to create a municipal list of electors for local elections based on the provincial voter registry?**
- 3. What would be the implications if a list of electors were required for local elections? What are the pros and/or cons of requiring or using an elector list?**

It is not clear what problem would be solved by requiring a municipal list of electors whether it be based on the provincial voter registry or a local enumeration. Any system has advantages and disadvantages. The moment an elector list is published, it is immediately inaccurate due to the thousands of people that are moving to different municipalities or different wards within a municipality. With an elector list, electors would still need to produce sufficient identification on election day in order to vote.

If implemented, this would add additional costs for municipal governments to create databases and systems to safeguard the personal information of electors. In addition, systems would need to be in place and ongoing administrative costs to allow electors to request that their personal information be removed from the elector list.

Overall, it is not clear what purpose municipal elector lists would serve for the municipal government unless the intention is to provide candidates or political parties with additional information to assist their campaign for election. ABmunis opposes any changes that encourage the introduction of political parties within municipal government. Therefore, ABmunis recommends that a broader review of the entire LAEA be conducted with stakeholders where there is an opportunity to review the issue of elector lists in alignment with overarching principles and other components of the LAEA.



4. Should candidates have access to the municipal list of electors upon request with individual names and personal information? Why or why not?

No. Our goal should be to strengthen public trust in Alberta municipal elections. Any instance where electors perceive that their private information has been released to persons that are not in a position to need that information has the potential to create distrust with that system.

Candidates are not bound by rules of confidentiality that would normally apply to persons who are elected or employed with organizations that are entrusted with personal information. Elections Alberta's [Guideline on Access to and Disclosure of Alberta's List of Electors](#) speaks directly to the importance of personal privacy and the safeguarding of information. There are also significantly more candidates that run in municipal elections so there is a greater risk of personal information being misused. There are examples where personal information has been misused in the past and there is a risk of non-serious candidates running for office solely to access personal information of Albertans.

Even if limited personal information was shared with candidates, any perception that candidates have access to personal information opens the door for the public to question what information has been shared without their permission, which can lead to a public relations problem and overall distrust with the municipal government.

C. Rules for Election Postponement in Case of Unforeseen Circumstances

Natural disasters and other unforeseen circumstances can affect elections. The province of Alberta has been affected by wildfires, floods, snowstorms and tornadoes, all of which have at some point caused concern among authorities and candidates about access to voting stations.

- 1. Should elections be postponed in the case of unforeseen circumstances?**
- 2. What considerations should be taken into account for the postponement of an election?**

Yes, there is merit for the LAEA to clarify rules for the postponement of an election in the event of exceptional circumstances that will prevent electors from accessing voting stations. This would be beneficial for defining rules for elections and by-elections. ABmunis recommends that a thorough review be conducted with stakeholders to determine the appropriate criteria and process for when an election should be postponed. The review should consider:

- The advantages and disadvantages of aligning the rules for election postponement with the rules for declaring a state of local emergency.
- What position, organizational body, or government should have the authority to declare postponement of a local election. Assigning this authority to the council may create an unfair perception that councillors seeking re-election are delaying the election for political purposes. Alternatives such as assigning authority to an independent body or the provincial government should be explored.
- Situations in which returning officers should have the authority to extend voting hours at a voting station (e.g., power outage on voting day that delays voting).



D. Political Parties

There are no LAEA provisions prohibiting a candidate or councillor from being part of an organization such as a political party. The LAEA provides strict parameters for the contents of ballots to elect candidates. The ballot must only contain the name of each candidate arranged alphabetically by surname, or if approved by bylaw, in a randomized order. Accordingly, the LAEA does not permit a political affiliation or endorsement to be included on a ballot. The Act also does not contain provisions addressing financial reporting and accountability measures for these organizations.

1. Should the LAEA be amended to allow political party affiliation to be listed on the electoral ballot?

No. At ABmunis' 2023 Convention, ABmunis members voted overwhelmingly in favour for the Government of Alberta to:

- Refrain from introducing partisan politics in local government elections, and
- That the LAEA should be amended to prohibit political party endorsements of local candidates, donations directly or indirectly to local candidates, or any other measure to prohibit political parties and partisanship in local elections.

We recognize that some people have expressed concerns about the level of voter turnout in municipal elections and the suggestion that political parties could make it easier for electors to understand the positions of municipal candidates. While increasing voter turnout in municipal elections is a worthwhile goal, our members and the public are not supportive of political parties at the local level and there are other steps that could be taken to help increase voter turnout.

In September 2023, Janet Brown Opinion Research conducted a [public poll](#) on behalf of ABmunis that found:

- 3 in 4 Albertans would prefer to see municipal candidates run as independents as opposed to part of a political party, and
- 81% of Albertans agree that municipal officials who are part of a political party would vote along party lines, and not necessarily in the best interest of the community.

The Government of Alberta conducted its own public survey in 2020 that asked for input on issues that would increase fundraising and political parties within local elections. The results overwhelmingly demonstrated that Albertans do not want additional money or partisanship injected into local elections.

If increasing voter turnout is the primary goal, ABmunis would be interested in partnering with the Government of Alberta to consider alternative initiatives that could increase resident engagement in municipal elections without the introduction of political parties. There could be many reasons for why voter turnout is lower in municipal elections, but research should be undertaken to understand those reasons before assuming that political parties are the solution.

2. What are the pros/cons, opportunities and issues related to this?

ABmunis appreciates that political parties play important roles at the provincial and federal levels of government where the scale of the issues and geographies involved require party apparatuses to support representation and access. Municipal governments are the closest



level of government to the people where councillors may be next-door neighbours or volunteer together on local groups.

The implementation of political parties at the municipal level would require a broader rewrite of Part 5 of the *Municipal Government Act* (MGA). In particular, political parties would contravene section 153(a) that stipulates that councillors have the duty to “consider the welfare and interests of the municipality as a whole and to bring to council’s attention anything that would promote the welfare or interests of the municipality”. Each member of council is a spokesperson for the entire community – not themselves or any individual group. In addition, there are strict rules around meetings and decision making that does not allow for whipped votes as is seen at the provincial and federal level.

The presence of political parties could also inadvertently complicate collaboration, not just among municipalities, but also in partnerships between municipalities, school boards, and the provincial government. Collaboration is a linchpin for the future of municipalities and anything that undermines collaboration would undermine the efficient and effective delivery of local service delivery.

Political parties do exist at the local level in other jurisdictions with mixed outcomes. In the United Kingdom, local elections are often seen as referendums on the party in charge at the national level. Given the timing of our local elections two years after provincial elections, there is a significant risk that instead of focusing on important local issues, they would end up being proxy mid-term elections for the provincial government.

ABmunis is also concerned that the use of political parties and party fundraising could result in money being raised in other parts of Alberta being used to influence elections in a municipality in another part of the province. The addition of political parties would create several issues around fundraising such as the window for fundraising and tax receipts for parties versus individual candidates which could create an uneven playing field that disadvantages individual grass roots Albertans.

Overall, the incursion of political parties creates a number of complex election, and post-election governance challenges.

3. If political parties are permitted, should they follow the same financial disclosure rules as provincial political parties?

If the Government of Alberta opts to disregard input from municipal stakeholders and the views of the majority of Albertans and proceeds to permit political parties at the municipal level, then broader independent consultation should be undertaken to set prescriptive rules for how political parties may operate.



E. Advance Voting

Any municipality with a population over 5,000 must allow for an advance vote period. That period cannot be held within 24 hours of the general election day, and the actual days and hours are set by the returning officer.

1. Are there any issues with the current rules for advance voting?

ABmunis is supportive of the existing rules for advance voting.

2. Should electors have the ability to cast a vote at a polling station outside of their ward or municipality?

ABmunis is supportive of electors being able to cast a vote at a polling station outside of their ward or municipality that is within a reasonable geographic area. For example, many municipal districts and counties will locate voting stations in an urban centre surrounded by the municipal district even though the voting station is technically not within the municipal district's legal land boundaries. This approach is most commonly used because the urban centre has facilities with sufficient capacity to accommodate a large number of people.

In larger cities, offering the ability to vote at a polling station outside their ward but still within the city is beneficial to support accessibility for voters during the advance voting period.

It is not reasonable to expect a municipality to offer voting opportunities in other regions of the province based on an elector's personal or work commitments. The offering of advance voting and special ballots is sufficient to meet the needs of people who know they will be outside of their municipality or ward on election day or when advance voting is open.

F. Special Ballots

Special ballots, commonly known as mail-in voting, allow an elector to vote who would otherwise not be able to attend a polling station on election day. To be eligible to vote by a special ballot, an elector must have a physical disability, be absent from the local jurisdiction, or be working at a polling station on election day other than that of their place of residence.

1. Should the criteria for special ballots be removed or expanded?

Yes, the requirements for who is eligible to vote by special ballot should be removed. The requirement to force people to disclose their disability to qualify for a special ballot is not inclusive and creates a public relations challenge for the municipality. This is especially relevant since the LAEA also allows people to receive a special ballot due to travel, yet municipalities do not require those persons to provide proof of their travel plans.

Each municipality should maintain the authority to determine whether special ballots will be used during the election.

2. If expanded, what other criteria could be used for special ballots?

ABmunis has no recommendations.



G. Runoff Elections for Chief Elected Officials

A runoff election system is a voting system used to elect a single winner who has more than a pre-established percentage of the votes. For example, this can be facilitated by rounds of voting or ranked ballots. Under the two-round election system, the election process usually proceeds to a second round only if in the first round no candidate received a simple majority (more than 50%) of votes cast, or some other lower prescribed percentage. There are various methods to structure a runoff ballot. The following questions relate only to municipalities where the chief elected official is elected at large, rather than selected by council.

1. **Would a runoff election lead to a stronger and more accountable local electoral system?**
2. **What are the pros and/or cons of a runoff election?**
3. **Are there any issues or opportunities that exist with adopting this system of election for chief elected officials?**
4. **If a runoff election system was adopted, should it apply to all municipalities that elect their chief elected official, or only a subset of those municipalities (e.g., population, municipal type, etc.)**

ABmunis is not supportive of using runoff elections for the chief elected official for the following reasons:

- It creates confusion for voters because the voting process would be inconsistent with the voting processes used in federal and provincial elections. It is important to maintain consistency in voting processes to build trust in our overall electoral system.
- If the structure of a runoff election required a second vote to determine the chief elected official, it would:
 - create logistical challenges in the swearing in of new councillors while still waiting for the position of the chief electoral officer to be determined.
 - possibly lead to greater voter apathy due to the requirement to vote twice within a short period of time.
 - create inefficiency due to the delay of the election of the full council and delays in necessary governance decisions to support the operation of the municipality.
 - create a situation where next year's budget cannot be approved by the end of the year because the full council will not be in place for budget deliberations in November of the election year.
- It creates a perception that the chief elected official is more important or has special powers over other councillors. While the chief elected official often receives more information, per section 154 of the MGA, the chief elected official has no unique power compared to a councillor, other than the chief elected official chairs the meetings of council. One of the benefits of the existing municipal governance model is that the authority to enact decisions is shared equally by all elected officials. Therefore, if the electoral process were to be changed for the chief elected official, the same changes should apply for the election of all councillor positions to avoid creating a public perception that the chief elected official holds special powers.

Overall, the background information provided by Municipal Affairs does not offer any context on what problems would be solved by using a runoff election and ABmunis recommends that the existing first-past-the-post system be maintained until there can be a broader independent review to understand the current concerns and advantages and disadvantages of alternative election processes.



Revisiting Prior Discussion Topics from 2022

H. Elector Privacy (protecting voters)

Through prior engagement, stakeholders were asked their opinions regarding “objecting to an individual who has shown up to vote”. Allowing candidates, their scrutineers, or their official agents the opportunity to object to electors had some support from respondents. The rationale provided was to ensure accountability and an opportunity to discourage fraudulent voters. The responses also indicated a need for further discussions on this topic.

- 1. Should candidates, their scrutineers, or their official agent continue to have the opportunity to object to an individual who has shown up to vote? Please explain your answer.**

ABmunis recommends that this issue would be better addressed through a broader review of the LAEA through a technical working group, but we note that removal of this authority would still require a mechanism to prevent an ineligible person from voting.

I. Third Party Advertisers

Third party advertisement is an important aspect of the election process. The participants in the engagement sessions, and the written feedback, were in agreement that Third Party Advertisers (TPAs) involved in advertising for or against an issue on a ballot (e.g., plebiscite), should be required to register. Respondents to the survey also indicated a need for more clarity on definitions of some of the terms (such as “promoting”, “issues”, and “influence” etc.), the provision of guidelines, and addressing any impacts on transparency of legislative changes relating to TPAs. Stakeholders also supported that issues-based TPA campaigns should follow the same financial rules as candidate-based TPAs.


- 1. Should issues-based TPAs follow the same financial obligations and regulations as candidate-based TPAs?**

Yes. We should strive to improve transparency and accountability in any form of advertising related to municipal elections. This includes preventing possible collusion between an issue based TPA and any candidate that would contravene section 166 of the LAEA.

ABmunis maintains our position that TPAs should be held to similar standards and limits as individual candidates to maintain a level playing field between independent candidates and third parties.

J. Ballot Recounts for Elections Using Tabulators

Section 84(1) of the LAEA enables an elected authority to, by bylaw, provide for the taking of the votes of electors by means of voting machines, vote recorders or automated voting systems (note: this does not include online computer voting). Section 84(3) states that a judicial recount is not available for votes collected by voting machines, vote recorders or automated voting systems including tabulators.

- 
1. **Should elections conducted with electronic voting equipment be eligible for judicial recount, whereby the judge can determine how to recount ballots?**

Yes. ABmunis recommends that elections conducted with electronic voting equipment should be eligible for judicial recount.

If possible, ABmunis requests that Municipal Affairs explain the background and reasoning that section 84(3) was added to the LAEA.

ABmunis Town Hall

Member priorities

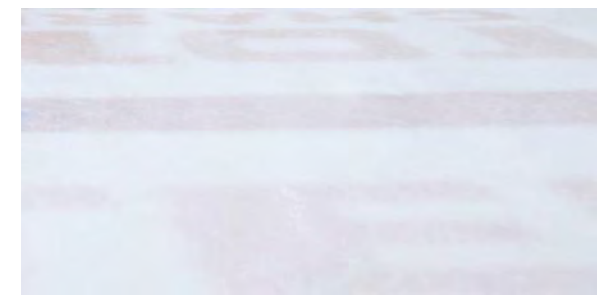
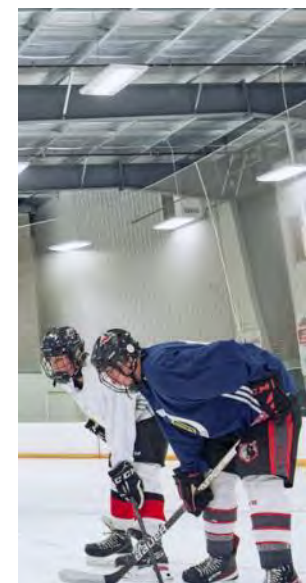
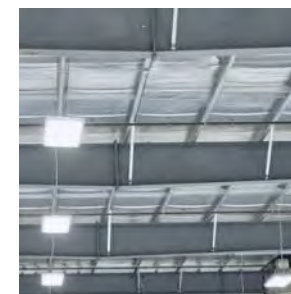
November 30, 2023





Welcome

We're glad you're here



Land acknowledgement

Alberta Municipalities respectfully acknowledges that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.

We acknowledge the courageous and resilient community leadership of Indigenous leaders, of all ages, Knowledge Keepers, and Elders who are still with us today and those who have gone before us. We make this acknowledgement as an act of reconciliation, gratitude, and commitment to pursuing an inclusive, collaborative, and respectful path towards building strong communities.



Agenda

1. Consultation on the *Local Authorities Election Act*
2. Consultation on the *Municipal Government Act*
3. Local Government Fiscal Framework
4. Renewable Energy Development
5. Q&A

Post Event Materials

After this event, we will email you a copy of:

1. This presentation.
2. ABmunis' submission on the LAEA consultation.
3. ABmunis' submission on the MGA consultation.

Provincial Consultation: Local Authorities Election Act

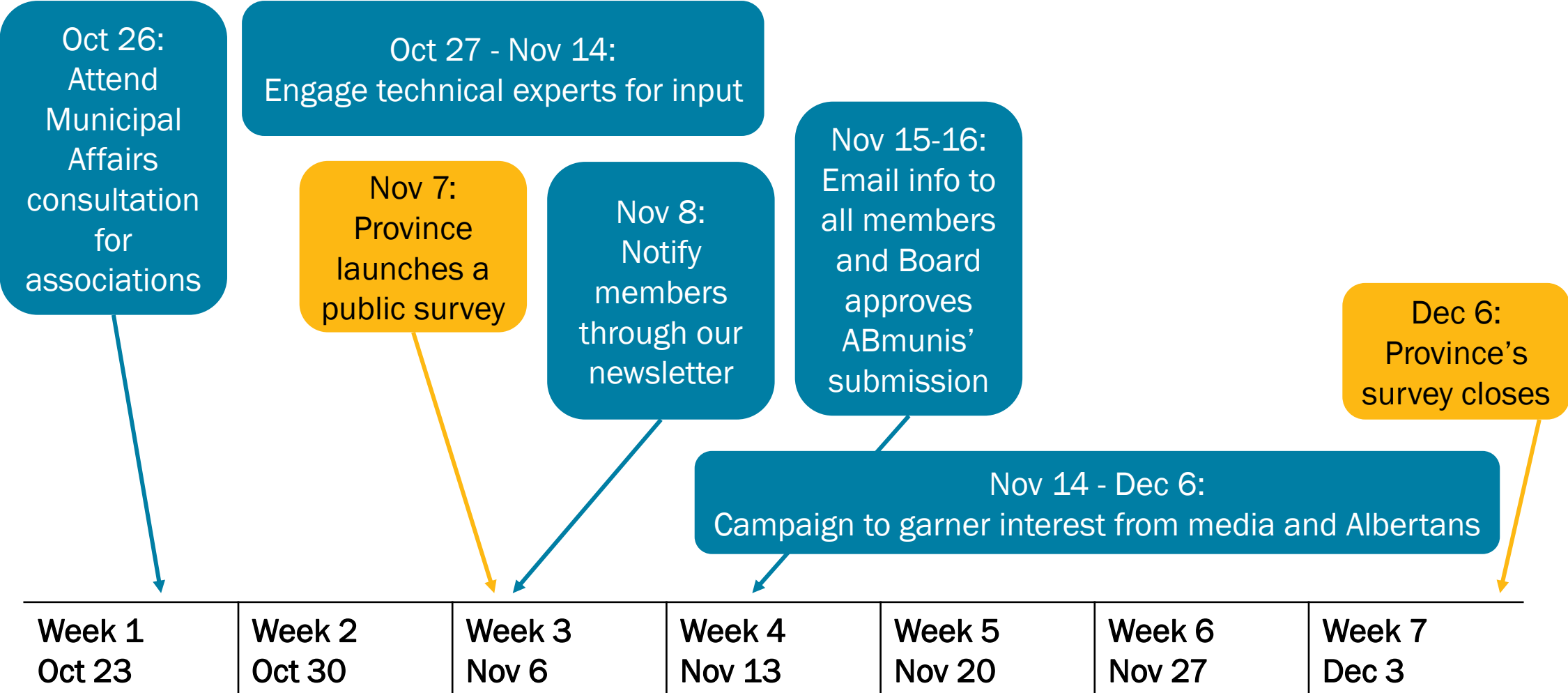


Scope of LAEA Consultation

- Political parties listed on election ballots
- Advance voting
- Making voter lists available to candidates
- Rules for postponement of local elections
- Ability to vouch for electors without ID
- Use of special ballots
- Using runoff elections for the mayor



Our Response to the LAEA Consultation



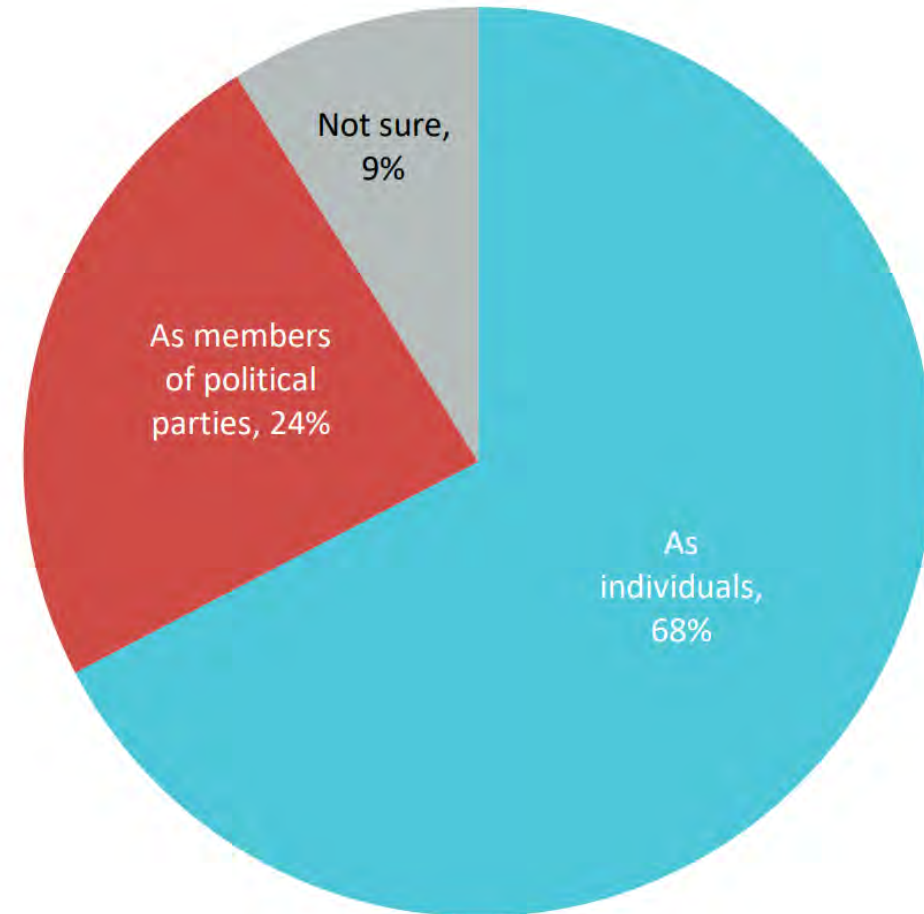
ABmunis' Janet Brown Opinion Research Poll

Party Affiliation in Municipal Elections

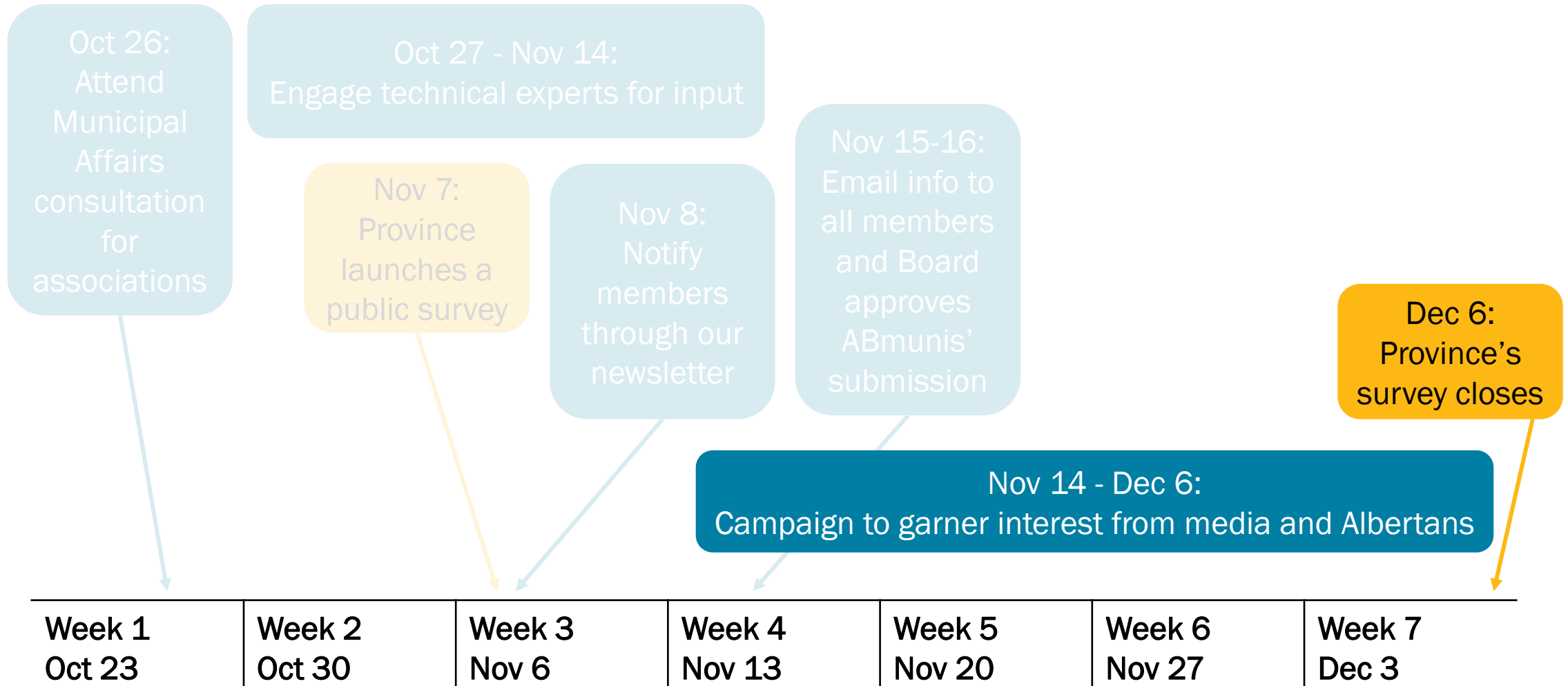
Survey respondents were reminded that most candidates who run in federal and provincial elections in Canada represent political parties, but this is not the case in municipal elections. They were then asked if they would prefer to see municipal candidates continue to run as individuals, or as members of a political party.

More than two in three Albertans (68%) would prefer to see municipal candidates run as individuals. One in four (24%) would prefer to see them run as members of a political party, and nine per cent are unsure.

Those with a post graduate education are particularly likely prefer to see candidates run as individuals (77%).



Our Response to the LAEA Consultation



News Coverage

ABmunis' LAEA information campaign

137

Total mentions of
ABmunis in
related news
articles
(Nov. 7-24)

93%

ABmunis' share
of voice on this
issue

LAEA Consultation: ABmunis' Key Positions

We oppose the listing of political parties on the election ballot because:

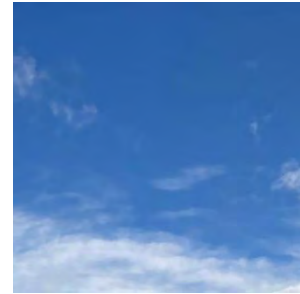
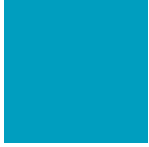
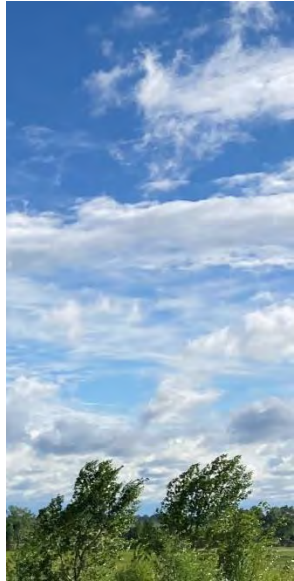
1. Contravenes the MGA requirement that councillors must “...consider the welfare and interests of the municipality as a whole...” – not a political party.
2. The MGA prevents councillors from meeting privately to ‘whip’ votes.
3. Potential to complicate collaboration inter-municipally and between municipalities and the province.
4. Risk of municipal elections being seen as mid-terms for provincial elections, taking the focus off local issues.
5. Risk of increased money within local elections.

Province’s survey:

https://your.alberta.ca/councilor-accountability-laea/survey_tools/laea



Provincial Consultation: Municipal Government Act



Scope of MGA Consultation

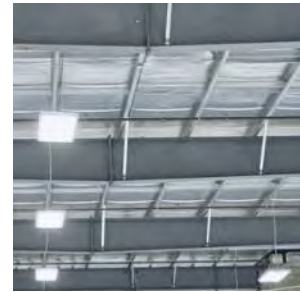
- Mandating orientation training for councillors
- Expanding the ability for councils to meet in private
- Authority for the Minister to remove a councillor
- Changes to recall legislation
- Rules for councillors to disclose business interests or other personal history
- Rules for councillor disqualification
- Clarify councillor conflicts of interest



MGA Consultation: ABmunis' Key Positions

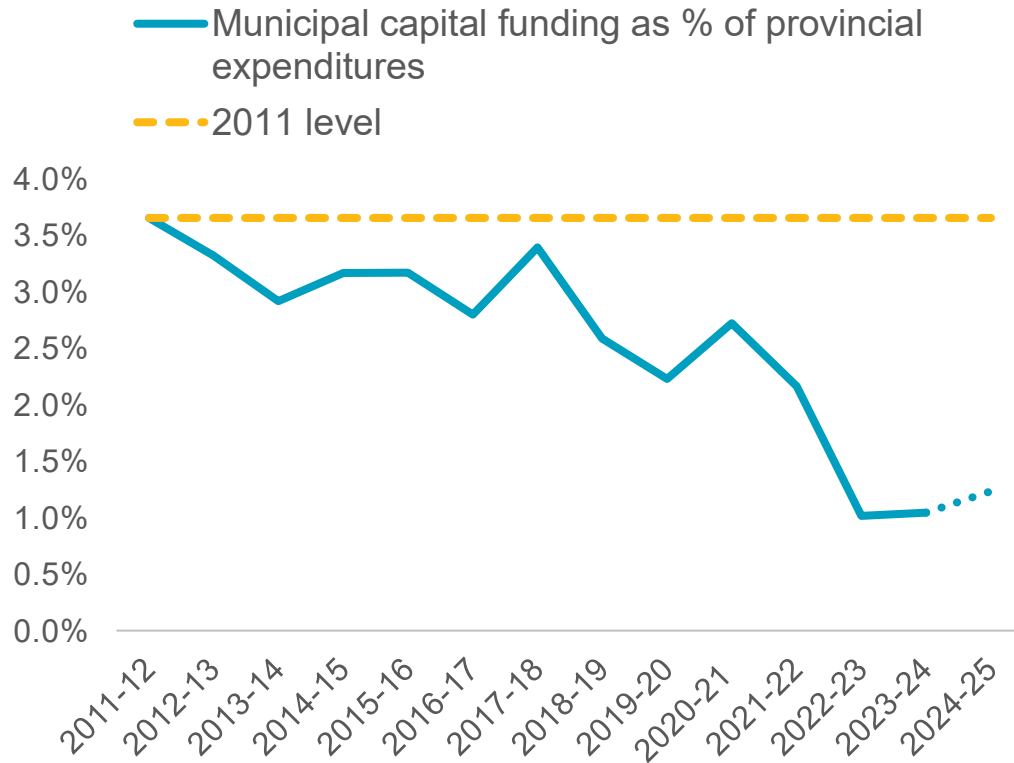
- Support mandatory training
- More time needed for review of the *Recall Act*
- MGA should prescribe that municipalities be able to meet in private to deal with interpersonal issues between councillors and to develop strategic plans
- Disqualified candidates should automatically be removed from council instead of requiring the municipality to apply to the courts
- More review needed of the benefits/risks of requiring candidates to disclose any criminal history.

Local Government Fiscal Framework

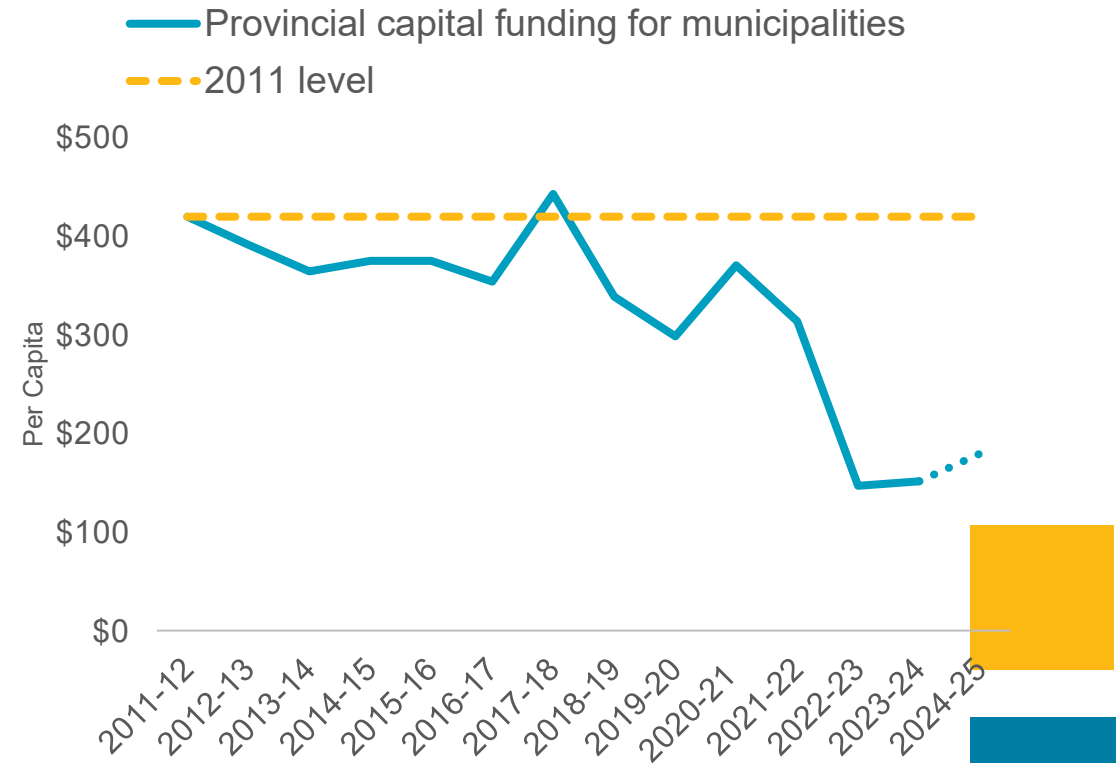


Time to Reverse the Trend

Capital Funding as a % of Provincial Expenditures



Capital Funding Per Capita



Figures are based on ABmunis calculations using the total of capital funding programs delivered by the Government of Alberta, excluding funding from the Government of Canada that flows through the Government of Alberta. Figures are sourced from the Government of Alberta's annual fiscal plans and consist of the Municipal Sustainability Initiative Capital, Basic Municipal Transportation Grant, Water for Life, Municipal Water and Wastewater Partnership, Strategic Transportation Infrastructure Program, First Nations Water Tie-In Program, GreenTRIP, Alberta Community Resiliency Program, and the Municipal Stimulus Program. Population is based on Statistics Canada Table 17-10-0005-01, Population Estimates on July 1st. The projection for 2024-25 is based on targets presented in the Government of Alberta's 2023 Fiscal Plan and estimated population based on the average annual change from 2011 to 2023.

Call to Restore Adequate Funding through the LGFF

98% of members approved a resolution at our 2023 Convention that calls for the starting amount of LGFF capital to be increased from:

\$722
million



\$1.75
billion



Public Advocacy on LGFF in 2023

Medium	# of Impressions
Digital / online promotion	2.65 million
Social media posts	33,500
News media coverage	265 million
Total	267.7 million



Our Message is Stronger Together

~~One-time project funding~~

Increase the LGFF funding pot



- Alberta is Calling campaign is attracting people to Alberta and we need to invest in infrastructure.
- Infrastructure is critical to our quality of life and ability to attract and retain people and business.
- Tell your MLA why increasing LGFF funding will support your community's long-term future.



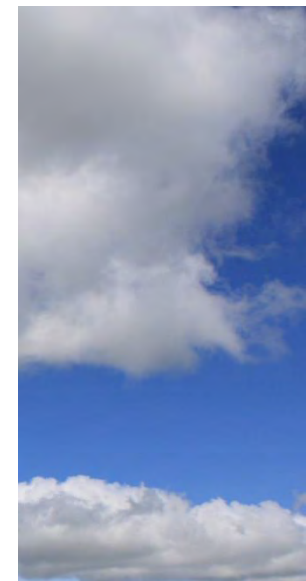
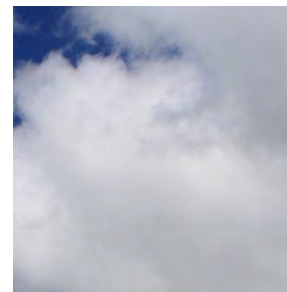
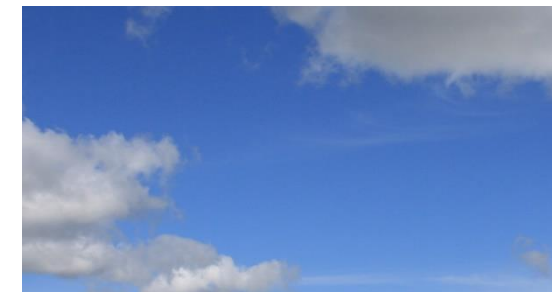
LGFF Capital Allocation Formula

- Fall 2022 – ABmunis and RMA made separate submissions.
- August 2023 – Minister presented a draft formula to ABmunis and RMA for input.
- Sept 2023 – ABmunis recommended improvements to the draft formula.
- Expecting the Minister of Municipal Affairs to announce the formula soon.





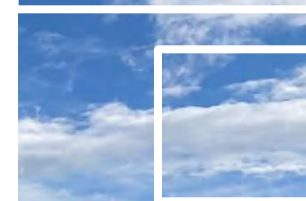
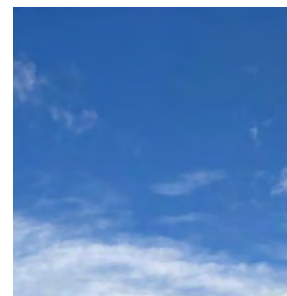
Renewable Energy Development (AUC Proceeding 28501)



Calls to Action

1. Complete the province's LAEA and MGA surveys
2. Encourage your residents to complete the LAEA survey
3. Tell MLAs and Ministers about your story and how provincial infrastructure is essential to your community's future.
4. Ignore suggestions about one-time funding and push for an increase in the LGFF pot.
5. Create ribbon cutting opportunities to give provincial leaders credit for their funding contributions.

Questions & Answers



Upcoming Events

- Dec 12 Building a Grant Calendar
- Mar 14-15 Municipal Leaders' Caucus (Edmonton)

www.abmunis.ca/events



Thank you

Questions can be emailed to
advocacy@abmunis.ca

300, 8616 51 Avenue NW
Edmonton, AB T6E 6E6

abmunis.ca

hello@abmunis.ca

310-MUNI



 **Alberta
Municipalities**
Strength
In Members

SOUTHEAST ALBERTA

VitalSigns®

Exploring issues, opportunities, and solutions



COMMUNITY
FOUNDATIONS
OF CANADA

VitalSigns®



COMMUNITY
FOUNDATION
of Southeastern Alberta



COMMUNITY
FOUNDATIONS
OF CANADA

VitalSigns.

What is Vital Signs?

Vital Signs® is a community check-up conducted by community foundations across Canada that measures the vitality of our region and identifies significant trends in a range of areas critical to quality of life. Vital Signs® is coordinated nationally by Community Foundations of Canada and conducted locally by community foundations across the country.

The Vital Signs® trademark is used with permission from Community Foundations of Canada.



Contents

Geographical Boundaries of this Report	4
Housing	5
Health & Wellness	7
Work & Economy	9
Connection & Belonging	11
Creative & Active Living	13
Public Safety	15
Food Security	17

Land Acknowledgement

In the spirit of respect, truth, and reciprocity, we acknowledge the many First Nations, Metis, and Inuit Peoples who have lived in and cared for these lands for generations. We are grateful for the traditional Elders and Knowledge Keepers who are still with us today and for those who have gone before us.

Welcome to the 2023 Southeast Alberta Vital Signs!



Southeast Alberta's 2023 Vital Signs provides information about seven different issue areas that influence community vitality and wellbeing throughout our region. By **exploring** each of these areas, we hope to gain a better understanding of the **challenges** and **opportunities** that exist within our communities so that we can work together to create **solutions** that will lead to a more vibrant and prosperous future for Southeast Alberta.

Methodology

In each issue area, you will find four to five indicators along with community survey responses and comments. These indicators have been sourced from Statistics Canada, local governmental entities, and local non-profit organizations, all in accordance with the standards set by the Institute for Sustainable Development, which serves as the official data partner of Community Foundations of Canada. Visit globalgoals.org for more details.

Although not all Sustainable Development Goals (SDGs) are addressed in this report, the Community Foundation of Southeastern Alberta (CFSEA) intends to use the SDGs as an opportunity to inform and educate all residents on how they can contribute to creating a thriving community where everyone feels included.



Data sources are as current and relevant as possible, though the statistics presented in this report may have changed at the time of reading. For references, data sources, and more information, visit <https://cfsea.ca/we-inspire/vital-signs/>.

It is important to note that this report does not offer a comprehensive analysis of all potential metrics, nor does it represent the experiences of every individual and group within the region. Wherever possible, data specific to the Southeast Alberta region are presented separately. We acknowledge that there is a wide variety of differing needs and voices in the areas served. Rather than a comprehensive assessment, Southeast Alberta's 2023 Vital Signs aims to encourage dialogue. Each section includes one to two questions related to the topic. The Community Foundation of Southeastern Alberta will use this report to leverage future discussions. We invite you to engage in these conversations, share your insights, and contribute your ideas to help create a better region for all.

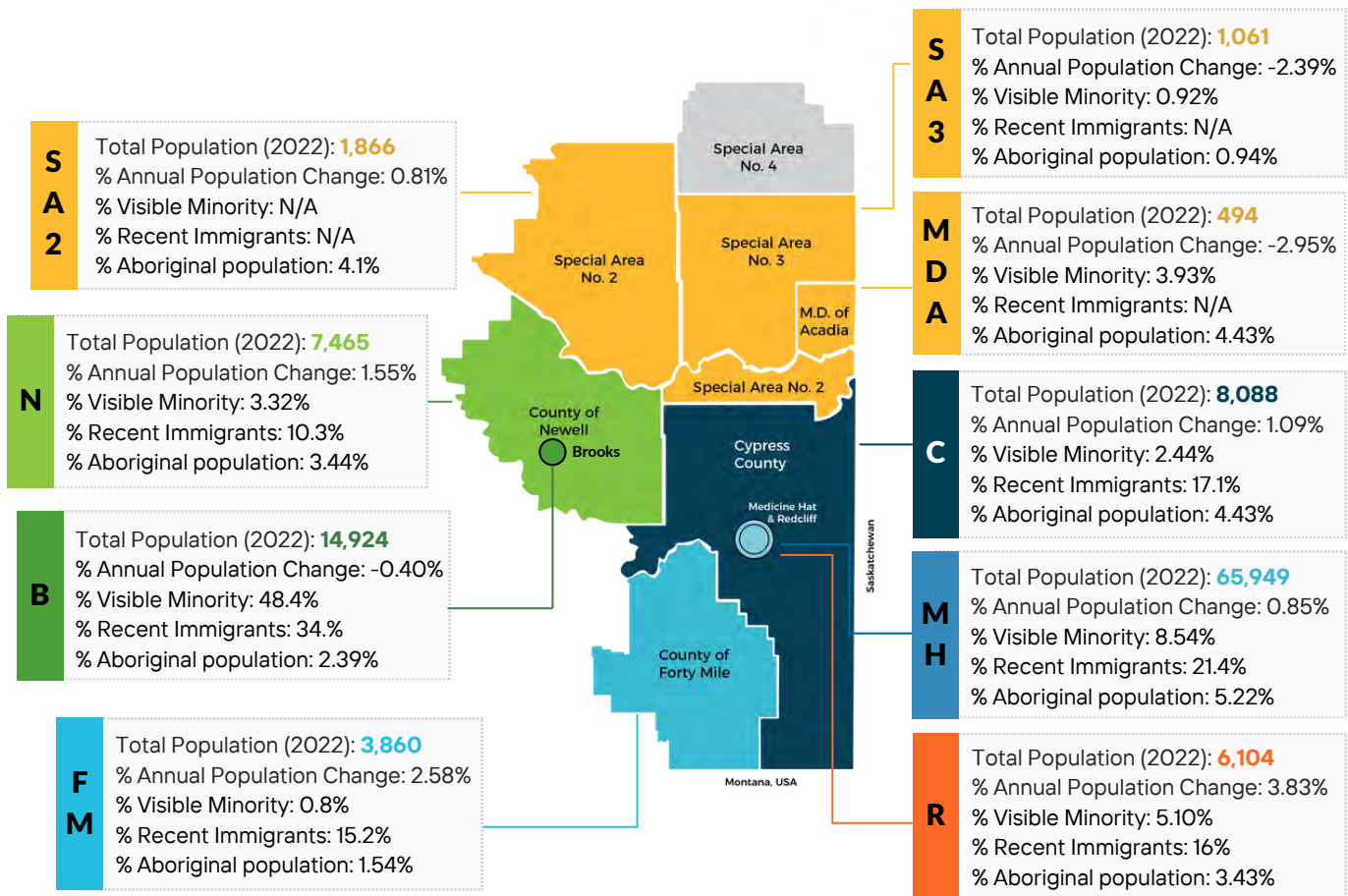
The most impactful changes will emerge through engaging with our communities in meaningful and inclusive ways.

Geographical Boundaries of this Report

The Southeast Alberta Region covers an area of 44,930 square kilometers with a population of over 109,837 residents. The boundaries stretch from the Saskatchewan border to the United States border to just north of Oyen, and west of Burdett. Brooks and Medicine Hat are the two main urban centers.

This geography is comprised of urban municipalities (including cities, towns, and villages), specialized municipalities, and rural municipalities (including municipal districts - often named as counties - improvement districts, and special areas). Southeastern Alberta also has numerous unincorporated communities (including urban service areas, hamlets, and a townsite).

The Southeast Alberta Region has a rich history and culture. Indigenous Peoples have lived in the area for thousands of years, and their traditions and heritage are still celebrated today. The region is home to a diverse population, with people from various backgrounds and cultures making their homes here and contributing to the vibrant fabric of the region. Overall, Southeast Alberta is a vibrant and diverse region that offers something for everyone. Whether you are interested in history, culture, outdoor recreation, or economic opportunities, you are sure to find it here.



Southeastern Alberta	109,837 Population (2022)	18.4% of the population is over the age of 65 (2022)	12.4% Visible Minority (2021)	4.6% Identify as Aboriginal (2021)	9.41% Non-official Language Speakers (2021)
-----------------------------	-------------------------------------	--	---	--	---

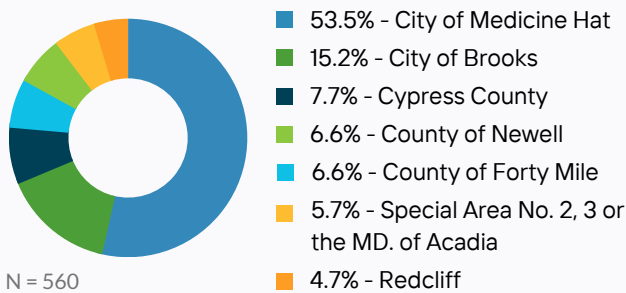
Survey Data

From July 16th to August 31st, 2023, a community survey was conducted to determine the quality of life and sense of belonging among Southeast Alberta residents. The Vital Signs community survey was promoted through social media channels, community partners, network sharing, posters, and online newsletters which garnered 580 responses. Our heartfelt appreciation goes out to all who participated in the survey.

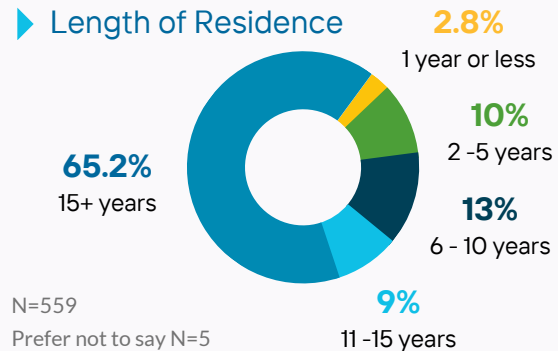
Survey results are indicated by blue boxes throughout the report. Due to the self-selected nature of the survey, this data reflects “interested citizens” and does not reflect the entire views of the Southeast Alberta region. Medicine Hat residents made up the majority, accounting for nearly 54% of the total responses. It should be noted that data reflected from the rural areas make up a small sample size. For this reason and others, the survey responses should be considered supplementary to the data.

Survey Respondent Profile

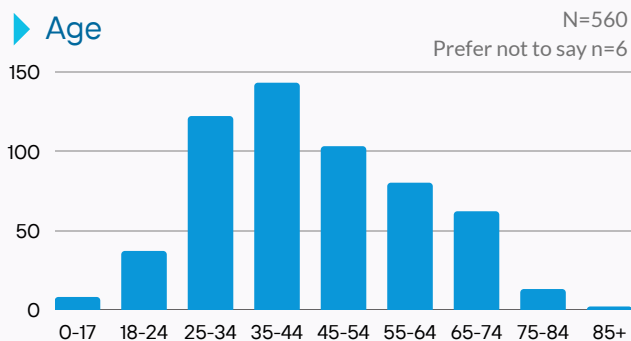
▶ Current Residence



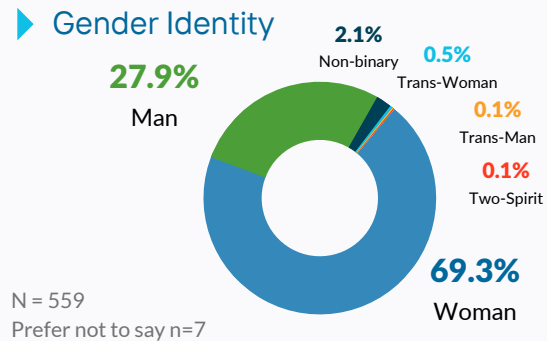
▶ Length of Residence



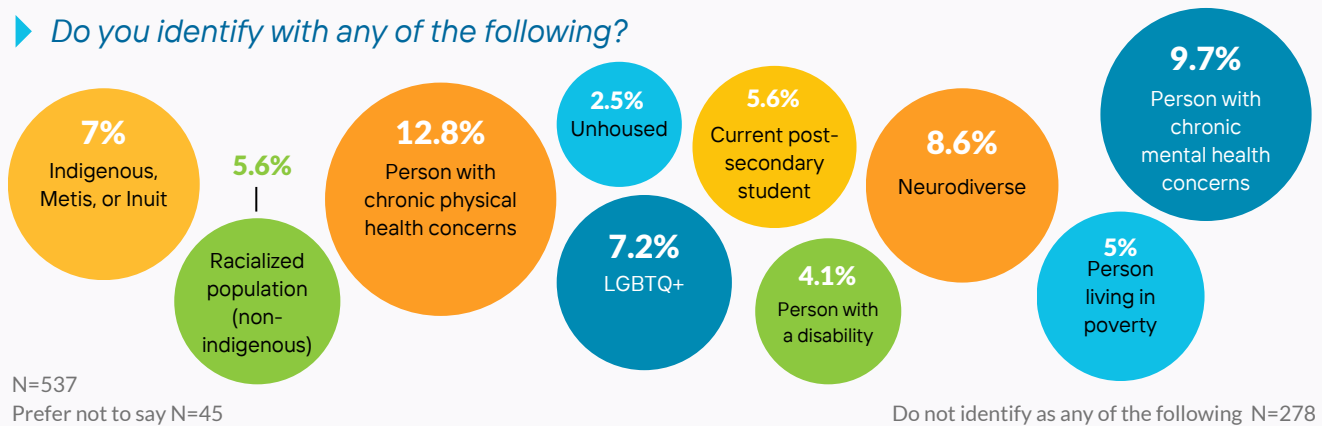
▶ Age



▶ Gender Identity



▶ Do you identify with any of the following?



Housing



Goal 11.1: Access to adequate, safe, and affordable housing for all.

Stable and affordable housing is crucial for vibrant communities, providing security and stability. A range of housing options, including emergency shelters, social housing, renting, and buying, contributes to social diversity and ensures everyone has a home. This section examines the availability, affordability, and appropriateness of resources for meeting housing needs.

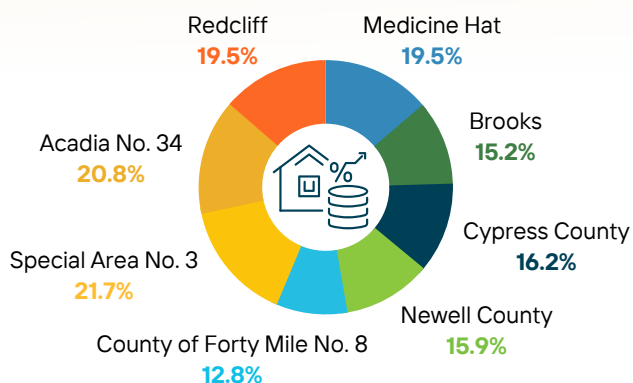
Before we take a look at this section, we encourage you to ask yourself:

- How can we as residents become more involved in addressing the housing crisis and advocating for housing stability?
- What is your perception of homelessness in the community, and how do you think it can be addressed?

Percent of Households Spending 30% or More of Income on Shelter Costs, 2021

Source: CMHC

Special Area No. 2 - N/A



The Canadian Mortgage and Housing Corporation (CMHC) guidelines recommend that a healthy household budget should allocate 30% of its income to housing, including property taxes and utilities. However, recent data indicates that the rise in housing costs outpaces the increase in income. (CMHC, 2022)

Unsuitable housing: A household that does not have enough bedrooms according to the National Occupancy Standard.

Inadequate housing: A household that lives in a dwelling in need of major repairs.

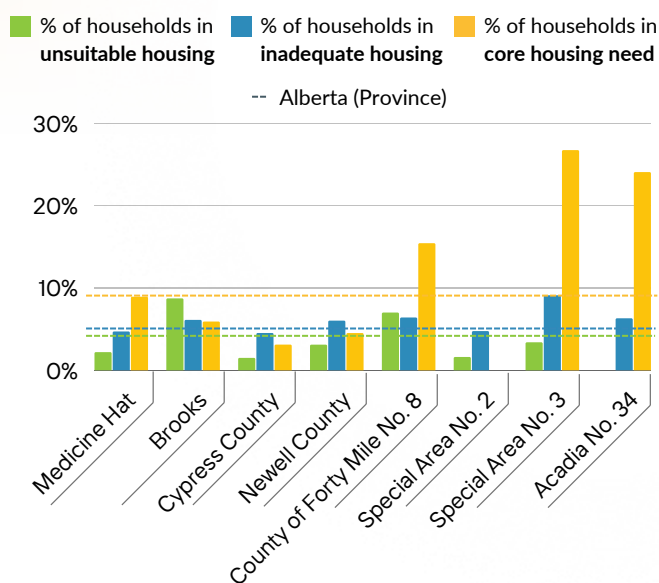
Core housing need: refers to households that fails to meet one or more standards for affordability, adequacy, or suitability, and where the household spends more than 30% of its income on housing.

Community	Median after-tax income of households, 2020
Medicine Hat	\$80,700
Brooks	\$80,000
Newell County	\$81,000
Forty Mile County No. 8	\$81,000
Special Area No. 2	\$73,000
Special Area No. 3	\$67,000
Acadia No. 34	\$69,500
Cypress County	\$88,000
Redcliff	\$73,000
Alberta (Province)	\$83,000

Source: Statistics Canada

Housing Statistics, 2021

Source: CMHC



9.9% of Albertans were in core housing need in 2021.

Source: CMHC

The increasing cost of rent and inflation have made it difficult for people to afford suitable housing - leading to substandard living conditions that affect individuals, families, and communities at large. CFSEA survey results show that access to affordable housing has become increasingly challenging, causing many to lack optimism in finding suitable housing.

▶ "I am able to access suitable housing for my needs in my community."

69%
Strongly agree or agree

▶ "There is affordable housing for people of all income levels in my community."

22%
Strongly agree or agree

Rental Market

Source: CMHC



1.5%

Apartment vacancy rate in Medicine Hat, 2022.

\$978/month

Average Rent (\$) - 2-Bed Apt. in Medicine Hat, 2022.

Only 16% of survey respondents agreed that rental subsidies were easily accessible within their community. This finding suggests that a considerable percentage of the surveyed population may face challenges or obstacles when accessing rental subsidies in their local area.

▶ **"Rental subsidies are easily accessible in my community."** **16%**
Strongly agree or agree

Community Housing Programs

Community housing programs aim to provide safe, affordable, and stable housing options for those in need, including low-income individuals, seniors, people with disabilities, and families facing financial challenges. However, the demand for these programs often exceeds the available supply, resulting in long waiting periods for prospective tenants.



10,200

Number of households on waiting list for social or affordable housing in Alberta, 2021.

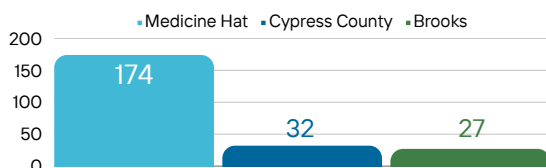
Source: Canadian Housing Survey

“ We have a major housing crisis. Either it's too expensive or unsafe to live in. I'm grateful for my living situation in the Brooks Housing Society condos for the last couple of years but many are on waitlists now. Homes are becoming overcrowded because of inflation and economic changes which is effecting whole person health.

-County of Newell Resident

New Housing Constructions, 2022

Source: CMHC



Homeless and Emergency Sheltered

Individuals and families can access emergency shelters and temporary housing when facing family violence, domestic violence, or homelessness.

Beds Available

Medicine Hat Emergency Shelters (beds available)

30 Medicine Hat Women's Shelter Society

30 Mustard Seed Shelter

6 McMan Roots Shelter (youth under 18)

Brooks Emergency Shelters (beds available)

21 Cantara Safe House (men, women, & children)

Medicine Hat announced the achievement of “functional zero homelessness” in June 2021, becoming the first community in Canada to end chronic homelessness, largely due to its systems planning approach.

13 people on the chronic active homeless list in Medicine Hat, March 2022.

Source: Medicine Hat Community Housing Society

70 people experiencing homelessness in Medicine Hat, 2021.

Source: Medicine Hat Community Housing Society

Homelessness is not confined to major urban centers; it also exists in rural areas. Smaller communities face unique challenges in providing support and services to homeless individuals due to limited resources and infrastructure. Survey responses express the need for community action to reduce homelessness.

▶ **"My community takes appropriate action to address homelessness."** **30%**
Strongly agree or agree

“ It seems as though the work to end homelessness has ground to a halt. Now the community doesn't hear about any work happening, there is an increase in homelessness and it seems as though no one is doing anything to support people in need.

-Medicine Hat Resident

Health & Wellness



Goal 3: Ensure healthy lives and promote well-being for all at all ages.
Goal 3.5: Strengthen prevention and treatment of substance use problems.

One's general health status plays an important role in overall sense of vitality and well-being. Health can include both physical and mental health, as well as healthy lifestyle choices. This section focuses on exploring various aspects of health that can contribute to a person's overall well-being.

Before we take a look at this section, we encourage you to ask yourself:

- What are the most significant challenges or concerns you have experienced when it comes to accessing or receiving health care or mental health services in your community, and how do you think these challenges can be addressed or improved?



6

doctors in the South Zone accepting new patients as of October, 2023.

Source: albertafindadoctor.ca



85%

increase in visits to albertafindadoctor.ca, South Zone, 2023.

Source: albertafindadoctor.ca



19 in 10,000

Rate of physicians per 10,000 population in the South Zone, 2021.

Source: Canadian Institute for Health Information



91.1%

of the population aged 12 and over in the South Zone reported having a regular health care provider in 2020.

Source: Statistics Canada



58.1%

of the population residing in the South Zone reported having very good or excellent health in 2020. (Alberta: **63.7%**)

Source: Statistics Canada

Over the last three years, primary care access has become more challenging in Alberta, with approximately 650,000 residents without a family physician.

According to data from Alberta's Find a Doctor website – which is managed by Alberta's Primary Care Networks (PCNs) – **the number of family physicians accepting new patients via the website from 2020 to 2023 decreased by 79%. The South Zone saw an even more significant drop of 90.9%.**

“ My family is established in Brooks so we have a family doctor, however, I work with many people who do not.
 -Brooks Resident

Alberta South Zone (Health Region)

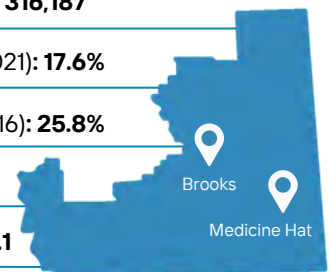
Overall Population (2022): 316,187

Seniors (65 and Older) (2021): 17.6%

Rural Area Population (2016): 25.8%

Median Age (2021): 38.8

Life Expectancy (2019): 81.1



Source: Alberta Health IDA, Canadian Institute for Health Information (CIHI)

The CFSEA Region is part of the **Alberta Health Services South Zone**. Much of the data used to talk about health in the region comes from data accounting for the South Zone as a whole.

78% of survey respondents have a family doctor.
12.8% identified as individuals with chronic physical health issues.

While most respondents were satisfied with their quality of life and physical health, there was a decline in agreement regarding the effectiveness of health care. This could be due to the ongoing health care crisis, which is a nationwide issue that has resulted in a lack of resources, overburdened health care systems, and a shortage of healthcare professionals.

▶ **“I am satisfied with my quality of life.”** **77%**
Strongly agree or agree

▶ **“In general, I feel physically healthy.”** **77%**
Strongly agree or agree

▶ **“I am able to receive effective health care in my community.”** **62%**
Strongly agree or agree

Mental Health

Source: Canadian Institute for Health Information

12.7% of the population in the South Zone were diagnosed with a mood disorder.

12.8% of mental health patients in the South Zone were readmitted to hospital within 30 days.

9.7% of survey respondents identified as individuals with chronic mental health concerns.

46% of Albertans reported deteriorating mental health since onset of the pandemic.

Source: Canadian Mental Health Association

While the majority of survey participants reported good mental health (72%), there was a noticeable decline in those who felt they had access to effective mental health care (45% agree). This percentage is even lower than those who have access to effective health care (62% agree). The issue is especially pronounced in rural and remote areas, which often lack addiction treatment centers or other supports that are crucial to the delivery of mental health services.

- ▶ **"In general, I feel mentally healthy."** **72%**
Strongly agree or agree
- ▶ **"I am able to receive effective mental health services in my community."** **45%**
Strongly agree or agree

Effective mental health care involves having timely access to professionals, appropriate treatments, and access to resources and support networks. Seeking help from mental health professionals or support groups can help manage mental health conditions, but barriers such as long wait times and limited availability of services can hinder those in need, resulting in repeated access of these services which can overwhelm the system.

“ My community needs more access to mental health care. I am fortunate enough to be mentally healthy, but the amount of affordable care is minimal.

-Medicine Hat Resident

Youth Mental Health

Children and youth were profoundly impacted by pandemic disruptions. Many children who were struggling before the pandemic saw their physical and mental health worsen, and new data indicates that these issues linger.

The South Zone had the second highest rate per 100,000 population of emergency department (ED) visits for mental disorders in Alberta and the second highest for hospitalizations between 2020 to 2021.

Source: Canadian Institute for Health Information

1,381

Children and youth who visited the ED for mental disorders, South Zone, 2020–2021. (pandemic period)

491

Children and youth hospitalized for mental disorders, South Zone, 2020–2021. (pandemic period)

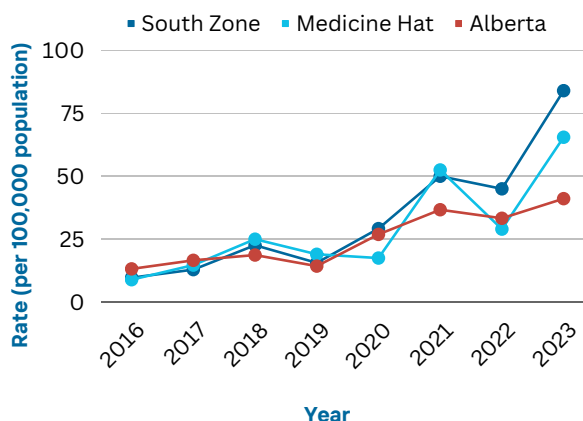
Opioid Crisis

Opioids, including fentanyl, oxycodone, morphine, and codeine, can be legally prescribed or obtained illegally. However, both routes have the potential to result in devastating consequences such as addiction, poisoning, and even death. **Shockingly, the South Zone experienced the highest number of opioid-related deaths per 100,000 population in 2023 out of all of the health zones.**

Additionally, in 2023, **the number of drug poisoning deaths in Medicine Hat increased 35% from the previous year (20 to 27).** The graph below clearly shows the significant increase in opioid deaths in the South Zone since 2016.

Rate of drug poisoning deaths per 100,000 person by year, Alberta South Zone, 2016 to 2023

Source: Alberta Interactive Health Data Application



Work & Economy



Goal 8: Promote sustained, inclusive and sustainable economic growth, full and productive employment, and decent work for all.

At the heart of every thriving community lies a dynamic economy that shapes the opportunities, livelihoods, and aspirations of its residents. In this section, we will examine the current employment landscape, including factors such as unemployment rates, labour force participation, and wage trends in the Southeast Alberta Region.

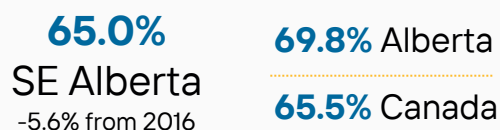
Before we take a look at this section, we encourage you to ask yourself:

- How can community members contribute to the growth and vitality of our region's economy?
- Are there many opportunities for entrepreneurship or small business development within our region?

Labour Force

Participation Source: Alberta Dashboard

The participation rate is the percentage of the population aged 15 and above who are actively seeking employment or self-employment opportunities. The Southeast Alberta region's labour force in 2022 was 52,000 people, with a participation rate of 65.0%. This represents a -5.6% decrease from 2016.



11.7% of Alberta's youth aged 15-24 were unemployed in 2022.

Source: Statistics Canada



5.0% Alberta's lowest recorded unemployment rate was in July 2022.

Source: Statistics Canada



1,329 -68% from 2020 (Pandemic Period) individuals from Southeast Alberta received Employment Insurance benefits in 2022. Source: Alberta Dashboard



53.0% (355) increase in new apprentices registered in Southeast Alberta, 2022.

Source: Alberta Dashboard



9.0% Accommodation and food services had the highest (9.0%) job vacancy rate in Alberta in 2023. Source: Alberta Economic Dashboard

Unemployment Source: Statistics Canada

As of 2023, the unemployment rate in the Lethbridge-Medicine Hat economic region was similar to that of Alberta and Canada as a whole.



Businesses in the Region

96.6% (1-49 employees)

of businesses in Southeastern Alberta were small businesses in 2021, representing an important segment of the rural economy. Source: Alberta Dashboard

2.48%

of the total number of businesses in Alberta came from the Southeast Alberta Region, 2021. Source: Alberta Dashboard



Limited access to communications infrastructure makes attracting new business to rural Alberta challenging. Source: Economic Development in Rural Alberta Plan

Major Industries Source: Alberta Dashboard

Agriculture remains a significant economic driver in Southeast Alberta, accounting for much of the region's growth according to Census data.



11% of Alberta's cropland



12.2% of Alberta's cattle and cows



7.16% of all farms in Alberta

Living Wage

In 2022, the **Alberta Living Wage Network** calculated the living wage in Medicine Hat to be \$17.50. While this is relatively low compared to other areas in Alberta, the current minimum wage in Alberta falls short at \$15.00 per hour, making it increasingly difficult to make ends meet.

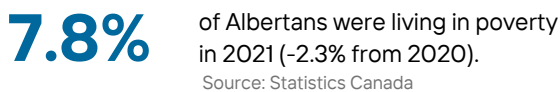


When people earn a living wage, they can afford healthier food, recreation, and can participate in their community.

Employers who commit to paying a living wage do so voluntarily and maintain their certification as new rates are calculated for their area. As of August 2023, there were 100 certified living wage employers in Alberta. Unfortunately, **Southeastern Alberta does not have any living wage employers as of October 2023.**

“Poverty reduction is also important, and establishing a basic income group or Living Wage Network here would be helpful. I recognize that entrepreneurship and supporting business can help to address this, but only if the employment provides a living wage or there are policies to ensure a basic income.”
-Medicine Hat Resident

In Alberta, a single person working full-time (assuming 40 hrs/wk) earning minimum wage would earn an annual income of **\$24,801 or \$478 per week**, after tax.



Various governments have made changes to programs meant to assist vulnerable populations, resulting in a complex system. As a result, those living below the poverty line are left with little hope of improving their situation.

“Income support is a lump sum of money but doesn't fix the problem. Easier access to showers, public bathrooms, basic necessities of life. The more in poverty you are the more denied you are.”
-Medicine Hat Resident

Many survey respondents expressed their frustration with limited employment opportunities in their area. The lack of well-paying jobs and limited career growth can be discouraging for individuals, leading them to consider leaving or not returning to Southeastern Alberta.



“Businesses in my community often post job vacancy on websites or online job sites but when you apply they don't hire you, oftentimes if you don't know anyone working at that establishment. Lots of people would like to work but no chance was given.”
-Brooks Resident

Labour Shortages Source: Statistics Canada

Statistics Canada reveals that nearly one third of the population in Southeast Alberta is over the age of 65, of that, 13% are aged between 55-65.

As older workers retire and the number of younger workers entering the labour force drops, there are fewer people available to fill job vacancies. This workforce skill gap is particularly pronounced in key industries such as healthcare, construction, and human resources.

Rural Renewal Stream

The City of Medicine Hat, along with regional partners Cypress County, County of Forty Mile, Town of Redcliff, Town of Bow Island, and the City of Brooks (including: Town of Bassano, Village of Duchess, County of Newell and Village of Rosemary) were approved as designated communities for the Rural Renewal Stream of the Alberta Advantage Immigration Program (AAIP). The Rural Renewal Stream addresses current labour needs and skill shortages in rural Alberta communities and helps newcomers settle into the community.

Connection & Belonging

(Including Leadership & Engagement)



Goal 4.7: Acquire appreciation of cultural diversity and culture's contribution to sustainable development.

Human beings have a natural yearning for connection and belonging, which plays an important role in our emotional well-being, social support, personal growth, and overall life satisfaction. Leadership can help fulfill this need, as it inspires and motivates others to work towards a shared objective. Engagement, on the other hand, describes the level of involvement we exhibit towards a particular task or activity. In this section, we will delve into the significance of these needs and how they can be nurtured within a community.

Before we take a look at this section, we encourage you to ask yourself:

- How do we make everyone feel like they belong and matter?
- What needs to happen for more people to participate in our local democracy?

Fostering a Sense of Belonging

While the 2020 Canadian Community Health Survey (CCHS) reported that **76.3% of individuals aged 12 and over in the South Zone felt a strong sense of belonging to their local community**. Our survey results reveal that 67% of respondents feel included and connected in their community. We recognize that there may be other underrepresented groups in our communities who face challenges or barriers towards connection.

▶ "I feel included and connected in my community."

67%

Strongly agree or agree

““ Individuals with developmental/intellectual disabilities face barriers in being fully included in community life in Medicine Hat.

-Medicine Hat Resident

One way that a stronger sense of community can be achieved is through leadership and engagement opportunities. When there are opportunities for all residents to actively participate in community events and decisions, we can foster a sense of commitment and investment in the community's welfare.

Although 81% of survey participants believed that community involvement opportunities exist, several comments highlighted the desire for more opportunities tailored to the elderly and youth.

▶ "There are opportunities for community involvement in my community."

81%

Strongly agree or agree

Diversity

Another important factor in building community belonging is creating spaces and events that are inclusive and welcoming to all members of the community.

While survey respondents felt as though there were opportunities to get involved in their community, there was a drop in agreeance regarding how welcoming their community is towards new residents as well as opportunities for diverse cultures to celebrate their cultures and values. This is a concern considering the number of immigrants in the Southeast Alberta region.

▶ "My community is welcoming to new residents."

61%

Strongly agree or agree

▶ "There are opportunities for diverse groups to celebrate their cultures and values."

64%

Strongly agree or agree

37.1%

Immigrant population, Brooks, AB, 2021

20.2%

Immigrant population, Forty Mile, AB, 2021

9.9%

Immigrant population, Medicine Hat, AB, 2021

Source: Statistics Canada

““ I would really like to see us expand on free arts and culture events - especially those that invite our diverse communities to participate. We have something unique here and I don't think we're taking advantage of it.

-Brooks Resident

It's crucial that we not only acknowledge and appreciate the differences among us, but also actively work towards creating a more equitable and inclusive society.

Volunteerism

Volunteerism remains a vital and valued part of society, and efforts are made at various levels to encourage and support volunteer engagement. Small towns, in particular, rely heavily on volunteerism to sustain many of their community programs and initiatives. From organizing local events and festivals to supporting local charities and social services, volunteers play a critical role in maintaining the fabric of these communities.

69% of survey respondents either actively volunteered or generously supported charitable causes within the past year.

54% of survey respondents offered informal volunteering within the past year.

While volunteering continued during the COVID-19 pandemic, there have been changes in the ability of volunteers—of all ages—to participate in the same way as they did before.



4 in 5 Canadians aged 15 and older reported that they volunteered prior to the pandemic, either as part of an organization or on their own without the involvement of a group.

Source: Statistics Canada

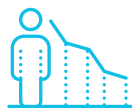
Statistics Canada's Survey on Business Conditions reports a surge in demand for volunteers in 2022:

Source: Statistics Canada



65%

of organizations have identified a shortage in volunteers.



35%

of those have had to reduce services as a result.

“ I feel there are plenty of opportunities for people to be involved in our community. However, there seems to be a lack of interest in volunteering and some organizations are struggling with an aging demographic. It would be good if there was a campaign to get younger people, including young adults to step up.

-Medicine Hat Resident

Voter Turnout

Feeling connected to one's local community can also lead to greater civic engagement and participation in community events and initiatives. Voting and participating in elections ensures that diverse perspectives are represented — contributing to a more inclusive and representative government.

Voter turnout is on a declining trend, particularly evident in municipal elections. Notably, in 2021, during the municipal elections, voter participation decreased in both Brooks-Medicine Hat and Cypress-Medicine Hat when compared to the provincial election in 2019.

Electoral District	Provincial Election 2023 Voter Turnout (%)	% change from 2019
Brooks-Medicine Hat	56.9%	-8.7%
Cypress-Medicine Hat	53.2%	-14.2%

Source: Elections Alberta

Charitable Giving

Between 2017 and 2021, charitable donors in Medicine Hat saw a decline of 22%, while in Brooks, the decrease was even more substantial at a 52%. These figures surpass the average decrease of 13% observed across Alberta during the same period.

Community	Number of donors (2021)	Median Donations (\$)
Medicine Hat	8,860 (-22% from 2016)	\$520
Brooks	1,620 (-52% from 2016)	\$610
Alberta (province)	528,270 (-16% from 2016)	\$550

Source: Statistics Canada

56

Average age of donors in Alberta (2021)

\$74,150

Median total income of donors (2021)

The average age of donors in Alberta is increasing, making it crucial to involve younger generations in charitable giving. To ensure the longevity of this vital practice, we must encourage young people to become involved in community initiatives and decision-making processes. By doing so, we can foster their participation and ensure that charitable giving remains a vital part of society in the years to come.

Creative & Active Living

Choosing to lead an active and creative lifestyle is more than just a personal preference – it is a crucial part of individual well-being. By promoting and facilitating opportunities for people to engage in these activities, we not only benefit ourselves, but also the wider community. These activities create a platform for people from diverse backgrounds to come together, foster relationships, and feel represented in public spaces.

Before we take a look at this section, we encourage you to ask yourself:

- What motivates you to engage in creative and active pursuits?
- What obstacles or challenges do you face when trying to be more creative or physically active?

COVID-19 Impact

The pandemic has highlighted the significance of active and creative living for both physical and mental wellness and has resulted in a permanent shift in people's attitudes towards these areas. As we approach 2024, the demand for such opportunities is higher than ever.

The Canadian Tire Jumpstart State of Sport Report reveals that **since March 2021, sports organizations in Canada have experienced an average financial loss of almost \$132,000 or 30% of their operating budget.**

Jumpstart State of Sport Report

81% of sports organizations say that the cost to run programming and operations has risen.

44% of parents say they cannot afford to register their children for organized sports.

Source: Canadian Tire Jumpstart

Barriers to Recreation Participation

Major barriers to participation in recreational activities, as Identified by the Alberta Recreation & Parks Association:

Source: Alberta Recreation Survey Report 2022



35%

Equipment costs



21%

registration or admission costs

▶ "My community's artistic, cultural, and recreational activities are accessible and affordable."

58%

Strongly agree or agree

Recreation Fee Assistance

Recreational activities can be costly, which makes it difficult for many individuals to participate. Fortunately, there are organizations, programs, and initiatives that offer recreational subsidies to families and individuals. KidSport's 'So ALL Kids Can Play!' Grant Program is one such assistance program. In 2022, KidSport supported the communities of Medicine Hat, Redcliff, and Hanna by providing funding for:

246
\$60,423

Children

In Medicine Hat and Redcliff
(KidSport Alberta Annual Report 2022)

24
\$4,893

Children

In Hanna
(KidSport Alberta Annual Report 2022)

Active Communities

Leisure activities extend beyond sports, and can be challenging to measure. The Canadian Health survey discovered that almost half of adults in the South Zone engage in an average of 2.5 hours of exercise per week, while 56% of children participate in physical activity for at least an hour every day. It's crucial to have accessible spaces and opportunities for recreation, as 80% of survey respondents felt they had sufficient chances to participate in these activities.

Source: Statistics Canada

49%

of adults exercise, on average, 2.5 hours per week.

56%

of youth aged 12-17 have at least 1 hour of physical activity every day.

▶ "There are opportunities to participate in fitness activities/organized sports."

80%

Strongly agree or agree

Cultural Activities

In 2023, Alberta Culture Days were commemorated in Medicine Hat and Brooks with a range of events honouring the region's history and traditions. The events showcased the rich and vibrant cultural legacy of both cities, leaving residents and visitors eager for more celebrations in the future.

Despite these efforts, it is important to note that smaller communities in the region may have fewer opportunities for cultural activities. This highlights the need for continued support and investment in cultural initiatives across all communities in Alberta, to ensure that every person has the opportunity to celebrate their heritage and be part of a vibrant and diverse society.

▶ "My community offers a diverse range of arts and cultural activities."
70%
Strongly agree or agree


82% In the last year, a significant 82% of survey respondents attended an arts event, visited their local library, visited a local museum, attended a cultural event, or attended an event organized by an Indigenous group.

“ Retaining people with wider career and recreation/cultural opportunities will allow the community to support the professionals, amenities, and services of the city.

-Brooks Resident

Libraries

Libraries are an essential resource in our communities, offering access to a vast array of information, promoting literacy, and encouraging inclusivity. **56% of survey respondents visited a library in the past year.**

Southeast Alberta is home to two of seven library systems in Alberta; the Shortgrass Library System and the Marigold Library System. Based on their annual statistics, both library systems experienced an increase in programming utilization and visits in 2022.

↑ 70%
 increase in adult programs
 (Medicine Hat Public Library)

➔ 102

↑ 76.5%
 increase in visits from 2021
 (Medicine Hat Public Library)

➔ 134,783



1.9%

of the workforce in Southeastern Alberta are employed in the arts, entertainment, and recreation sector, 2021.

The Alberta Recreation & Parks Association 2022 survey identified walking for pleasure, hiking, doing a craft or hobby, and attending a fair, festival, or cultural event as the top recreational activities among Albertans.



99%

of Albertans believe recreation and parks improve their quality of life.
 (Alberta Recreation Survey Report 2022)

Parks, trails, and community centers provide opportunities for creative and recreational activities. In fact, many survey respondents expressed their love for these public spaces, particularly parks and trails.

“ Having access to golf course, arenas, and swimming pools is very important in a small community in order to absorb large groups of immigrants, who are desperately needed to keep our small community vibrant and to keep businesses running successfully.

-County of Forty Mile Resident

Recreational centers are a huge part of a community, especially in small towns. They serve as a hub for social interactions, physical activities, and cultural events. Recreational centers can offer a variety of programs and facilities, such as sports leagues, fitness classes, art workshops, and community gatherings. These spaces are not only important for individuals to maintain their physical and mental wellbeing but also for fostering a sense of belonging and togetherness among community members.

“ My community does an amazing job getting teenagers involved in the community, including free rec passes. My community also puts on many cultural events.

-County of Newell Resident

Public Safety



Goal 16: Promote peaceful and inclusive societies, accountable institutions, and access to justice for all.

In a secure community, individuals can go about their everyday lives without worrying about threats to themselves, their families, or their belongings. A secure community is one where the residents feel at ease and comfortable in their surroundings. In such a community, people can walk around at night without fearing for their safety, children can play outside without any worries, and homeowners can leave their homes without the fear of being robbed. In this section, we explore the key elements that contribute to creating a secure community.

Before we take a look at this section, we encourage you to ask yourself:

- What types of crimes or safety issues do you think are most prevalent in your community?
- What prevention measures or strategies would you like to see implemented to address these issues?

Crime Severity Index

The Crime Severity Index (CSI), which measures the volume and the seriousness of crimes, saw an annual increase in the municipalities of Medicine Hat (+3.17%), Redcliff (+20.64%) and Brooks (+12.31%) in 2022.

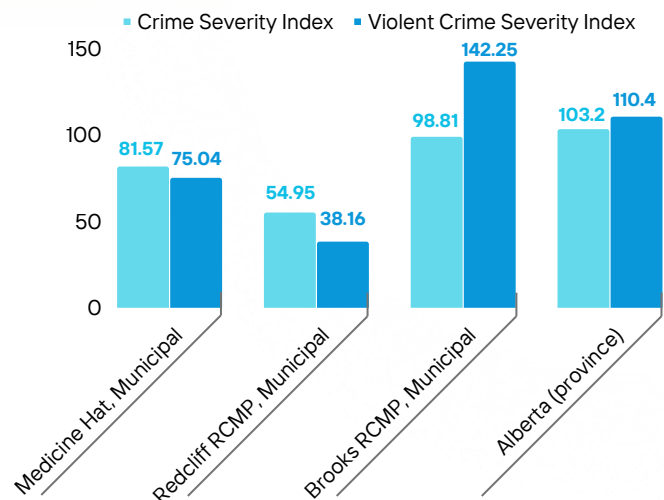
Crime is an unfortunate reality in our society, and while there is no way to completely eliminate it, it is crucial for law enforcement, policymakers, and community leaders to work together to identify the root causes of crime and develop effective solutions to keep our communities safe.

Violent Crimes Against People

According to the Medicine Hat Police Service's annual report, there was a 58.8% rise in threats and harassment incidents in 2022 compared to the previous year.

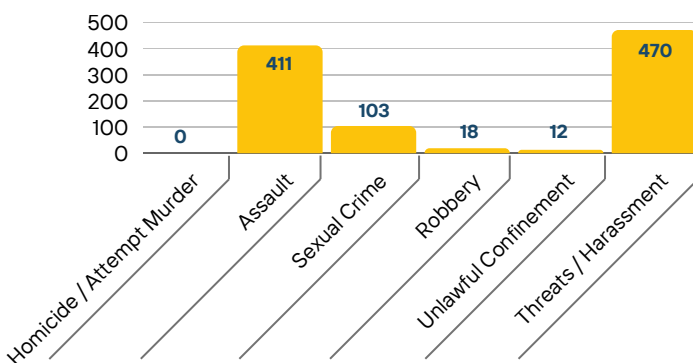
Crime Severity Index, Police Services in Alberta, 2022

Source: Statistics Canada



Medicine Hat Police Service, 2022

Source: MHPS Records Management System



Calls for Service

11%

The Medicine Hat Police Service saw an 11% increase in service calls from 2021 to 2022.

Source: MHPS Records Management System

Although 78% of survey respondents reported feeling secure in their community, there was a decrease in satisfaction with regards to crime prevention and emergency situation strategies among respondents.

▶ "I feel safe where I live, work, and play." **78%**
Strongly agree or agree

▶ "There are effective crime prevention strategies in my community." **45%**
Strongly agree or agree

▶ "My community is well-prepared for emergency situations." **51%**
Strongly agree or agree

Domestic Violence

Domestic violence is a widespread issue that affects millions of people worldwide, and it comes in various forms, such as physical, emotional, sexual, and financial abuse.

According to the Alberta Council of Women's Shelters, in 2022, the South Zone of Alberta registered with the second-highest admission rate to emergency shelters in the province (1,421).

Southern Alberta
admissions of adults and children

- Emergency **1,421**
- Second Stage **20**

Source: Alberta Council of Women's Shelters

The Medicine Hat Women's Shelter Society (MHWSS) offers services to those affected by family violence in Medicine Hat and surrounding areas, including Bow Island, Redcliff, Oyen, Seven Persons, Irvine, and Manyberries.

The Safe Families Intervention Team (SFIT) is a partnership between the Medicine Hat Police Service (MHPS) and the Medicine Hat Women's Shelter Society. The SFIT works alongside support agencies to offer a collaborative response to families dealing with domestic violence. In 2022, there was a minor decline in reported incidents compared to 2021. Specifically, in 2022, there were **1,589 domestic violence files, 323 charges, and 1,115 referrals.**

▶ **"Have you experienced violence within your home in the last 12 months?"**
(Including domestic, sexual, financial, and emotional) **9%**
Strongly agree or agree

▶ **"Have you witnessed violence within your home in the last 12 months?"**
(Including domestic, sexual, financial, and emotional) **12%**
Strongly agree or agree

According to the Uniform Crime Reporting Survey by Statistics Canada, intimate partner violence is nearly twice as common in rural areas as it is in urban areas. **In 2021, there were 545 victims per 100,000 people aged 12 and above in rural areas, compared to 296 victims in urban areas of Canada.**

Source: Statistics Canada

Racism and Discrimination

Racism and discrimination are still prevalent issues in our society today. Despite the progress that has been made towards equality, many individuals still face unfair treatment based on their race, ethnicity, gender, sexual orientation, or other personal characteristics. 58% of respondents felt as though racism and discrimination exist in their community.

▶ **"There is racism/discrimination in my community."** **58%**
Strongly agree or agree

“ I am concerned as a community member about the discrimination against 2SLGBTQIA individuals and those of different cultural backgrounds.
 -Medicine Hat Resident

Hate crimes are examples of discrimination that target visible aspects of an individual's identity, with the potential to impact not only the person but also the broader community. According to Uniform Crime Reporting Survey, the number of hate crimes in Canada increased by 27% between 2021 and 2022. Race, ethnicity, religion, and sexual orientation were the primary motivators for these hate crimes.

15.3% increase in police-reported hate crime rates, 2020-2021 (Alberta)
Source: Statistics Canada

“ We are taking steps in the right direction, but there are so many things that desperately need to be addressed. For example, racism, ableism, sexism and classism are rampant in this province and especially in our city, are taken in stride or 'that's just how people are here' and it's very disappointing.
 -Medicine Hat Resident

Public Safety Initiatives

Public safety is a collective responsibility. It requires the efforts of government, law enforcement, community organizations, and individuals to work together to create and maintain safe and healthy communities. By investing in public safety initiatives, we can help to create a better future for ourselves and for future generations.

Food Security



Goal 2: End hunger, achieve food security, and promote sustainable agriculture.

Food security is not merely about having access to sustenance; it encompasses the fundamental assurance that everyone, regardless of their circumstances, can consistently access safe, nutritious, and culturally appropriate food. Our community is made up of individuals from a variety of backgrounds, each with their own unique stories and experiences. In this section, we will look into the complex issue of food security within our communities.

Before we take a look at this section, we encourage you to ask yourself:

- How do you think food insecurity is perceived in your community, and what can be done to reduce any associated stigma?

What is Food Insecurity?

Food insecurity in Canada refers to the inability to access nutritious food in socially acceptable ways, affecting individuals and families from all backgrounds. According to the Food Banks Canada HungerCount report, in 2022:

Source: Food Banks Canada



1 in 5 Albertans are experiencing food insecurity.



Alberta's food banks saw a **73% increase in use** from 2019 to 2022.

These statistics mirror the challenges faced by communities throughout Alberta. The HungerCount report found that Alberta has the highest prevalence of food insecurity among all 10 Canadian provinces. Tens of thousands of Albertans now depend on food banks for essential support, placing immense pressure on these organizations.

Community Food Banks

Southeast Alberta has five food banks. These include the Medicine Hat and District Food Bank (Root Cellar Food and Wellness Hub), the Brooks Food Bank Foundation, the County of Forty-Mile Food Bank, the Hanna Food Bank, and the Oyen Food Bank. These non-profits, usually led by an amazing team of staff and/or volunteers, rely on generous donations to keep their shelves well-stocked. Data shows that more and more people are turning to these food banks for help.

Households served in 2022:

11,227

Medicine Hat and District Food Bank
(+21% from 2021)

772

Brooks Food Bank Foundation
(+47% from 2021)

122

Hanna Food Bank

Rising Food Prices

Food prices have been steadily rising due to a range of factors, creating upward pressure on costs throughout the food supply chain. The COVID-19 pandemic played a significant role in grocery store prices, causing disruptions in the supply chain, labour shortages, and changes in consumer purchasing habits. Additionally, poor weather conditions in some growing regions have also contributed to this issue. Source: Statistics Canada

Grocery Affordability

In 2023, the federal government provided around 11 million Canadians with lower and moderate incomes a deposit as part of the grocery rebate program. Those with household incomes of \$38,000 or less and individuals earning \$32,000 or less were eligible to receive rebates of up to \$467 and \$234, respectively. Seniors were also eligible and typically received an average rebate of \$225.



I currently can afford adequate and nutritious food, but it is becoming more difficult as food prices skyrocket.

-Medicine Hat Resident

While nearly **3 in 4** survey participants indicated they could afford an adequate and nutritious household diet, the percentage of those who agreed in the accessibility of food security programs dropped to just over 50%.

▶ **"My household can afford an adequate amount of nutritious food."**

73%

Strongly agree or agree

▶ **"There are adequate opportunities in my community to access programs addressing food security."**

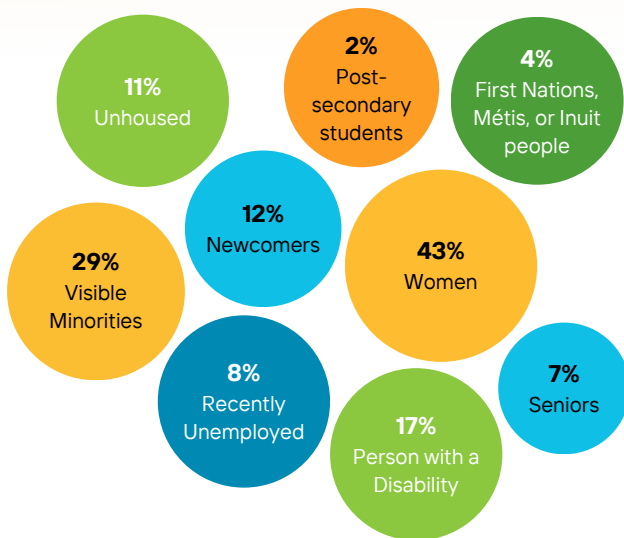
54%

Strongly agree or agree

Who is at a higher risk of experiencing household food insecurity?

Contrary to popular belief, accessing food security services is not limited to those living in poverty. Unexpected life events, such as illness or job loss, can quickly drain savings and leave individuals struggling financially. With inflation and rental rates on the rise, the situation has become even more challenging.

Food insecurity can impact people from all backgrounds, but specific populations are more susceptible to household food insecurity than others. According to the Brooks Food Bank, the following groups required special attention in 2022:



The Levels of Food Security

- 1 - Food secure:** No indication of difficulty with income-related food access;
- 2 - Marginally food insecure:** Exactly one indication of difficulty with income-related food access;
- 3 - Moderately food insecure:** Indication of compromise in quality and/or quantity of food consumed;
- 4 - Severely food insecure:** Indication of reduced food intake and disrupted eating patterns;
- 5 - Food insecure:** Includes marginal, moderate and severe food insecurity.

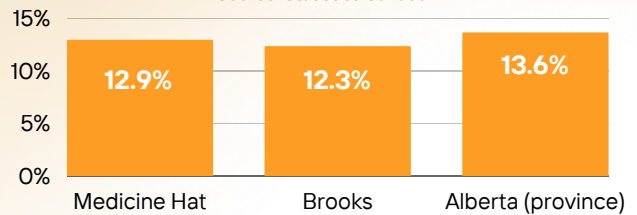
6.3%

of Albertans were living in severe food insecurity in 2021 (+1.2% from 2020).

Source: Statistics Canada

Low-income Households

Source: Statistics Canada



Low-income cut-offs (LICO) are income thresholds below which a family will devote a larger share of its income on the necessities of food, shelter, and clothing than the average family.

The year 2021 saw a significant surge in low-income households in Medicine Hat, with 9,870 families (12.9%) facing financial difficulties. This is the highest figure since 2003. Brooks followed closely with 2,360 families (12.3%). Among these families, lone-parent households with at least one child accounted for the largest proportion of families living in low-income.



About **1 in 3** lone-parent households in Medicine Hat and Brooks were living in low-income, 2021.

Source: Statistics Canada

Living with a low-income can be a major stressor and make it difficult to afford basic necessities such as rent, transportation, and food.

“ Food provision needs to improve for compromised people in the area. Ways to use fresh produce, or apply pressure for food-wasting policies to be changed.

-Special Areas Resident

▶ “There are adequate opportunities to buy locally produced food year-round in my community.”

70%
Strongly agree or agree

“Medicine Hat (and area) has a rich and productive agriculture sector that contributes greatly to our regions’ social, environmental, and economic development. We are well-positioned to add agri-food processing as part of our value-add proposition to feed a hungry world.”

-Nichole Neubauer with the Agricultural Discover Centre.

“ I love the access to greenhouse produce and the low cost.

-Medicine Hat Resident



What Issue Will You Take On?

With Thanks

Our heartfelt appreciation goes out to all of the individuals and organizations who helped create our report. We extend our thanks to those who provided data, took part in our survey, and our sponsors whose generosity made the report's production possible.

To learn how you can contribute to our vibrant community, please contact the Community Foundation of Southeastern Alberta.

104, 430 – 6 Avenue SE, Medicine Hat, Alberta, T1A 2S8
403-527-9038 | www.cfsea.ca

Sponsors



Vital Signs Project Team

CFSEA Staff

Lauren Friesen, Vital Signs Research & Project Coordinator
Niki Gray, Executive Director

Vital Signs Committee

Amy Richardson	Josh Hudson
Carla Spampinato	Karen Blewett
Chelsey Ehresman	Lance Doll
Frances Barnes	Nikki Kay
Hannah Minor	Tristan Cole
Jennifer Mah	Vanessa Anstey
Jim MacArthur	Yusuf Mohammed

Quiet Money.®

Special thanks to Boylan Imaging Medicine Hat for printing this report.

County of Newell/City of Brooks
JOINT SHARED SERVICES COMMITTEE



DECEMBER 12, 2023

BROOKS FIREHALL – 1:00 P.M.

NOTES

Present:

County of Newell

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

City of Brooks

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

Village of Duchess

Mayor Tony Siedel
Yvonne Cosh, CAO

Town of Bassano

Mayor Irv Morey

Others

Andi Dzilums, Travel Alberta
Roxanne Ross, Farmer's Market
Jaime McIntosh, Brooks Region Tourism
Sandra Stanway, Brooks Bulletin

Village of Rosemary

Mayor Yoko Fujimoto
Sharon Zacharias, CAO

1. CALL TO ORDER

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

2. AGENDA ADDITIONS/DELETIONS

There were no additions/deletions to the agenda.

3. APPROVAL OF AGENDA

MOVED by J. Petrie that the agenda be adopted.

MOTION CARRIED

4. APPROVAL OF PREVIOUS MINUTES

MOVED by K. Christman that the Minutes of the Joint Shared Services Committee Meeting held November 21st, 2023 be adopted.

MOTION CARRIED

5. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the Minutes.

6. BUSINESS

a) Delegations

Travel Alberta – Tourism Destination Zone Project

A. Dzilums spoke about the work that Travel Alberta started around this time last year where they hired consultants to assist them in developing 10 tourism development zones across the province. He then presented information from the Tourism Development Zone Report for the Canadian Badlands as follows:

- What they heard through the Stakeholder Engagement;
- Supply and Demand Analysis;
- Strengths, Challenges and Opportunities; and,
- The Next Steps – Implementing the Strategic Initiatives.

There was discussion on the following items:

- How other municipalities fund their destination marketing organizations;
- The Provincial Grant Program, of up to \$500,000 in funding, to help spur investment;
- Attracting more people to visit Lake Newell;
- Need for Provincial funding to help the Brooks Region Tourism grow;
- Activities that are most sought out in the Canadian Badlands; and,
- The huge opportunity to expand campsites at the Tillebrook Campground, and if there has been any discussion on this at the Provincial level. A. Dzilums advised that he would bring this back to his team.

M. Idriss thanked A. Dzilums for his presentation.

Brooks Region Tourism Update

J. McIntosh provided an update on Brooks Region Tourism:

- Partnered with Travel Drumheller to do a video that will show visitors what they can do when driving from Drumheller to Brooks or vice-a-versa;
- Summer/Fall digital marketing program;
- Rural rodeo campaign;
- Did a refresh of their main campaign with the slogans related to Badlands, great adventures (i.e. Badlands has great water skiing – locals water skiing at Lake Newell);
- Fun educational campaign around Dinosaur Provincial Park;
- Online blog and social media campaign;
- Working on agritourism;
- Working with other regions to create maps and self-drive itineraries that allow for multiple stops in multiple regions;

- Developing a cluster to participate in Open Farm Days;
- Lack of unique accommodation options in the area, and that they want to work on this moving forward;
- Involved in the Tourism Development Zone Project, and will continue to take part in the process moving forward;
- Working on a new campaign currently called I Love Local Campaign (customer service training);
- Partnered with the local Museum on a kiosk (visitors can find out what there is to do in the area). For the summer months it will be located in the Museum; in the winter it will be at the CRA;
- Provided an update on the Experience Development Fund; and,
- Best of Brooks Newell Region Survey completed this year.

M. Idriss thanked J. McIntosh for her update.

Farmer's Market 2023 Presentation

The 2023 Farmer's Market Report was provided as a handout to the Committee.

R. Ross provided an overview of the report, which provided information on the operations of the 2023 Farmer's Market:

- Breakdown of the type and number of vendors;
- The number of regular, special and satellite Markets;
- 2023 financials;
- Joint Services promo grant for 2023 and the type of promotions that were done;
- 2024 growth initiatives; and,
- The \$25,000 Community Impact Award from the Community Foundation of Southeastern Alberta; and that 92% of the market food money coupons distributed were used.

M. Idriss thanked R. Ross for her presentation on the 2023 Farmer's Market.

J. McIntosh and A. Dzilums left at 2:10 p.m.

b) **Doctor Recruitment and Retention**

L. Tiffin advised that they started delivering the Christmas gifts to the doctors and nurse practitioners today.

L. Tiffin advised that with regards to the one clinic model, she has reached out to the RhPAP Board member and is waiting to hear back from him.

c) **RhPAP**

The RhPAP Consultant's report is included in the agenda.

d) **Economic Development Report**

M. Iwaasa presented the following items from the report:

- New Grow 2023 – Fall Intake;
- Workforce Development and AAIP;
- NRED Grant Funding;
- Business to Business – Manufacturing and Trade Presentation – December 14;
- State of the Region – January 4;
- IQubed Conference – April 18 & 19; and,
- Seeds of Change – Rural Immigration Conference.

M. Iwaasa advised that Mayor Petrie, Councillor Idriss, and himself met with representatives from the Medicine Hat Chamber of Commerce recently at City Hall about them having a representative here and that it looks positive. M. Idriss advised that representative(s) from the Medicine Hat Chamber of Commerce will be attending the Joint Shared Services Committee meeting in January.

e) **Corporate Business Magazine**

There was no discussion on this item.

7. NEXT MEETING

The next regular meeting will be held on Tuesday, January 9, 2024 at 1:00 p.m. in the Brooks Fire Hall.

8. ADJOURNMENT

MOVED by N. Johnson that the meeting adjourn at 2:24 p.m.

MOTION CARRIED

Signature of Chairman

Signature of Recording Secretary

To: Bassano Town Council,

Bassano Community Enhancement Society is in the planning stages of once again hosting the 12th Annual Bassano's Battle of the Balls.

Tournament will run July 12th, 13th and 14th 2024.

The Enhancement Society will again be taking out a Special Event Liquor License and will provide adequate security, food and volunteers for the event.

There will be Beer Gardens throughout the event if possible, on the Town property located near the North Diamonds.

There are no changes in tournament layout or activity. We would like to have Council's permission to host this tournament again and operate the Beer Gardens.

We will also obtain permission from Grasslands again for use of the Bud's Diamond and Beach Volleyball court.

Should you have any questions or require clarification on anything, please let me know!

Sincerely,

A handwritten signature in black ink that reads "Jen Huard". The signature is written in a cursive, slightly slanted style.

Jen Huard, Vice Chair of the Bassano Enhancement Society



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR113125

December 15, 2023

Dear Chief Elected Officials:

The Alberta government recognizes local infrastructure is critical to Albertans and to supporting the province's economy, and we are committed to providing predictable, long-term infrastructure funding for all communities. As part of this commitment, I am pleased to announce the launch of the Local Government Fiscal Framework (LGFF) program, which will enable municipalities and Metis Settlements to build infrastructure and serve their communities more effectively.

With LGFF capital funding starting at \$722 million in 2024, the LGFF strikes a fair balance between predictable funding for communities and fiscal responsibility for government. To ensure no community experiences a year-over-year decrease from capital funding allocated under the Municipal Sustainability Initiative (MSI) in 2023, top-up funding will be available for affected communities as part of the transition to the LGFF in 2024. In addition to the legislated LGFF capital funding, based on *Budget 2023* targets and subject to Budget 2024 approval, local governments will have access to \$60 million in LGFF operating funding.

LGFF capital funding in future years will reflect the percentage change in provincial revenues from three years prior. This means in 2025, Alberta communities will receive \$820 million, an increase of nearly 14 per cent, in accordance with growth in provincial revenues between 2021/22 and 2022/23.

For local governments other than Calgary and Edmonton, the LGFF includes a new allocation formula that is substantially different than the one used under the MSI. While the new allocation formula has a greater focus on communities with limited local assessment bases, the formula was chosen to balance the needs of all types of communities – small and large, rural and urban – over the long term. In keeping with our commitment for predictable funding, 2024 and 2025 LGFF capital allocations for all local governments are now available on the program website (www.alberta.ca/local-government-fiscal-framework-capital-funding), to help you plan for the use of this funding. The website also includes a description of the new funding formula.

Last year, we heard through the online survey on the program design that local governments were highly satisfied with how the MSI has been administered. I am pleased to confirm the delivery of the new program will be largely similar to the MSI. While there are some changes to the LGFF capital component when compared to the MSI, we feel strongly these changes will improve the program for local governments and Alberta taxpayers alike. Additional information on the program design will be provided in an email to chief administrative officers, which they should receive shortly.

.../2

In addition, estimated 2024 LGFF operating allocations, subject to approval in Budget 2024, are available on the program website (www.alberta.ca/local-government-fiscal-framework-operating-funding). The allocations will not change from what local governments received in 2023. LGFF operating guidelines will be available in 2024.

I am grateful for your council's work and the work of Alberta Municipalities, Rural Municipalities of Alberta, and the Metis Settlements General Council to help develop the LGFF program and allocation formula. I look forward to working with you to ensure your local infrastructure and operating needs continue to be supported as we grow and strengthen Alberta's economy.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver". The signature is written in a cursive, flowing style.

Ric McIver
Minister

cc: Chief Administrative Officers

Slope adaptive development

Planning and design considerations for land development in hillside areas.

Slope is an important physical constraint to land development that warrants thoughtful consideration throughout the various stages of the municipal planning process. Initially canvassed at a high level, this constraint is subsequently investigated through site-specific geotechnical investigation. Where the subject land is determined to be suitable for the intended use, slope becomes a chief factor driving the design of subdivision and site. The constraint thus becomes an opportunity to develop land slope adaptively—in harmony with the land and with an intent to improve the quality of the physical environment.

Image credit: Bent René Synnevåg (Rock House, Carraig Ridge)



Overview

Throughout history and across the globe, hillside areas have been popular locales for human settlement. Development in hillside areas should be “slope adaptive,” meaning undertaken with an intent to safeguard against the risk of slope failure, retain high-value environmental features of the site, and contribute aesthetic quality to the area. This periodical will canvass the elements to consider when planning and developing land in “hillside areas,” a term which is employed broadly to encompass all types of slopes across the southern Alberta landscape—from the vertical terrain of the Canadian Rockies to the coulee-dominated landforms of the Northern Great Plains.

Slope mechanics

Slope is the ratio of vertical change (“rise”) to horizontal change (“run”) between two points on an inclined surface. In land use planning and related fields, it is most often expressed as a percentage rather than in degrees. The term is most frequently used in reference to natural inclines, whereas “grade” is used to describe the incline of roads, graded lots and other finished surfaces. “Gradient” is used interchangeably with both terms. Slope and grade also have colloquial meanings in planning: slope can mean hillside (i.e. slope stability), while grade can mean ground (i.e. direct access from grade).

The gradient of land is generally a determinant of slope stability. Other factors include groundwater conditions, and the load-bearing capacity and shear strength of the underlying geomaterials (soil and rock). Climate is also relevant: frost impacts soil conditions, and wind and rain are powerful natural agents that impact erosion. The relationship between slope and climate is reciprocal (“climate” actually derives from the Greek word for slope).

Various classifications exist for slope failure, but “mass wasting” is an all-encompassing term referring to any sudden or gradual collapse of the geomaterials. In the Rocky Mountains, mass wasting manifests primarily as rock avalanches or landslides concentrated along major faults. Slopes in the Foothills tend to be more stable since their underlying rocks have not been weakened by shear stress to the extent of those in the Rockies. In the river and stream valleys further east, rotational slumping can be a concern due to the erosion of valley banks underlain by weak substrata. The prevalence of country residential development near such valleys makes this last type of mass wasting especially relevant. In particular, the bank can become destabilised where the load-bearing capacity is exceeded, or where land disturbance undercuts the slope, steepens the bank, alters natural drainage patterns or destroys vegetation.

Macro-planning for sloped land

Where unstable slopes are developed, persons and property are put at risk.

“No house should ever be on a hill or on anything. It should be of the hill. Belonging to it. Hill and house should live together each the happier for the other.”

- Frank Lloyd Wright

Slope percentage categories:

0–0.5	level
0.5–2	nearly level
2–5	very gentle slopes
5–9	gentle slopes
9–15	moderate slopes
15–30	strong slopes
30–45	very strong slopes
45–70	steep slopes
70–100	very steep slopes
> 100	extreme slopes

Source:

Lagro, James A. Jr. 2001. *Site Analysis: Linking Program and Concept in Land Planning and Design*. New York: John Wiley & Sons, Inc.



Bank regression at Lake McGregor, Vulcan County

Along portions of the north and east shorelines of Lake McGregor in Vulcan County advanced bank regression has and continues to take place. Severe wave erosion due to high winds, fluctuating reservoir levels, and geotechnical instability is the mechanism that has caused the gently sloping shoreline lands to recede significantly (upwards of 200 m in some areas).

In recognition of the encroachment onto private property in shoreline communities and other concerns related to this occurrence, Alberta Environment commissioned an erosion study (Golder & Associates, 2014). Erosion projections within the document along with desired capital improvement projects (eg. bank armouring) assist in the review of subdivision proposals. Geotechnical reports supporting subdivision applications are to address recommended shoreline setbacks in addition to minimum setbacks to the reservoir in the County's Land Use Bylaw, as well as the recommendations in the provincial Reservoir Lands Guideline document.

Slope is therefore an important consideration for developing and maintaining safe and viable communities. Municipal planning is chiefly concerned with slopes under 35%. Beyond that threshold, technical feasibility, project economics and environmental integrity are easily frustrated.

An initial consideration of sloped lands may occur in the municipal development plan. In southern Alberta, this high-level analysis has been facilitated by the field surveys undertaken in association with a series of reports titled "Environmentally Significant Areas in the Oldman River Region." Slope-related policy within a municipal development plan will spotlight areas of unstable slope potential for further study. Because the usability of land is diminished where slopes are significant, policy should preclude the dedication of such land as municipal reserve. Conversely, sloped areas make excellent candidates for dedication as environmental reserve (more on this later). More detailed analysis can occur at the area structure plan level as part of a topographical analysis that takes into account development capacity, density, layout and servicing. Planning policy concerning slope may also exist outside of a statutory plan, as in the "Town of Canmore Guidelines for Subdivision and Development in Mountainous Terrain." In that document, an additional level of review is triggered for applications on land containing slopes of 15% or greater over a minimum horizontal distance of 15 m.

The land use bylaw offers various avenues to regulate the use and development of sloped land. Where the natural features are such that development would trigger a significant risk to persons and property, development should be prohibited altogether. Slope hazard areas may be redesignated to an open space district, where uses not qualifying as low-impact, passive recreation are prohibited. Where the land is redesignated for public use, s. 644 of the MGA compels the municipality to take steps to acquire the land within 6 months. Slope-specific development standards can be provided in an overlay district or in a separate schedule.

Many land use bylaws have incorporated the setbacks espoused in the "Interim Guidelines for the Subdivision of Land Adjacent to Steep Valley Banks," a Government of Alberta publication from the 1990s. These were intended to be subdivision standards (i.e. lot boundary setbacks applied through the subdivision process) but in some land use bylaws they are prescribed as development setbacks. The guidelines define "valley bank" as the area where slope exceeds 15%; "toe of slope" as the line of transition between a valley bank and the adjacent river terrace; and "valley crest" as the line of transition between a valley bank and the adjacent upland area. From the toe of slope, the recommended setback is 6 m or half the height of the valley bank, whichever is greater. Recommended setbacks from the valley crest vary from one to two times the height of the valley bank depending on the land gradient, the extent of existing surface disturbance, the anticipated surface disturbance associated with the intended use, and any visual signs of bank instability. Importantly, the guidelines are specific to river and stream valleys east of the mountains, and are not applicable to geographic contexts where rock landslides are the predominant type of mass wasting.

Site-specific investigation of slope

A site-specific study of slope is usually undertaken as part of a subdivision application, though it may occur at the land use redesignation or development permit stage. Within land use bylaws in southern Alberta, “geotechnical investigation” and “slope stability assessment” are two terms commonly used to describe this detailed study. Some bylaws use the terms interchangeably, yet clay-heavy soils and other challenging conditions that warrant geotechnical investigation can also exist on flat land. A more common method is to frame the assessment of slope stability as a component of a geotechnical investigation. A third option is to separate the two processes—step 1 being a preliminary geotechnical investigation and step 2, if necessary, being a slope stability assessment. This latter procedure is analogous to the tiers of environmental site assessment, where the requirement for subsequent levels of assessment is contingent on the findings at level 1. Requirements vary from municipality to municipality, but a detailed assessment of slope stability is typically only required where slopes exceed 15%, where a relaxation of the setback from the toe or crest of a valley is proposed, or where the Subdivision Authority is presented with evidence that an undue risk of slope failure exists.

A geotechnical investigation is conducted by an accredited engineer or geoscientist. Its principal aims are to acquire knowledge of subsurface conditions, and predict how the geomaterials will behave in response to the structural loads associated with the proposed use. It begins with the review of existing maps and reports, followed by a visual survey to document physiographic features of interest: rock outcrops, vegetation communities, natural drainage patterns, areas of groundwater discharge, signs of erosion, etc. The on-site component includes drilling exploratory boreholes, sampling the soils, and measuring in-situ ground movements and underground water pressure. In the single-lot context where the intended use involves a limited number of permanent structures, a landowner can expect to pay somewhere in the neighbourhood of \$6,000 to have a geotechnical investigation undertaken. Larger parcels intended for multi-lot subdivision warrant more extensive field drilling programs, which can cost upwards of \$25,000.

The outcome of a geotechnical investigation is a report stating the impacts of subsurface conditions on the suitability of the subject land for the intended use. Where only a portion of the subject land has stable slopes, its areal extent will be mapped. Also included in the geotechnical report are select design recommendations for grading, retaining walls, foundations, weeping tile and frost protection. In Calgary, areas identified as unstable are flagged as undevelopable in a restrictive covenant entered into between the landowner and the city. Attached to the restrictive covenant is a plan of survey on which the developable and undevelopable areas are demarcated by a line of stability. The covenant is then registered against the titles of all affected properties by way of caveat pursuant to s. 651(1) of the MGA. The city imposes registration of the covenant as a condition of subdivision approval.

The popularity of 15% as a threshold for requiring a geotechnical investigation likely derives from the Environmental Reference Manual for the Review of Subdivisions in Alberta. Within this document, the “suitable development area” of a residential parcel is restricted to areas with slopes of 15% or less. The provincial “Land Use Policies” state that municipalities should refer to the Environmental Reference Manual when evaluating land use, subdivision and development in areas prone to mass wasting.

In engineering, geotechnical investigation primarily deals with subsurface conditions as they relate to supporting structural loads. From a planning perspective, a broader consideration of subsurface characteristics in the context of unserviced land will include the suitability for any proposed on-site sewage disposal system.

The process for determining septic suitability is articulated in the Alberta Private Sewage Systems Standard of Practice 2021, wherein it is referred to as a “site evaluation.” Where a municipality adopts a broad, all-inclusive definition for geotechnical investigation, the component focused on soil-based wastewater treatment should include the opinion of a certified Private Sewage Treatment System (PSTS) installer. The Model Process for Subdivision Approval and Private Sewage recommends considering the opinion of a PSTS Installer in any site evaluation, even those involving more detailed and complex levels of assessment where the expertise of a registered engineering professional is also required.

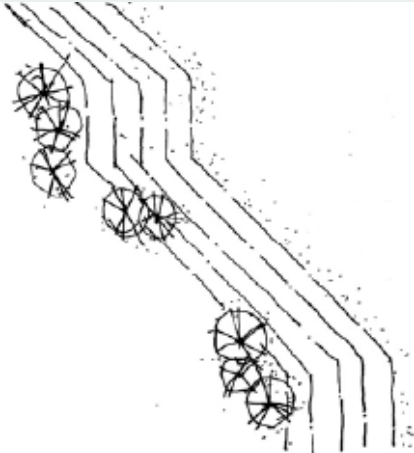
The legislative context for suitability

Emphasis on slope stability in determining the suitability of land for a particular use is embedded into the MGA. In particular, s. 654(1)(a) prohibits a Subdivision Authority from approving an application unless it is of the opinion—based on a legitimate planning reason—that the subject land is suitable for the intended purpose of the proposed subdivision. The slope-related factors that a Subdivision Authority must consider when determining suitability are specified in s. 9 of the *Matters Related to Subdivision and Development Regulation*.

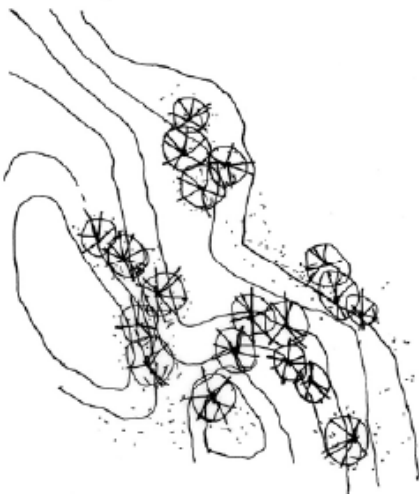
Issues related to suitability are often the subject of subdivision and development appeals. In *Hall v Clearwater County (Subdivision Authority)*, 2023 ABLPRT 558, the provincial Land and Property Rights Tribunal (LPRT) heard an appeal of two conditions that were imposed on an approval involving the subdivision of 3.6 acres for residential use as a first parcel out from 159 acres of agricultural land. One of the conditions being appealed was the requirement for a geotechnical report demonstrating the availability of a suitable development area, which the appellant argued was unnecessary because the proposed parcel contained abundant flat and gently sloping areas. The LPRT disagreed and revoked the subdivision approval, arguing that the sloped nature of the land warranted the submission of evidence establishing a suitable development area as part of the subdivision application. Had the decision not been overturned, and the subject land were to experience slope failure at some future date, the existing body of case law suggests that the municipality would assume at least some amount of liability due to a lack of reasonable care by its Subdivision Authority.

Subdivision design

Where subdivision approval in a hillside area is contemplated, the layout should be guided first and foremost by the existing topographical blueprint. In practical terms, this means the Subdivision Authority will require any land it believes to be unstable to be dedicated as environmental reserve (or made subject to an environmental reserve easement). Where environmental reserve is taken in respect of land that abuts the bed and shore of a water body, the strip of land must be at least 6 m wide. This statutory minimum is perhaps appropriate in the context of water bodies with relatively benign banks, but where banks are steeper its capacity to protect persons and property is questionable. A more sensible formula for calculating environmental reserve in the river and stream valley context will vary the width of land based on the height of the valley bank. This is the approach endorsed in the “Interim Guidelines for the Subdivision of Land Adjacent to Steep Valley Banks,” as well as in the “Sustainable Resource Development Standard Recommendations to Municipal Subdivision Referrals.” The latter provincial policy document suggests a more conservative width for environmental reserve equalling three times the height of the valley bank.



Compared to the rigid earthwork geometry depicted above, the curvilinear contours in the sketch below illustrate site grading that is sensitive to the existing terrain. These contextual finished slopes become the canvas for slope adaptive development.



Source:

City of Calgary Slope Adaptive Development Policy and Guidelines

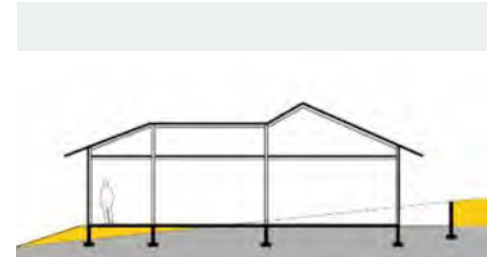
Upon deducting the undevelopable land as environmental reserve, and likewise satisfying the municipal reserve land requirements, roads are the next major factor driving the subdivision design. Roads should be laid out in curvilinear routes that parallel the existing contours, and moreover it may be practical to allow the minimum dimensional standards, which typically exist outside the land use bylaw in a policy manual, to be relaxed. This may include allowing an increased maximum road grade over short, straight stretches, or a reduced minimum road width to avoid large volumes of cut and fill. Similar allowances may be made for cul-de-sac radii, or these might even be eliminated altogether in favor of hammerhead road-end configurations. As the vast majority of hillside subdivisions will be located in the wildland-urban interface, it is critical to ensure that functional emergency access is not compromised where reduced or different dimensional standards for roads are contemplated. A secondary physical access to a hillside subdivision is also advisable, despite the increased land disturbance.

Grading of the lots should similarly aim for cuts and fills that complement the existing terrain. This helps preserve the natural drainage patterns, which is important since even minor terrain modifications can have major impacts on the flow of storm water—and in turn the effects of erosion. Naturally, runoff should be directed away from unstable slopes. Furthermore, in the multi-lot context, back-to-front drainage is preferred to side-to-side drainage, especially where lots are narrow.

Where a subdivision is designed with slope adaptive principles, one strategy a municipality can utilize to ensure this spirit is likewise embodied at the development stage is to prescribe, on each lot, a buildable envelope for the principal building and driveway. This can be achieved by registering a restrictive covenant against the title to each lot. When implemented in conjunction with land use bylaw standards for maximum building height, a view corridor can be secured for each future residence. Other elements canvassed above, as well as the unique aesthetic considerations for buildings in a hillside area, can be regulated at the development stage through the land use bylaw. For example, in the Municipality of Crowsnest Pass, a development permit application may be deemed incomplete if it fails to incorporate slope adaptive building and site design principles.

Concluding remarks

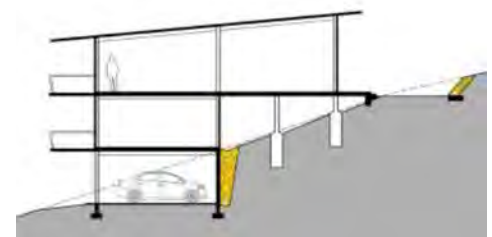
Landforms in southern Alberta have diverse bedrock geology, and for the most part have been sculpted by alpine or continental glaciers, or by both. Slope is thus a pervasive feature of the land throughout the region; one with various planning implications depending on the context. This physical constraint deserves high-level consideration, and subsequently site-specific investigation to learn how the geotechnical characteristics of the land impact its suitability. Where the findings of this (and other) due diligence supports a determination of suitability, slope should be a major influence on how the land is developed. By planning with, rather than against, the slope, an opportunity is revealed to develop adaptive built forms that complement the dramatic character of the southern Alberta landscape.



A single slab on grade is a viable building foundation option for slopes up to 7%.



Where slabs are used on slopes between 7% and 20%, they should step down the hillside.



Slopes between 20% and 33% warrant a stepped foundation (eg. stepped pier & beam, with potential for slab on lower level).

Source: Building on sloping sites (City of Gold Coast, Australia)

For more information on this topic contact admin@orrsc.com or visit our website at orrsc.com.

This document is protected by Copyright and Trademark and may not be reproduced or modified in any manner, or for any purpose, except by written permission of the Oldman River Regional Services Commission.

ORRSC
3105 16 Ave N
Lethbridge AB T1H 5E8

phone: 403.329.1344
toll-free: 844.279.8760
e-mail: admin@orrsc.com



orrsc.com



Town of Bassano 2022 Franchise Presentation

Cody Webster
Stakeholder Relations Manager

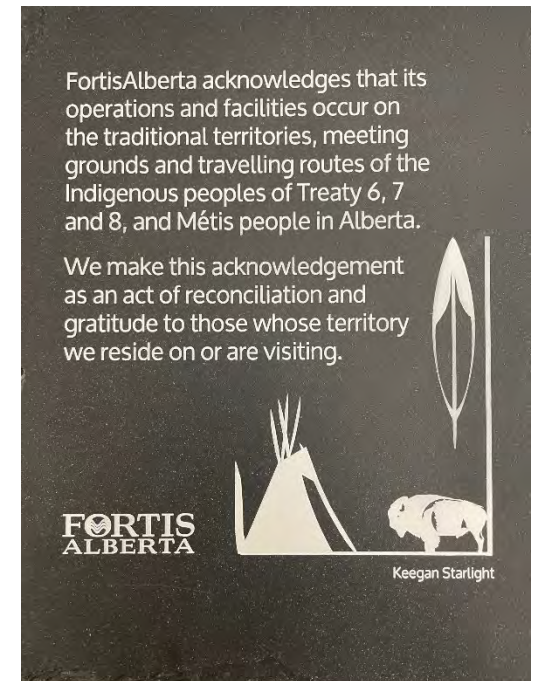
FORTIS
ALBERTA

Acknowledgement of Traditional Land

FortisAlberta acknowledges that its operations and facilities occur on the traditional territories, meeting grounds and travelling routes of the Indigenous Peoples of Treaty 6, 7 and 8, and Métis people in Alberta.

We make this acknowledgement as an act of reconciliation and gratitude to those whose territory we reside on or are visiting.

[FortisAlberta's Indigenous Commitment Statement](#)





FortisAlberta at a Glance

583,500+

customers (residential, farm and industrial sites)

128,000 km+

of power lines

1 million+
power poles

60% of Alberta's electric
distribution network

17,000 GWh
of electricity delivered per year

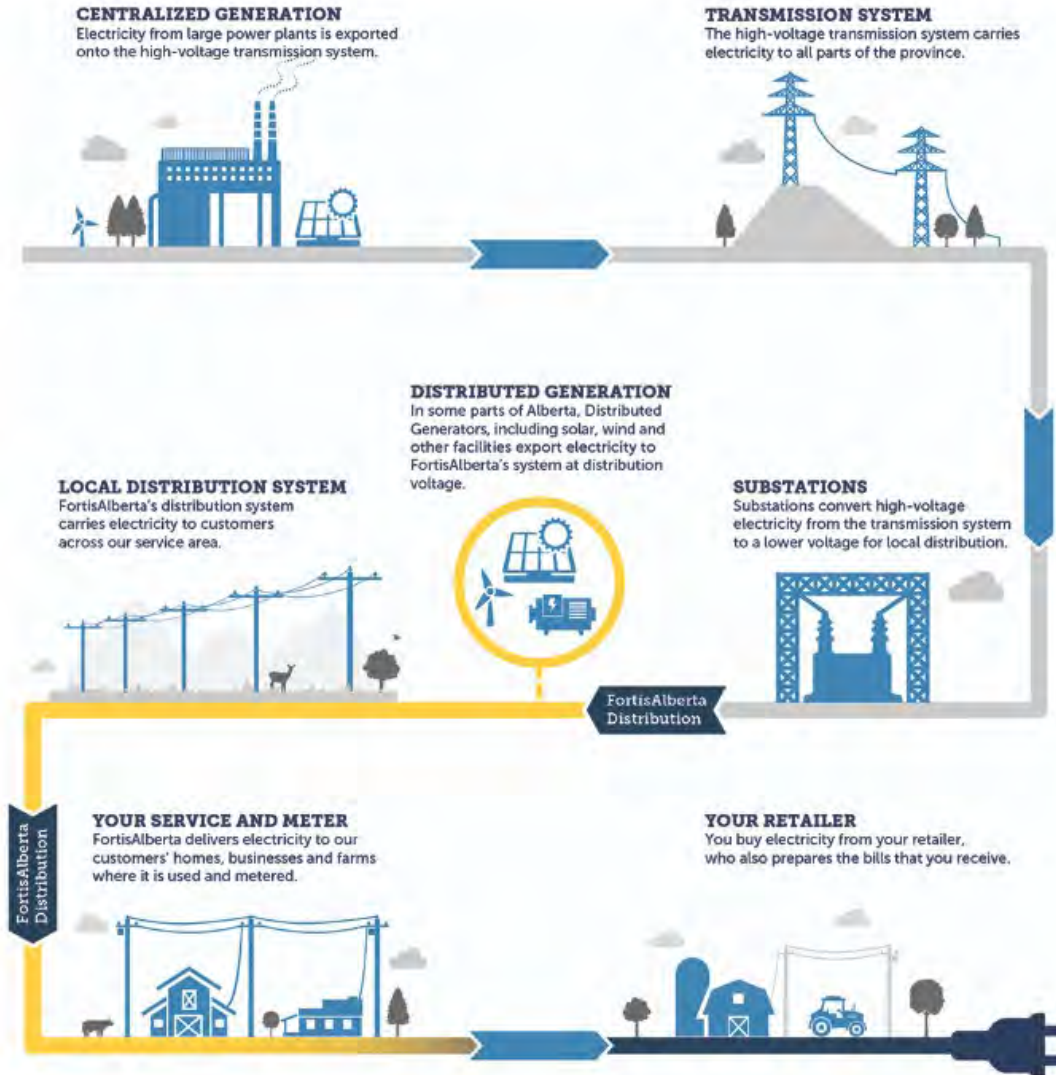
15% of electricity delivered each year is generated
by renewable sources connected to our system

240 number of communities
we operate in

1200+
Albertans employed

**FORTIS
ALBERTA**

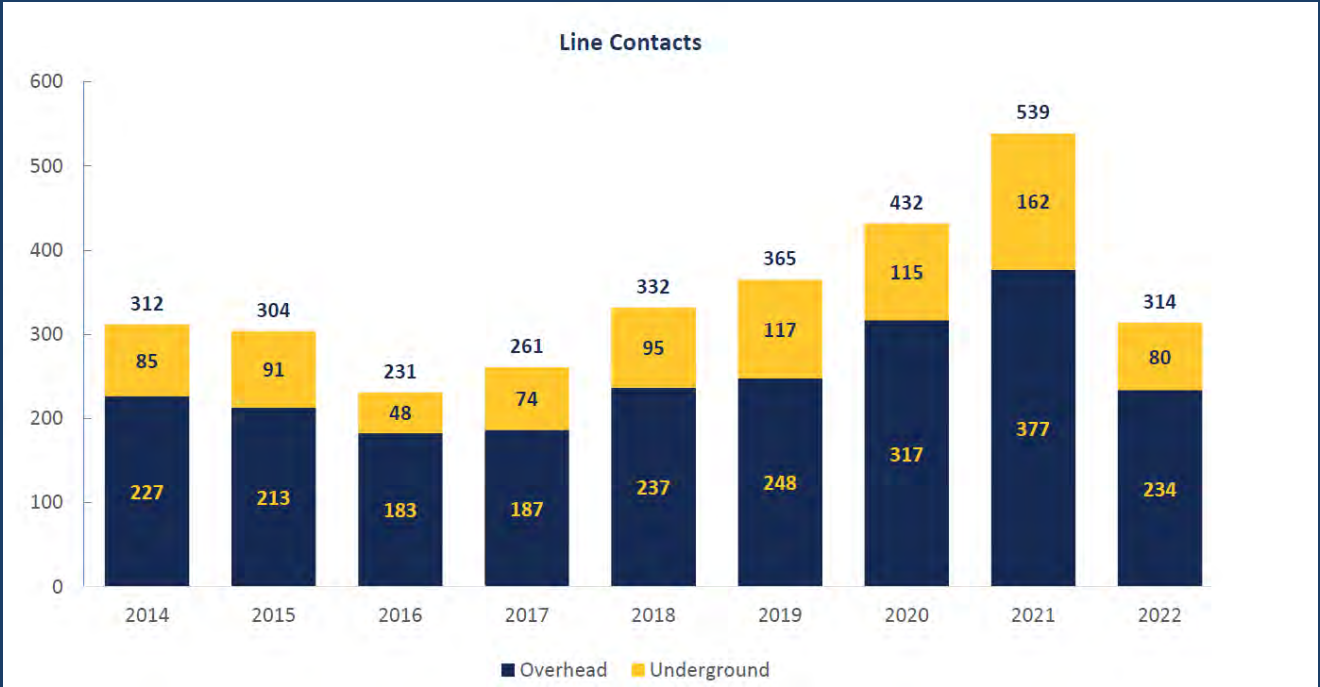
Alberta's Electricity System



Electrical Safety



#clickbeforeyoudig



Reliability Results

YEAR	SAIDI	SAIFI
2022	1.64	1.11
2021	5.25	5.15
2020	0.96	2.06

These major event outages have occurred within your Municipality over the last 3 years.

$$\text{SAIDI (System Average Interruption Duration Index)} = \frac{\text{Total Customer-Hours of Interruption}}{\text{Total Customers Served}}$$

$$\text{SAIFI (System Average Interruption Frequency Index)} = \frac{\text{Total Customer Interruptions}}{\text{Total Customers Served}}$$

	2020		2021		2022	
	SAIDI	SAIFI	SAIDI	SAIFI	SAIDI	SAIFI
FortisAlberta Average	1.82	1.20	2.42	1.42	1.70	1.08
Canadian Average	5.49	2.44	4.50	2.28	8.33	2.63

The Canadian and FortisAlberta Inc. Averages exclude significant events (i.e., hurricanes, floods, ice storms etc.)



Outage Detail

Cause	Outage Date ▲	Customer Hours	Customer Interruptions
Adverse Weather	4/27/2019	1830	716
	4/27/2019	216	716
	4/28/2019	152	716
	6/15/2022	1072	704
Equipment Failure	12/17/2021	906	707
Foreign Interference	10/5/2020	515	705
Lightning	6/5/2021	2175	706
Loss of Supply	6/7/2020	126	709
	2/21/2021	165	708
	6/3/2021	365	706
Tree Contacts	9/30/2019	866	711



We're available 24/7 during power outages and emergencies.



CALL NOW

- OUTAGE MAP**

View and report power outages within the FortisAlberta service territory.
- STREETLIGHT MAP**

Locate streetlights, request repairs, and check the repair status.
- MY ACCOUNT**

View site and project status information and review your electricity consumption.
- CHECK PROJECT STATUS**

Check the status of your new or upgraded service.
- ABOUT US**

Connect with us online and learn more about the company.

Streetlights

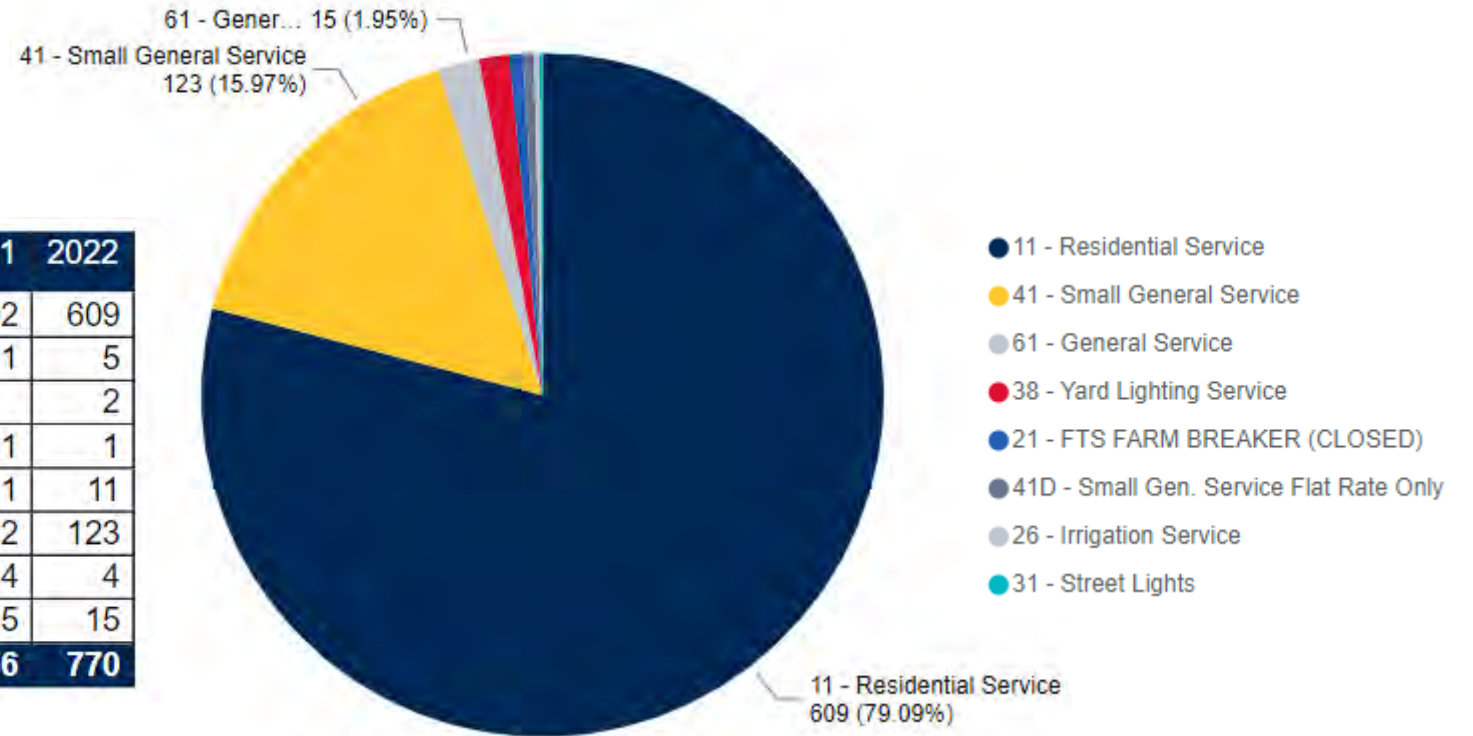
Rate Code	Description	Site ID	Quantity
3114	100 HPS CONNECT/UNMTRD INVEST	0040001225403	1
3873	100 HPS CONNECT/UNMTRD YARDLIT	0040248589113	2
3873	100 HPS CONNECT/UNMTRD YARDLIT	0040256602115	1
3180	100 LED EQ CONNECT/UNMTRD INVE	0040001225403	10
3182	150 LED EQ CONNECT/UNMTRD INVE	0040001225403	9
3190	2-4W LED-EQ CONNECT/UNMTRD INV	0040001225403	3
3186	250 LED EQ CONNECT/UNMTRD INVE	0040001225403	47
3174	70 LED EQ CONNECT/UNMTRD YARDL	0040001225403	129
Total			202

This inventory is as of December 31, 2022

Total Number of Reported Streetlight Outages from January 1 – December 31, 2022		
Total # of Streetlight Repairs Reported	Total # of Streetlight Repairs Met SLA	Total # of Streetlight Repairs Missed SLA
3	3	0

Site Count with Consumption

Site Count	2020	2021	2022
11 - Residential Service	602	602	609
21 - FTS FARM BREAKER (CLOSED)	1	1	5
26 - Irrigation Service			2
31 - Street Lights	1	1	1
38 - Yard Lighting Service	11	11	11
41 - Small General Service	125	122	123
41D - Small Gen. Service Flat Rate Only	4	4	4
61 - General Service	16	15	15
Total	760	756	770



Municipal Sites with Consumption

Rate Category	2022 Site Count	2022 Consumption
06 – Irrigation Service	3	27,106
31 – Streetlights	1	48,277
38 – Yard Lighting Service	2	1,545
41 – Small General Service	18	385,641
41D – Small Gen. Service Flat Rate Only	3	6,618
61 – General Service	2	200,044
Total	29	669,231

Franchise Fee & Linear Tax

Franchise Fee	2020	2021	2022
11 - Residential Service	\$58,716	\$62,480	\$64,424
21 - FTS FARM BREAKER (CLOSED)	\$252	\$254	\$250
31 - Street Lights	\$8,686	\$8,911	\$9,287
38 - Yard Lighting Service	\$489	\$478	\$493
41 - Small General Service	\$37,428	\$42,599	\$52,385
41D - Small Gen. Service Flat Rate Only	\$469	\$496	\$482
61 - General Service	\$55,605	\$49,159	\$58,458
Total	\$161,644	\$164,377	\$185,778

Linear Tax	2020	2021	2022
11 - Residential Service	\$5,137	\$5,033	\$5,563
31 - Street Lights	\$751	\$721	\$809
41 - Small General Service	\$3,266	\$3,441	\$4,521
41D - Small Gen. Service Flat Rate Only	\$41	\$40	\$42
61 - General Service	\$4,859	\$3,969	\$5,102
Total	\$14,053	\$13,204	\$16,038

Maintenance Activities

FortisAlberta spent over \$115M in capital maintenance activities in 2022 and has forecasted to spend over \$115M* again for 2023. * this does not include line moves or urgent repairs.

Municipality	Feeder	Detailed Line Patrol	Pole & Ground Replacement	Vegetation Management
Town of Bassano	435S-2253L	2029	2030	2024
	435S-2254L	2029	2030	2024





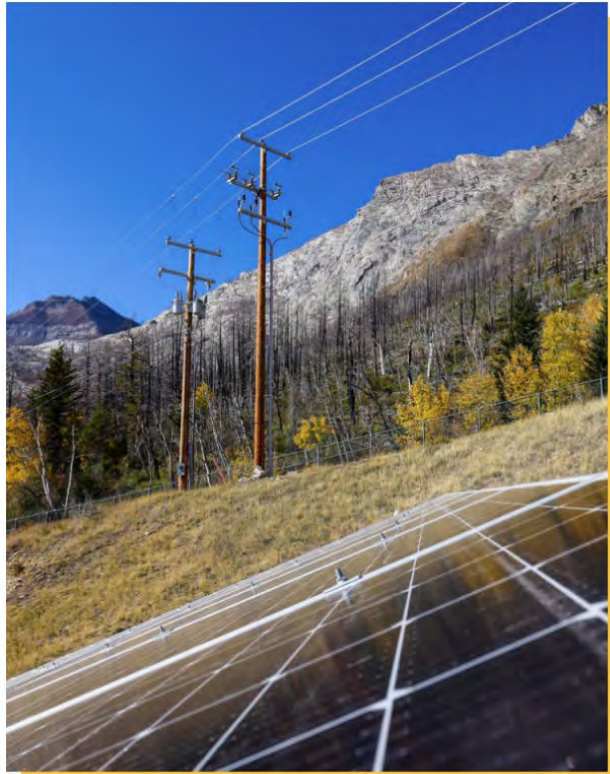
System Planning

Distribution Feeder	435S-2253L
Substation Transformer	25.0 MVA
2032 Estimated Substation Transformer Capacity	7.9 MVA
2032 Estimated Distribution Feeder Capacity	3.3 MVA



For detailed planning capacity information please contact your Stakeholder Relations Manager.

2022 YEAR IN REVIEW



Battery Energy Storage System

The battery energy storage system is a unique reliability solution to meet the needs of the Townsite of Waterton. The battery has a capacity of 5.2 MWh and can supply backup power to customers for up to four hours during peak periods.



Electric Vehicles

Rate 62, the Electric Vehicle Fast Charging Service rate was approved by the Alberta Utilities Commission. For more details, please contact your Stakeholder Relations Manager.

Coaldale Operations Centre

FortisAlberta completed construction of our first zero carbon building, as outlined by the Canada Green Building Council. The design of the building reduces energy consumption and utilizes onsite solar generation.



THANK YOU



Newell Housing Foundation

Minutes

December 5, 2023- 4:00 pm
CITY HALL- HAYES ROOM

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

Staff: S. Loewen

Regrets:

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

1. Additions to/Adoption of Agenda

Moved by Y. Fujimoto to accept the agenda with the addition of 2. h. Cantara Safe House.

CARRIED

2. New Business

a) CAO Report

Items in the CAO report including vacancies and ongoing capital projects were discussed. Vacancies for November 2023 were: Newbrook Lodge 11 – 2 being used as guest suites. Playfair Lodge-1. Dr. Scott Apartments- 0. Pioneer Villas- 3, Community Housing -1, Tilley- 1, Duchess-0 Rosemary-0. Many ongoing capital projects were also discussed.

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

CARRIED

b) Retiring Staff Member

The Newbrook Lodge has a staff member retiring at the end of December. This staff member has been in the dietary department since August 15, 2013. The Newell Housing Foundation's policy 221 Staff Recognition states:

RETIREMENT OF BOARD MEMBERS AND EMPLOYEES

Upon retiring from the Newell Housing Foundation, Board members and all employees will be invited to attend the annual Barbeques of either Newbrook or Playfair Lodge in the following year of their retirement as an appreciation of their years of service.

RETIREMENT OF EMPLOYEE

Further recognition of retiring employees will be approved by the Newell Housing Foundation Board with a maximum gratuity of \$250.00.



Moved by A. Philpott that \$250.00 be given to K. Mack-Anderson, the retiring staff member from Newbrook Lodge.

CARRIED

Moved by A. Skanderup to go in camera at 4:56 pm

CARRIED

Moved by J. Petrie to come out of camera at 5:33 pm

CARRIED

c) Life Lease- Interested Party

Information regarding the interested party in the Life Lease home was brought to the attention of the Board. The CAO is to gather and share more information with the interested party.

d) Life Lease- Tenancy

The current tenant of the Life Lease home was served a 6 month eviction notice as we have received a letter of intent from an interested party in the Life Lease home. A letter from the current tenant was presented to the Board for review and discussion.

Moved by A. Skanderup to follow through with the eviction in accordance with the Rental Agreement and Newell Housing Foundation's policies.

CARRIED

e) Policy Committee

Policy Committee members are K. Steinley, M. Wardrop, A. Skanderup and S. Smith. A meeting of this committee is scheduled for January 4, 2024, at 4:00pm in the Family Dining Room at the Newbrook Lodge.

f) Meals on Wheels 2024 Pricing

The current pricing for Meals on Wheels is \$10.86/ meal. This is up from 2022's cost of \$10.65/meal. The Board discussed the pricing and will keep the pricing the same for 2024.

g) Budget 2024

A draft budget for the Newbrook Lodge, Playfair Lodge and Capital budgets were presented to the Board. A Lodge Rent Rate Review document and pay grid documentation were also presented.

Moved by Y. Fujimoto that the 2024 budget, including a 5% increase to Lodge Rent, 5 % increase to the municipal requisition, and 6% increase to wages be accepted as presented.

CARRIED

h) Cantara Safe House

M. Wardrop provided information to the Board on the Cantara Safe House as well as information on a gap in service delivery in our area for homelessness. M. Wardrop will continue to gather information and share with the Board.



a) Bassano Project

a. Rural Development Network- Needs Assessment

The Rural Development Network prepared a smaller report detailing the projections for seniors in our area that may need a continuing care home in the future. This final report was presented to the Board as information.

b. Continuing Care Small Homes Capital Grant

After months of work in collaboration with the Town of Bassano, County of Newell, John Brown Architect and the Brenda Strafford Foundation the grant application was submitted on November 30th. We expect a decision in Spring/Summer 2024.

b) Strategic Plan Scorecard

A Strategic Plan scorecard outlining the Foundation's progress towards the goals indicated during strategic planning was presented to the Board as information.

4. Financial Statements

a. Multi Period Financial Statement

Moved by J. Slomp to accept the Financial Statement as presented.

CARRIED

Consent Agenda Items

Moved by J. Petrie that the items listed in the Consent Agenda by accepted for information.

CARRIED

Meeting Date

The next meeting is January 8, 2024, at 4:00 pm in the Hayes Room at City Hall

Adjournment

The meeting was adjourned at 5:36 pm

Board Chair

Board Member

From: [Lisa Dressler](#)
To: fenskem@newellmail.ca; skriverg@newellmail.ca; yokofuji@eidnet.org; amartens@brooks.ca; rosemary.cao@eidnet.org; midriss@brooks.ca; johnsonn@newellmail.ca; jpetrie@brooks.ca; administration@villageofduchess.com; [Irvin Morey](#); [Bassano CAO](#); [Kelly Christman](#); jgoodnough@brooks.ca; tonysteidel@hotmail.com
Cc: [Jenny Wallace](#); [Becky Mae](#)
Subject: EXTERNAL - RE: Meeting follow-up and job posting
Date: Monday, January 15, 2024 8:41:23 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[Petition and Certificate for Dissolution.pdf](#)
[Petitions for Change of Name and Boundaries.pdf](#)
[Certified Resolution for change of name and change of district.pdf](#)
[Brooks-Newell Region Board Nomination Package.pdf](#)

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

Thank you for the opportunity to present to the Joint Shared Service Committee last week.

For interest, I have attached the resolutions that were submitted to Corporations Canada for the dissolution, change of name and change of boundaries.

In addition, the job posting can be located on our website and indeed: <https://chamber.medicinehatchamber.com/jobs/Details/chamber-of-commerce-business-development-coordinator-brooks-newell-region-66683>. Please circulate to anyone you believe would be interested.

I have also attached the Board nomination information to this email, if you know of any good candidates that would be interested.

We did email all the Chamber members in the Brooks-Newell region in December that had an email address from the information that we received from the Brooks Chamber Executive. We also included the job posting and board nomination information in that correspondence. Becky, our Member Relations Manager, has been making phone calls to line up meetings when we are in Brooks over the next few weeks, so if there are key business contacts, community partners or any other important organizations or individuals we should be connecting with, please let us know.

If you have questions, would like us to present to your respective Councils or if need any other information in the meantime, please contact me. Becky will be coming to the region at minimum once every two weeks or once per week, weather and road conditions permitting, until we have someone hired and trained to serve the region.

We will keep you updated with any new information that we have available and when we receive official approval of the changes from Corporations Canada. In the meantime, if you would like more information about the Chamber, the benefits and services offered and if you would like to sign up your respective municipalities for membership, you can find further information here: <https://www.medicinehatchamber.com/membership/>; <https://chamber.medicinehatchamber.com/benefits>; <https://www.medicinehatchamber.com/membership/#membership-opportunities>.

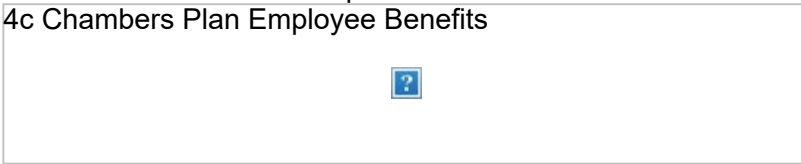
Have a great week and stay warm!
Kind regards,



Lisa Dressler | *Executive Director*
Medicine Hat & District Chamber of Commerce
P 403.527.5214 ext.222
F 403.527.5182



[Subscribe today](#) to receive your weekly business news for free!
Make sure you are taking advantage of these [amazing benefits](#) today!
And check out the #1 Group Insurance Plan for Small Business
4c Chambers Plan Employee Benefits



To His Excellency the Governor General-in-Council

The petition of the Brooks Chamber of Commerce

We declare that:

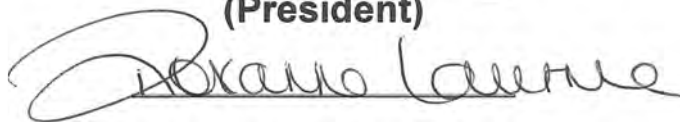
1. The above-named board of trade was registered under the provisions of the *Boards of Trade Act* on the 4 day of November, 1971;
2. The board of trade held a general meeting at Brooks, Alberta on the 17 day of November, 2023 and all members in good standing received notice of it. The members resolved that an application be made to dissolve the board of trade; and
3. All the requirements outlined in the by-laws for the dissolution of the board of trade have been respected.

We respectfully request that Your Excellency dissolves the board of trade.

City of Brooks
in the Province of Alberta
this 17 day of November, 2023.



(President)



(Secretary)

(CORPORATE SEAL)

**This is a certified copy of a resolution approved by the members
of the Brooks Chamber of Commerce**

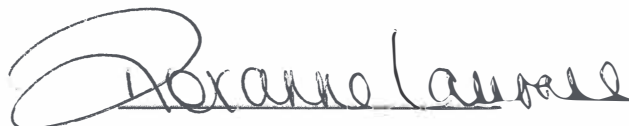
Be it resolved that:

1. The directors of the board of trade are authorized and directed to make an application for dissolution of the board of trade under section 43 of the *Boards of Trade Act* to the Minister of Innovation, Science and Economic Development; and
2. Any one of the officers and directors of the board of trade is authorized to take all such actions, as well as execute and deliver all such documentation that are necessary or desirable for the implementation of this resolution.

The undersigned, being the duly appointed Secretary of the board of trade, certifies that the above is a true and correct copy of the resolution passed by the members of the board of trade who voted in respect of the resolution, and the resolution is in full force and effect, unamended as of the 17 day of November 2023.

City of Brooks
in the Province of Alberta

this 17 day of November, 2023



(Secretary)

(CORPORATE SEAL)



To His Excellency the Governor General-in-Council

The petition of the Medicine Hat & District Chamber of Commerce

We declare that:

1. The above-named board of trade was registered under the provisions of the *Boards of Trade Act* on the 28 day of May, 1900;
2. The board of trade has pursued the objects for which it was registered, and has exercised since the date of its registration the powers and privileges given to it by the *Boards of Trade Act*;
3. The board of trade held a general meeting at Medicine Hat, Alberta on the 30 day of November, 2023 and all members in good standing received notice of it. The members resolved that an application be made to change the name of the board of trade to Southeast Alberta Chamber of Commerce; and
4. The change of name will not conflict in any way with the name of any other board of trade and is not desired for any improper purpose.

We respectfully request that Your Excellency changes the name of the board of trade.

City of Medicine Hat,
in the Province of Alberta
this 30 day of November, 2023.

(CORPORATE SEAL)

(President)

(Secretary)



To His Excellency the Governor General in Council

The petition of the Medicine Hat & District Chamber of Commerce

We declare that:

1. The above-named board of trade was registered under the provisions of the *Boards of Trade Act* on the 28 day of May, 1900;
2. The board of trade has pursued the objects for which it was registered, and has exercised since the date of its registration the powers and privileges given to it by the *Boards of Trade Act*;
3. The board of trade held a general meeting at Medicine Hat, Alberta on the 30 day of November, 2023 and all members in good standing received notice of it. The members resolved that an application be made to change the district of the board of trade to include the municipalities of Brooks, County of Newell, Town of Bassano, Village of Duchess, and Village of Rosemary in addition to the existing municipalities of Medicine Hat, Redcliff and Cypress County.
4. The change of district will not conflict in any way with the district of any other board of trade and is not desired for any improper purpose.

We respectfully request that Your Excellency changes the district of the board of trade.

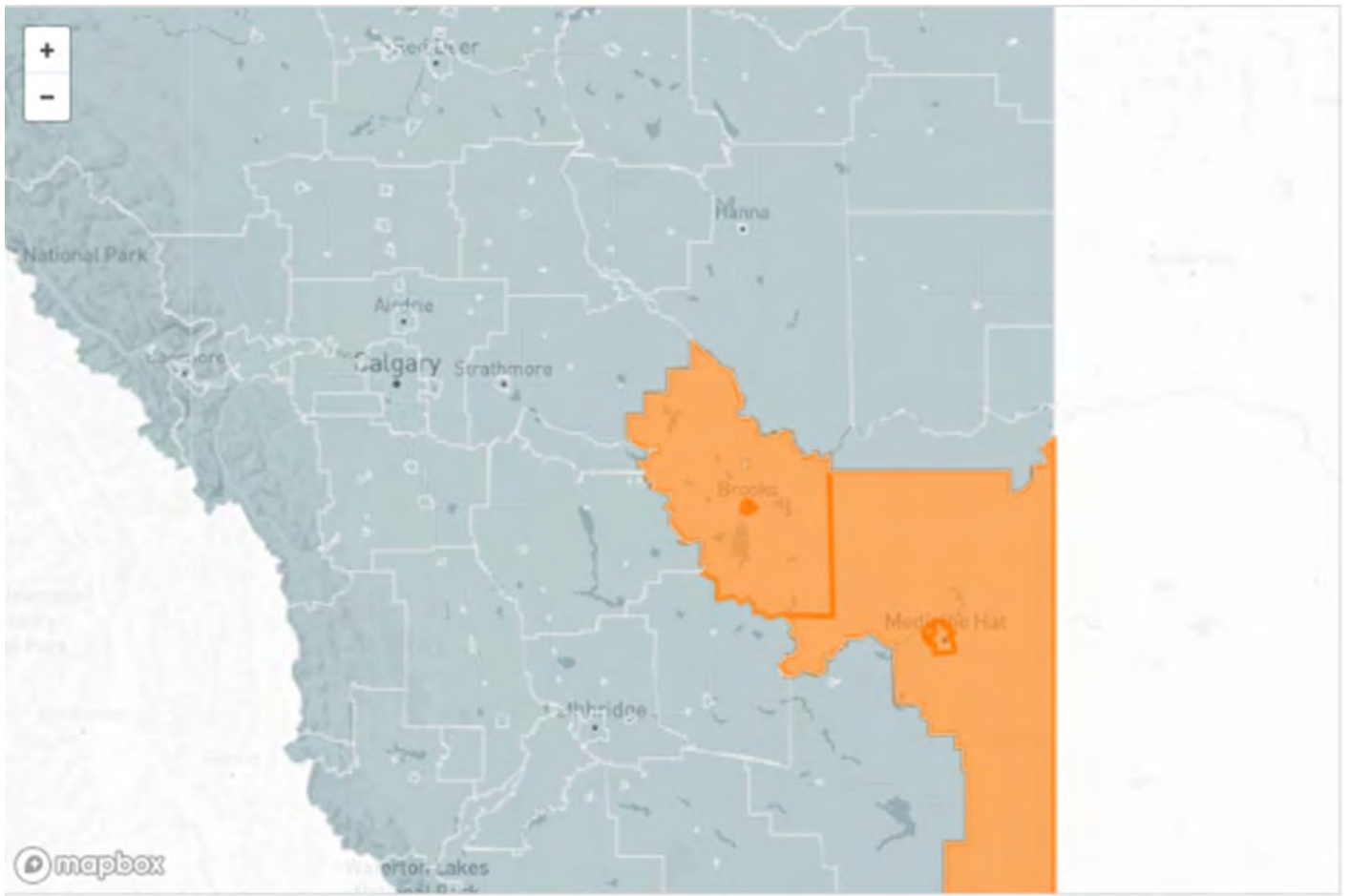
City of Medicine Hat,
in the Province of Alberta
this 30 day of November, 2023.

(CORPORATE SEAL)

(President)

(Secretary)

Appendix A





This is a certified copy of a resolution approved by the members of the Medicine Hat & District Chamber of Commerce

Be it resolved that:

1. The name of the board of trade should be changed to Southeast Alberta Chamber of Commerce
2. The directors of the board of trade are authorized and directed to make an application to change of the name of the board of trade under section 39 of the *Boards of Trade Act* to the Minister of Innovation, Science and Economic Development; and
3. Any one of the officers and directors of the board of trade is authorized to take all such actions, as well as execute and deliver all such documentation that are necessary or desirable for the implementation of this resolution.

The undersigned, being the duly appointed Secretary of the board of trade, certifies that the above is a true and correct copy of the resolution passed by the members of the board of trade who voted in respect of the resolution, and the resolution is in full force and effect, unamended as of the 30 day of November, 2023.

City of Medicine Hat

in the Province of Alberta

this 30 day of November, 2023.

(Secretary)

(CORPORATE SEAL)



This is a certified copy of a resolution approved by the members of the Medicine Hat & District Chamber of Commerce

Be it resolved that:

1. The boundaries of the board of trade should be changed to include the municipalities of Brooks, County of Newell, Town of Bassano, Village of Duchess, and Village of Rosemary in addition to the existing municipalities of Medicine Hat, Redcliff and Cypress County;
2. The map which has been submitted to this meeting and is annexed to the minutes of the meeting as Schedule A, is approved;
3. The directors of the board of trade are authorized and directed to make an application to change of the boundaries of the board of trade under section 4 of the *Boards of Trade Act* to the Minister of Innovation, Science and Economic Development; and
4. Any one of the officers and directors of the board of trade is authorized to take all such actions, as well as execute and deliver all such documentation that are necessary or desirable for the implementation of this resolution.

The undersigned, being the duly appointed Secretary of the board of trade, certifies that the above is a true and correct copy of the resolution passed by the members of the board of trade who voted in respect of the resolution, and the resolution is in full force and effect, unamended as of the 30 day of November, 2023.

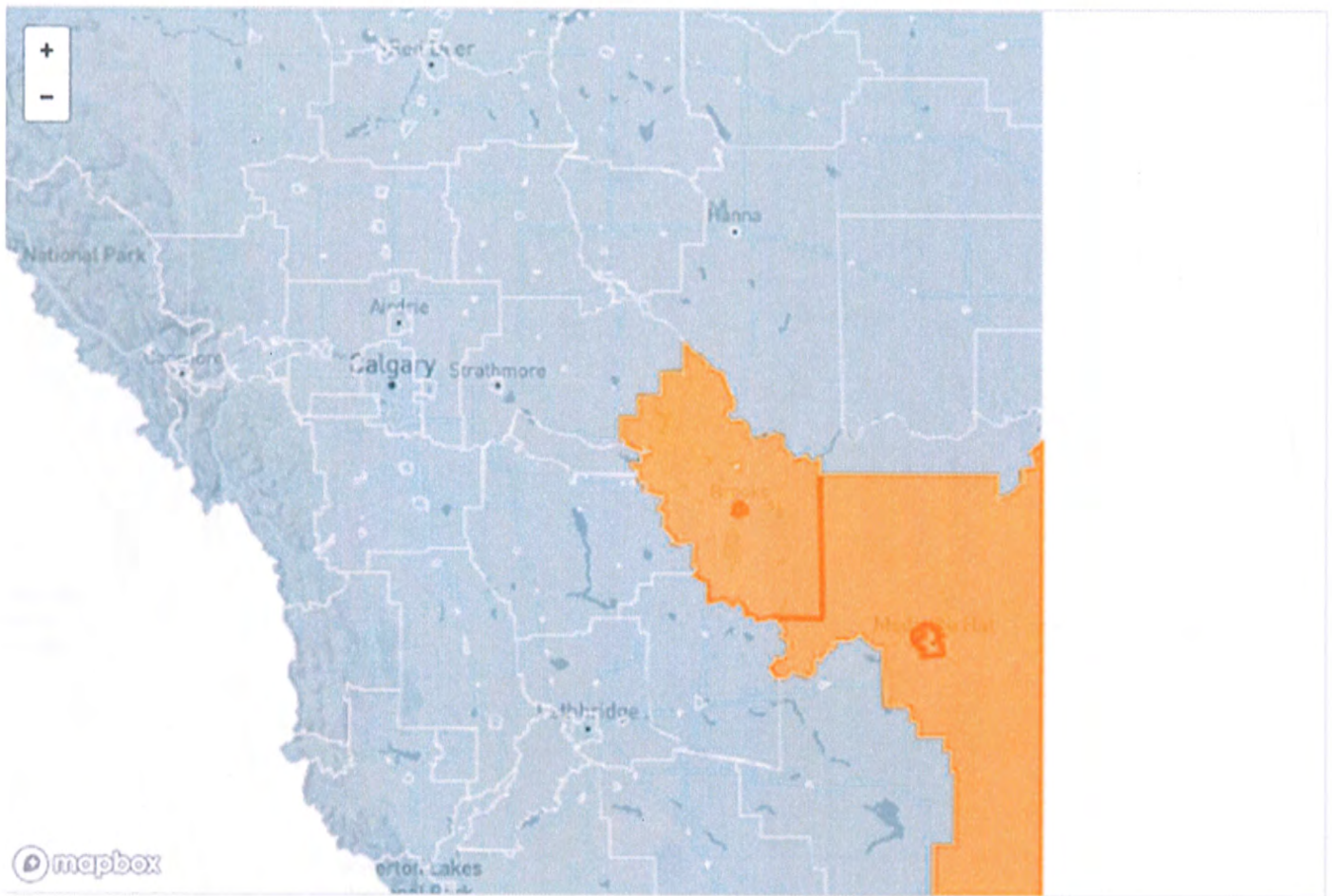
City of Medicine Hat
in the Province of Alberta

this 30 day of November, 2023.

(Secretary)

(CORPORATE SEAL)

Appendix A



CHAMBER OF COMMERCE
BOARD OF DIRECTOR
NOMINATION PACKAGE
2024-2025



the
Chamber

This is your opportunity to help as an essential source of information and solutions to strengthen our community as a catalyst for growth, as we work together to unite businesses, drive leadership and fuel success through our Connections, Support and Influence



BOARD DIRECTOR ELECTION INFORMATION

Bylaws can be viewed online at www.MedicineHatChamber.com under [our publications](#).

Timeline:

1. The completed nomination form, 200 word profile and candidate photo must be received by the Chamber of Commerce office prior to 12:00 PM (noon) on Wednesday, January 31, 2024 to be considered by the Board Leadership Development Committee.
2. Nomination forms will then be reviewed by the Board Leadership Development Committee.
3. Interviews will be held with candidates.
4. If there is more than one nomination received, ballots with your candidate profile will be sent to voting delegates in the Brooks-Newell region. The primary representative of each member company, would be required to cast their ballot no later than February 14, 2024.
5. The ballots will be counted no later than Wednesday, February 21, 2024.
6. The slate of new Directors will be invited to attend the next regularly scheduled Board of Director meeting.
7. A slate of elected candidates will be presented for ratification at the Annual General Meeting in November.
8. Board Directors are required to attend Board orientation and strategic planning set by the Board and are required to serve on at least one committee of the Chamber.

WHAT IS EXPECTED OF DIRECTORS?

Any board director shall be a member in good standing for a minimum of two years, free of any conflict of interest and be willing and able to attend board meetings. In addition, it is highly desirable that candidates should be able to demonstrate a familiarity with the Chamber of Commerce's activities and a level of involvement that demonstrates an ongoing commitment to the Chamber of Commerce's goals and objectives.

We encourage nominees to attend any of the Chamber's external committee meetings to gain knowledge and experience of the Chamber's role prior to becoming involved on the Board of Directors.

Current involvement in a Chamber of Commerce committee or a task group is an excellent way for a candidate to gain experience and demonstrate commitment. In addition, the Board recognizes that to be effective it should represent as broad a range of industries and competencies and have the ability to provide worthwhile input to municipal, provincial and federal regulators on a variety of issues.

In order to provide you with insight regarding the responsibilities and commitments of an individual member of the Chamber of Commerce Board of Directors, we are providing you with information on the responsibilities of Directors of the Chamber of Commerce within this package.

When you have completed the enclosed information, please mail or e-mail the nomination form, 200-word profile and a recent photo or personally deliver to the Chamber of Commerce:

**Attention: Chair of the Board Leadership Development Committee
Chamber of Commerce**

413 6th Avenue SE, Medicine Hat AB, T1A 2S7

Phone: 403-527-5214 Fax: 403-527-5182

E-Mail: president@medicinehatchamber.com

<p>EXPECTATIONS FOR DIRECTORS OF THE CHAMBER OF COMMERCE</p>

<ul style="list-style-type: none"> • Allow a <u>minimum</u> of 10 hours a month to involve yourself in Chamber of Commerce work.
<ul style="list-style-type: none"> • Review the content and information provided in the Board manual and the detailed duties and responsibilities required.
<ul style="list-style-type: none"> • Know and understand the roles and responsibilities of Board, committees and staff.
<ul style="list-style-type: none"> • Review your board package before board meetings to discuss issues responsibly with an informed perspective.
<ul style="list-style-type: none"> • Attend and actively and positively participate in the <u>10 monthly</u> Board Meetings, which begin at 4:00pm, typically on the 3rd Wednesday of each month, at the Chamber of Commerce Board Room (remote login to meetings is available)
<ul style="list-style-type: none"> • Attend <u>all annual</u> Strategic Planning and Orientation meetings.
<ul style="list-style-type: none"> • Attend as many Chamber of Commerce luncheons, dinners, and other events as possible.
<ul style="list-style-type: none"> • Attend the Annual General Meeting and special meetings of the Members
<ul style="list-style-type: none"> • Represent the members' views and interests at large, honestly and accurately, to advise and act in the best interest of the Chamber and its members
<ul style="list-style-type: none"> • Be aware of local, provincial and federal decisions that affect the business climate and be able to react to them in a fair and discreet manner.
<ul style="list-style-type: none"> • Avail oneself of opportunities for self-development to enhance contributions as a member of the Board of Directors.
<ul style="list-style-type: none"> • Play an active role in the fundraising process (where applicable) and promotion of the Chamber.
<ul style="list-style-type: none"> • Endorse the collective decision of the Board publicly.
<ul style="list-style-type: none"> • Maintain Board business, client and member confidentiality, and sign the confidentiality agreement and commitment to office.
<ul style="list-style-type: none"> • Be involved in one or more Chamber of Commerce committees or teams.
<ul style="list-style-type: none"> • Have experience/knowledge as a volunteer and board and/or committee member
<ul style="list-style-type: none"> • Ensure that all business of the Chamber is conducted in a transparent, legal and ethical manner.

Chamber of Commerce By-laws are available online at: <https://www.medicinehatchchamber.com/publications/>



Managerial Duty

The Chamber of Commerce is a non profit organization. The Board of Directors has the sole responsibility for the policy management and governance of the Chamber organization. This includes the duty to supervise the Executive Director, who in turn manages the staff. The Board has the duty to provide guidance and policy development, and acquire an adequate knowledge of the business and functioning of the organization. In particular, the directors have a duty to ensure that various legal requirements are complied with, such as properly maintained books, records, and minutes; enacting bylaws; ensuring the proper election of officers; and appointing an accounting firm to perform audits.

Fiduciary Duty

A fiduciary is any person who maintains a position of trust. Common examples of fiduciaries are agents, lawyers, and doctors. The fiduciary duty of a director is an obligation to act honestly, in good faith and in the best interest of the organization, and to be loyal to the organization. This duty reduces the danger of a director exercising his or her authority in a self-serving manner.

Honesty

The first component of the fiduciary duty is honesty. This is an obligation placed on the director to disclose the entire truth to avoid fraudulent transactions in matters pertaining to his or her office. Examples of a director's breach of the duty of honesty would be misuse of the organization's funds, misappropriation of the organization's property, and improper loans to directors.

Good Faith

The director of an incorporated non-profit organization must pursue the best interests of the organization and good faith must be demonstrated in attaining this end. This means that a director may not pursue any "improper" purpose while acting on behalf of the corporation. The activities of a director are restricted by the objects of the corporation as set out in the bylaws. A prudent director will attempt to remain within the boundaries of his or her legitimate authority. A number of factors are relevant when determining whether a director is acting in the best interests of the corporation. First, something more than a mere assertion of good faith is required. Second, everyone involved in a specific transaction must believe that the transaction is being

DUTIES OF BOARD DIRECTORS OF THE CHAMBER OF COMMERCE

made in good faith. Finally, the Director's assertions of good faith must be reasonable under the circumstances.

Loyalty and Conflict of Interest

A director must act in the best interest of the organization, which means that he or she agrees to subordinate all personal interests to those of the organization. Although directors are generally well-meaning, they may, at times, have difficulty separating their duties from their personal business interests. If this happens, the incorporated non-profit organization and its beneficiaries may suffer.

Conflict of interest may arise in many circumstances. It could occur if a director contracts with the organization and uses his or her office to negotiate terms that are unfair to the organization but personally advantageous. Or conflict could occur when a director acts on the Board of two or more non-profit corporations that have contractual dealings with each other. The director owes a fiduciary duty to each corporation and must act in the best interests of each. It would be wise for a director to avoid this situation since conflicts may be inevitable.

If a director negotiates a contract between two non-profit corporations, it is possible that his or her performance will be influenced by conflicting loyalties. Since only one organization may benefit from the director's actions, the director should disclose all relevant facts to each organization in order to avoid any impropriety. Indeed, a director would be wise not to place himself or herself in this position.

This does not mean that a person cannot sit on more than one Board. However, such a position demands that the director act within the scope of authority and not favor any non-profit corporation to the detriment of another and not act in such a case.

Even when contracts do not exist, it is important to understand that the decisions of the board may affect the business or property of a director. Instances of social and political gain may also violate the fiduciary duty. Direct or indirect benefits to relatives, friends, and associates may also be avoided.

Another example of conflict of interest is corporate opportunity, which happens when a director profits from his or her office. A director may not receive compensation for acting as such, but may receive compensation or reimbursement for services or goods provided to the organization. The bylaws of



the organization may set out rules governing the provisions of such services.

A director is required to disclose to the Chamber the nature and extent of his or her conflict or potential conflict of interest. Where there is a conflict of interest that director must abstain from voting.

Duty of Care

Directors must demonstrate a minimum standard of care in the performance of their activities on behalf of the non-profit organization. This standard of care is what a "reasonable director" would do under the same circumstances. This "reasonable director" must act honestly, exercise some degree of skill and diligence, and ensure that he or she has the authority to act in compliance with the provision of the organization's constitutions and bylaws.

A professional who acts as a director faces a higher standard of care than other directors who lack specific expertise. A lawyer, for example, is required to provide competent legal advice to the Board. In other matters over which the director has no special expertise, however, the professional is not required to attain a higher level of performance.

A director who acts honestly and who has met the standards of conduct required by the fiduciary duty and standard of care is not responsible for errors of judgement that occur while performing his or her duties.

Duty of Diligence

The duty of diligence means that a director must become acquainted with all aspects of the organization including the transaction of business (usually by attending Board meetings), organizational policies and the delegation of tasks.

While an elected director is not legally bound to attend Board meetings, he or she does have the duty to stay informed of all events that transpire at meetings, which can be achieved, to a large extent, by reviewing the minutes and financial statements of the organization. When a director does attend a meeting, he or she must exercise the level of judgement and care that an "ordinary person" would take in the same circumstances.

It is prudent for a director to attend whatever Board meetings possible. Not attending may be interpreted as a failure to exercise the proper degree of diligence.

If a director attends a meeting where an illegal act is planned, that director is liable unless he or she

immediately registers dissent. Liability can also occur if the director does not properly notify the members and other interested parties about all illegal acts of which they are aware. On the other hand, a director may not be liable for an illegal act if he or she has no knowledge about it and has fulfilled the other duties required. Liability for illegal acts committed by the Board prior to a director's election are not passed on to the new director.

If a director does not attend meetings because of a long-term illness, he or she should consider relinquishing office if unable to fulfil his or her necessary duties. Because all Board members are obliged to ensure the effective management of the organization, a director who is not adequately fulfilling his or her role may be removed from office if the terms of the organization's bylaws so provide.

While the directors may not have the expertise for certain aspects of management, they often rely on the services of experts (for example, accountants and lawyers) who are not officers of the organization. In this case it is the duty of the directors to ensure that the qualifications of the experts are appropriate.

Investment Powers

A director of an incorporated non-profit organization faces great potential liability for the investment of corporate funds. All non-profit organizations maintain the power of investment. The director must consider whether the board possesses sufficient expertise to invest funds without outside consultation. However, certain responsibilities should never be delegated. These include establishing corporate policy, appointing financial officers, enacting bylaws concerning corporate affairs, reviewing reports at frequent intervals, and establishing the details of employment for employees.

Duty of Skills

In most jurisdictions the law does not specify what levels of skills is required of a director of an incorporated non-profit organization. However, a director is under no obligation to exercise skills that are beyond his or her level of competence, and directors are not liable for errors of business judgement.

The level of skill required of each director will vary, therefore, according to individual qualifications and experience as well as the range of organizational demands placed upon the director. However if a



director does possess specific expertise, he or she is required to use it in the organization's affairs.

Duty of Prudence

A prudent person exercises sound and practical judgement and is cautious and discreet in conduct. Therefore, a director must act in a manner that is both practical and cautious with a view to anticipating the probable consequences of any course of action that the organization might take.

The level of knowledge a director has is not relevant to his or her duty of prudence. Prudence must be exercised with practicality in mind, not expertise.

Continuing Duty

A director cannot necessarily avoid liability through resigning his or her office.

A director is responsible for acts already done and neglected while he or she held office. Further the director may remain bound by a continuing duty to

the corporation which will vary in length of time according to the circumstances.

In some situations, resignation by a director with the intent to avoid liability could be a breach of duty itself. Resignation in such circumstances may violate the duties of care, diligence, prudence, loyalty and the best interests of the corporation. Even if the organization dissolves, liability continues during the winding up process.

The preceding information adapted from the booklet: "Duties and Responsibilities of directors of Non-Profit corporations" written by Steven Kreiger BA LL.B. 1989/Canadian Society of Association Executives.

Chamber of Commerce adopted this material from the Surrey Board of Trade.



**BOARD DIRECTOR
NOMINATION FORM**

NOMINEE

- I have read and fully understand the preceding pages of the nomination package outlining my responsibilities and obligations as a Director of the Chamber of Commerce and confirm that I have reviewed the by-laws of the Chamber of Commerce.
- I am a member in good standing of the Chamber of Commerce and have been a member for at least two years.
- I have attached a one-page summary of my background, professional experience and my community involvement (candidate profile sheet-see next page).

I, _____ [Print Nominee Name] am prepared to let my name be considered by the Board Leadership Development Committee for the Chamber of Commerce, for a term of 1 year, and will commit to carry out my responsibilities should I be nominated and elected.

Nominee's signature

One nominator, of whom must be a member in good standing of the Chamber of Commerce, has signed below in support of my nomination.

Please print nominator's name

X

Nominator's signature

Please print nominator's company name

Describe why you feel this candidate would be a valuable contribution to the Board:

Any Member who is not an individual shall designate an individual as that Member's primary representative to exercise the rights and privileges of the Member in the Chamber. Such designation may be changed by the Member from time to time.

I, _____ [Print Authorized Company Representative Name] am the authorized representative/owner/decision making authority for the company and authorize the above representative to allow his/her name to stand as a representative of the company on the Chamber of Commerce Board of Directors, if elected.

X

Company Authorization Signature

Please print Company Name



**BOARD DIRECTOR
CANDIDATE PROFILE FORM**

Please complete the questionnaire below or provide responses on a separate sheet and return this along with the nomination form, professional photo and candidate profile to the Chamber of Commerce office by Wednesday, January 31, 2024 at 12:00 pm (noon). Absolutely no nominations will be accepted after this date and time, unless no nominations have been received.

ATTENTION: Chair of the Board Leadership Development Committee
413 6th Avenue SE, Medicine Hat, Alberta T1A 2S7
Email: president@medicinehatchamber.com

Please include an electronic professional photo and a candidate profile to the email address above. This photo and profile will be included in the election package provided to the membership for voting purposes. The candidate profile should be no greater than 200 words. You may view current board profiles online at <https://www.medicinehatchamber.com/aboutus/>. Submitted profiles may be subject to editing.

Name: _____

Company _____

Position: _____

Phone: _____ E-mail: _____

1. Please list all current and past board, committee or leadership involvement.

2. What other association memberships do you hold, if any?

3. What other community or business initiatives have you worked on?

4. What industry do you currently represent? Describe your knowledge, background, expertise and years of experience within this industry or other industries you have been involved in?

5. How long have you lived in our district area (Brooks-Newell region)?

6. What do you think you can contribute as a Board Director and what would you like to see accomplished during your term in office?

7. Why do you wish to serve on the Board of Directors?

Bassano CAO

From: Christine Petkau
Sent: Monday, January 15, 2024 4:17 PM
To: Bassano CAO
Subject: FW: EXTERNAL - Engagement on improving police governance in Alberta
Attachments: Discussion guide - PPAB - PAA 2022.pdf; RCMP K Division district map.pdf



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

From: PSES.Engagement <psés.engagement@gov.ab.ca>
Sent: Monday, January 15, 2024 4:08 PM
To: PSES.Engagement <psés.engagement@gov.ab.ca>
Subject: EXTERNAL - Engagement on improving police governance in Alberta

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

Hello,

The Government of Alberta would like to invite community representatives and stakeholders to share their input into changes to police governance following recent legislative amendments to the *Police Act*. This is a continuation of the government's efforts to modernize policing in the province which began in 2018.

The *Police Amendment Act, 2022* (PAA), which was passed on December 15, 2022, is an important milestone in Alberta's efforts to modernize policing in the province. The PAA was designed to improve police accountability and enhance public confidence by reforming policing practices and strengthening ties to the community. It also responds to a long-standing desire in communities policed by the Royal Canadian Mounted Police (RCMP) to have a more formal role in setting local policing priorities and performance goals through the creation of civilian governance bodies. The government is now in the process of developing regulations to establish these civilian governance bodies, which will include regional and municipal policing committees and a Provincial Police Advisory Board (PABB).

Communities served by the RCMP under the Provincial Police Service Agreement will be represented on the PPAB.

Written submissions

As a community that will be represented by the PPAB, we are inviting you to provide input into the formation of this governance body, including its powers, duties, functions, and composition.

We ask that you submit written responses via [the online questionnaire available through this link](#).

To guide your input, the attached discussion guide outlines the engagement questions and aims to facilitate organizational discussions, offering relevant context for your written submissions. **The deadline for submitting completed questionnaire is March 15, 2024.**

Information sessions

Additionally, the government will hold virtual information sessions with department representatives where there will be an opportunity to ask questions.

Sessions are arranged based on the RCMP district structure. We kindly request stakeholders and communities to register for the session corresponding to the district their community falls under, as indicated on [the district map here](#).

Upon registration, you will receive a link to access the online session.

- South district – Information session on the Provincial Police Advisory Board
 - February 2, 2:00-3:30PM
 - [Register here](#)

- Central district – Information session on the Provincial Police Advisory Board
 - February 5, 2:00-3:30PM
 - [Register here](#)

- East district – Information session on the Provincial Police Advisory Board
 - February 6, 10:00-11:30AM
 - [Register here](#)

- West district – Information session on the Provincial Police Advisory Board
 - February 6, 2:00-3:30PM
 - [Register here](#)

If you have questions, please contact Izabela Witkowska, Director of Engagement, Public Safety and Emergency Services, at PSES.Engagement@gov.ab.ca.

We look forward to your participation in this engagement.

Sincerely,

Public Safety and Emergency Services (PSES) Engagement Team





Engagement on improving police governance

Discussion guide on legislated governance changes in communities served by the Royal Canadian Mounted Police (RCMP) in Alberta

Introduction

The Government of Alberta (GoA) invites stakeholders to inform the development of supporting regulations enabled by *the Police Amendment Act, 2022* (PAA) related to police governance in Alberta.

The PAA mandates the establishment of civilian governance bodies for all communities policed by the RCMP, including regional and municipal policing committees (for communities with a municipal police service agreement) and a provincial police advisory board (PPAB) (for those under the provincial police service agreement). As a next step to the 2022 legislative amendments, the GoA is now developing supporting regulations to clarify the powers, duties, functions, and composition of these new governance bodies, as well as the regional configurations for the regional policing committees. Your input is crucial to help the government gain a comprehensive understanding of the different needs and perspectives of Alberta's diverse communities to develop these regulations.

Input submission

This discussion guide aims to facilitate discussions within your organization by offering pertinent context and assisting in the preparation of written submission. You are invited to provide input through the online questionnaire, which aligns with the questions outlined in this discussion guide.

[To access the online questionnaire, please use this link.](#)

This discussion guide is tailored for communities that fall under the Provincial Police Service Agreement (PPSA) that will be represented by the Provincial Police Advisory Board. The online questionnaire will prompt you to identify your affiliation and automatically direct you to parts of the engagement that are relevant to your community.

Scope

This engagement seeks stakeholder input on establishment of civilian governance bodies, including regional and municipal policing committees and the PPAB in communities policed by the RCMP. This includes the powers, duties, functions, and composition of these new governance bodies, as well as the regional configurations for the regional policing committees.

Overview of *Police Amendment Act, 2022*

Following several years of engagement with stakeholders and the public, the Legislative Assembly passed the PAA in December 2022 to modernize policing in Alberta. The legislation was intended to increase police transparency and enhance public trust to help build safer communities. In addition to other reforms, the legislation created formal civilian governance bodies for all communities policed by the RCMP in Alberta, with the intent for communities to have a role in setting policing priorities and performance goals. Before the amendments, communities did not have this role.

PAA key changes:

- establishes an independent agency, the Police Review Commission, to manage complaints against police and conduct disciplinary proceedings
- mandates the creation of civilian governing bodies for communities policed by the RCMP
- expands the mandate of Alberta Serious Incident Response Team (ASIRT) to investigate cases of serious injury or death and serious and sensitive allegations involving peace officers (for example, Alberta Sheriffs and community peace officers)
- requires police commissions to develop community safety plans and report annually on their progress

- requires police commissions to create diversity and inclusion plans to reflect the communities they serve and better understand their needs
- enables the Minister of Public Safety and Emergency Services to set provincial policing priorities to help foster consistency in policing across Alberta
- requires police commissions to create their own policing priorities that consider the provincial priorities and report annually on their progress
- adds 8 guiding principles for Alberta police services to provide a foundation of core beliefs and values
- makes administrative changes to the Law Enforcement Review Board

While some PAA provisions have been proclaimed and are in force, others have not been proclaimed and are not in force yet, including the provisions related to civilian governance bodies.

More information on the PAA can be found on [the Government of Alberta website](#).

Civilian governance bodies

The legislation mandates civilian governance bodies for all communities policed by the RCMP in Alberta, giving them a role in setting policing priorities and performance goals they've never had under the existing governance structure.

Once proclaimed into force, the PAA requires the following governance changes:

- the creation of formal civilian governance bodies in communities policed by the RCMP under Municipal Police Service Agreements (MPSA) that will give these communities a greater role in setting policing priorities and performance goals.
 - Communities with a population of under 15,000 will be represented by regional governance bodies – but will have the option to form their own municipal governance body.
 - Communities with a population over 15,000 that are policed by the RCMP will be required to establish municipal governance bodies.
- the creation of a PPAB that will enable communities served by the RCMP under the Provincial Police Service Agreement (PPSA) to be represented on a provincial board that will make recommendations on province-wide policing priorities.

These governance bodies are generally comprised of community members who are not police officers, and provide guidance and input into policing priorities and performance goals.

These governance bodies are tailored to meet the distinct needs of diverse communities. Regional policing committees for smaller communities will ensure that they can have a say without creating an unreasonable administrative burden on them, while municipal policing committees will help meet the needs of larger communities policed by the RCMP. Communities under the PPSA will be represented by a single provincial board that will make recommendations on province-wide policing priorities.

There are similar governance bodies that are currently in place in Alberta, but the PAA-mandated representation for communities served by the RCMP does not currently exist until the relevant provisions in the PAA are proclaimed. For example, municipal police services are governed by police commissions (i.e. the Edmonton Police Commission is the governance body for the Edmonton Police Service), and a few RCMP-served municipalities in Alberta currently have optional police advisory committees.

Provincial Police Advisory Board

Once implemented, communities served by the RCMP under the PPSA will be represented on a provincial board that will make recommendations on province-wide policing priorities. The provincial board will have one seat designated for a First Nations representative and one seat designated for a representative of Métis communities, as mandated through the legislative amendments.

Powers, duties and functions

The powers, duties and functions of the PPAB are not outlined in the PAA, and will need to be addressed in the new regulations. For example, this could include a more formal role in developing community safety plans.

In comparison, the *Police Act* outlines responsibilities for police commissions. These responsibilities include the allocation of funds that are provided by council, establishing policies providing for efficient and effective policing, issuing instructions as needed to the chief of police, and ensuring the police service has sufficient staffing to carry out their functions.

The PPAB will be subject to the *Alberta Public Agencies Governance Act* (APAGA). APAGA will require the board, once established, to create a Mandate and Roles document that will set out their mandate, roles and responsibilities, and processes.

Community Safety Plans

There is currently no requirement for the PPAB to develop or report on a Community Safety Plan.

In comparison, Section 31 (1) of the *Police Act* requires police commissions to develop a Community Safety Plan in conjunction with the police service that includes a plan for collaboration with community agencies, and to report annually on the implementation of and any updates to the plan.

Community safety plans encourage police to work more closely with civilian partners and put added focus on alternatives to enforcement that target root causes of crime, like addiction treatment, housing and employment supports. The planning process will result in greater coordination between police and civilian partners, helping them identify and close gaps in services for people who need help. Greater collaboration with partners could help prevent crime, while also allowing police to devote more resources toward serious and violent offences.

Policing priorities

While the *Police Act* identifies several parties with a role in setting policing priorities, the responsibilities of the PPAB in setting policing priorities are not outlined in the PAA and may be addressed in the new regulations.

For example, the Minister may set priorities for policing in the province, while municipal police commissions must establish the priorities of their municipal police service, while taking the provincial priorities under consideration.

Discussion questions

- What powers, duties and functions should the PPAB have?
- PPAB should be involved in the creation of a Community Safety Plan.
 - Choose one option: Disagree, Neutral, Agree
 - Why or why not?
- The PPAB should be involved in setting policing priorities.
 - Choose one option: Disagree, Neutral, Agree
 - Why or why not?

Composition of the PPAB

The PAA states that the PPAB will have not more than 15 members, appointed by the Minister in accordance with the regulations, with at minimum one member from a First Nation and one member from a Métis settlement or community.

The composition could include factors such as any other mandated representation and member qualifications.

Discussion questions

- Aside from the requirement for one First Nations and one Métis representative, are there any other specific groups that should have mandated PPAB representation?
- Are there any other considerations the Government could take into account when establishing the PPAB?

Mechanisms for local input

Given the diverse communities that will be represented by the PPAB, it is important to examine mechanisms for community engagement and ways to ensure the board's alignment with the needs of the communities it represents. While formalizing these processes in regulations may not be necessary, input is being gathered to ensure that the regulations can effectively support and align with potential mechanisms.



Discussion questions

- The PPAB should be required to seek feedback from the communities it serves.
 - Choose one option: Disagree, Neutral, Agree
 - Why or why not?
- What requirements could help ensure a consistent feedback loop from the public to inform board activity and police governance?
- What mechanisms for local input could be considered?

Additional input

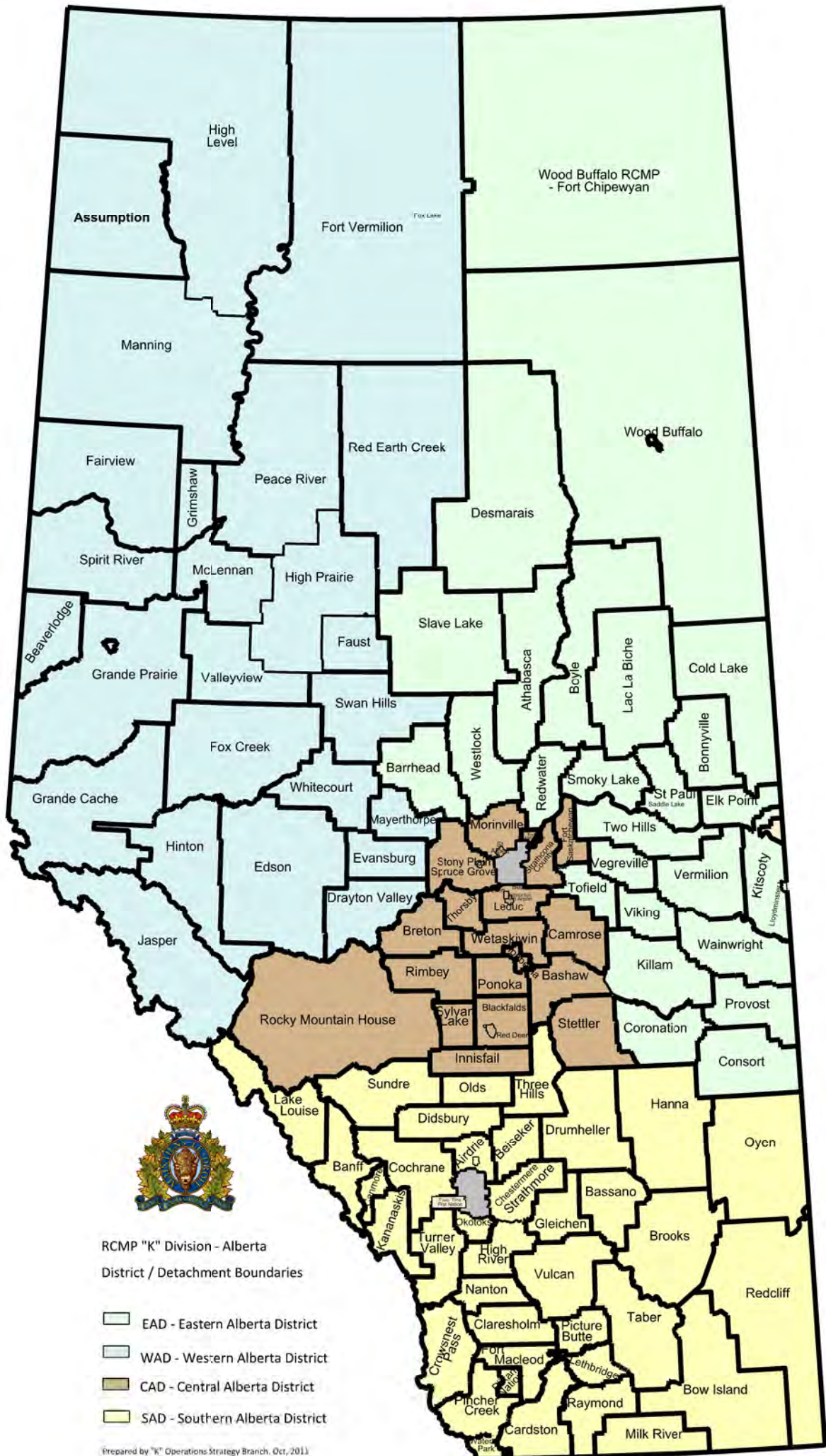
While the questions included in this discussion guide will help inform regulatory development related to police governance in Alberta, stakeholders may also share any other feedback related to these changes that may not have been addressed in the discussion questions.

Next steps

Following stakeholder engagement, the government will develop new regulations in support of the PAA related to police governance in Alberta.

Questions/contact

If you have any questions related to this engagement, please contact the Public Safety and Emergency Services (PSES) Engagement team at: PSES.Engagement@gov.ab.ca.



RCMP "K" Division - Alberta
 District / Detachment Boundaries

- EAD - Eastern Alberta District
- WAD - Western Alberta District
- CAD - Central Alberta District
- SAD - Southern Alberta District

County of Newell/City of Brooks
JOINT SHARED SERVICES COMMITTEE



JANUARY 9, 2024

BROOKS FIREHALL – 1:00 P.M.

NOTES

Present:

County of Newell

Arno Doerksen, Reeve
Councillor Greg Skriver
Councillor Neil Johnson
Councillor Kelly Christman
Matt Fenske, CAO
Catherine Siakaluk, Communications Officer

Village of Duchess

Mayor Tony Steidel

Others

Medicine Hat & District Chamber of Commerce
Lisa Dressler, Executive Director
Becky Mae, Member Relations Manager
Trevor Anhel, Past President, Board of Directors
RhPAP
Lynsey Robinson, RhPAP Consultant

City of Brooks

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

Town of Bassano

Mayor Irv Morey

Village of Rosemary

Mayor Yoko Fujimoto

1. CALL TO ORDER

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

2. AGENDA ADDITIONS/DELETIONS

There were no additions/deletions to the agenda.

3. APPROVAL OF AGENDA

MOVED by G. Skriver that the agenda be adopted.

MOTION CARRIED

4. APPROVAL OF PREVIOUS MINUTES

MOVED by N. Johnson that the Minutes of the Joint Shared Services Committee Meeting held December 12, 2023 be adopted.

MOTION CARRIED

5. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the Minutes.

6. BUSINESS

a) Delegations

Medicine Hat & District Chamber of Commerce

L. Dressler provided background information on herself and her role with the Medicine Hat & District Chamber of Commerce. She then presented information on the Medicine Hat & District Chamber of Commerce including:

- Who they are;
- What they do – Connect, Support and Influence;
- Who they represent;
- How their advocacy works;
- The Chamber in their community – Organize Events and Resources; and,
- Moving forward together.

L. Dressler then spoke about the transition process that has taken place to date to establish a new regional Chamber of Commerce (Southeast Alberta Chamber of Commerce) that would see the existing area of operation from Medicine Hat, Cypress County and Redcliff business members to expand to those in the County of Newell and the City of Brooks. She advised that the resolutions passed by the Board of Directors for dissolution, change of name to Southeast Alberta Chamber of Commerce, and change of boundaries have been submitted to Corporations Canada. In response to questions, L. Dressler also spoke about the job posting with respect to the staff position for the Brooks Newell Region, and the election/nomination process. M. Idriss noted that the Brooks Newell Region nomination packages for 2024-2025 have been circulated to the local Chamber members.

M. Idriss thanked L. Dressler for her presentation.

b) Doctor Recruitment and Retention

L. Tiffin advised that she reached out to the RhPAP Board member about the one clinic model; however, he had limited experience with a one clinic model.

L. Tiffin advised that she has another contact (Doctor Sarah Madhu from High River) and that she would like to reach out to her to get some information on the pros and cons of having a centralized clinic. She noted that she also spoke to a person at RhPAP about the financing side of a clinic. L. Tiffin advised that the model the Committee has talked about would be a municipally controlled corporation that would be municipally funded. The person she spoke to seemed to think that there is an appetite in the venture capital world and that she has a contact in this regard who may be potentially interested. L. Tiffin advised that she will bring these items back to the Committee when she has additional information.

There was discussion about having private capital funding as part of the financing for the proposed one-clinic model.

L. Tiffin then provided an update on the UCLIC Orientation event that will take place on April 25th and 26th. She also noted that RhPAP will be hosting their meeting in Brooks on April 24.

c) **RhPAP**

L. Robinson presented her report to the Committee.

d) **PEP Update**

I. Morey provided an update on happenings within the Palliser Economic Partnership (PEP). He advised that the PEP Executive Director will provide him with reports for future updates to the Committee.

e) **Economic Development Report**

M. Iwaasa presented the following items from the report:

- Business to Business – Manufacturing and Trade;
- State of the Region Address;
- IQubed Conference – April 18 & 19;
- Seeds of Change;
- NRED Grant Funding; and,
- Workforce Development and AAIP.

G. Skriver left at 2:12 p.m.

f) **Indigenous and Municipal Police Transition Study Grant**

M. Idriss noted that the Indigenous and Municipal Police Transition Study Grant was discussed at the Joint Intermunicipal meeting that was held in December in Rosemary.

M. Fenske spoke about the grant that is available and if there is interest among the municipalities to apply on a regional basis. He noted that the County is prepared to be the Management Partner for the Program, and that each municipality would need to provide a letter of support to the County.

The Committee discussed whether applying for this grant to conduct a feasibility study has merit; and that this is something that would have to go before the respective Councils for consideration. I. Morey asked M. Fenske if the County could provide something in writing that could be presented to the Councils.

MOVED by J. Petrie that it be recommended that each municipality take this to their respective Councils for consideration.

MOTION CARRIED

g) **Corporate Business Magazine**

C. Siakaluk advised that the County of Newell was approached by TNC. Publishing, which is a magazine publisher from Calgary to do a business and community profile. It would not cost the County of Newell or the City of Brooks any money, as TNC. Publishing sells advertising within the magazine to local businesses.

M. Fenske advised that if the Committee is interested, C. Siakaluk would work on it.

L. Tiffin advised that the Economic Development team have also been approached by TNC. Publishing and that the Brooks Region did participate in the past. She added that it was a lot of work and since then, the team have transitioned to developing our own regional profile, which is on the website and that they print copies when needed. She explained that it is essentially the same thing.

The Committee concurred that we continue producing our regional profile in house.

h) **Grasslands Regional FCSS Agreement**

J. Petrie advised that there are no term limits for members-at-large appointed to the Grasslands Regional FCSS Board, and suggested that the agreement should be amended to add term limits. He noted that having term limits for members-at-large positions helps with succession of Committees. There was discussion on what the terms should be for the members-at-large. The Committee concurred that the agreement be amended to include terms, and that before making this change, a letter be sent to the Grasslands Regional FCSS Board to seek their input.

A. Martens then advised that section 2 under Finances of the agreement should be looked at. This section states “that each of the participating municipalities agrees to pay to the Unit Authority 1.5 times its per capita share of the municipal funds required to match the Provincial funds budgeted each year”. He advised that in recent years, FCSS has been requesting less than this amount due to increased grant contributions. He suggested that to address this inconsistency, perhaps a revision should be made to this section of the agreement. A. Martens noted that the respective Councils would need to approve of this change too; and that this item could also be addressed in the letter to the Grasslands Regional FCSS Board. The Committee concurred with changing the wording within this section.

M. Idriss noted that the Agreement states that it shall be reviewed annually in November, and inquired if the agreement should be an item that is reviewed annually at the Committee’s November meeting or should it be removed from the Agreement. The Committee concurred that the clause be left in the agreement.

7. NEXT MEETING

The Committee took the opportunity to discuss the Joint Intermunicipal meeting that was held on December 16th in the Village of Rosemary, and the need to reduce the number of discussion items and to have topics relative to all of the municipalities. A. Doerksen suggested that perhaps each municipality could make a three to five-minute presentation. The next regular meeting will be held on Tuesday, February 13, 2024 at 1:00 p.m. in the Brooks Fire Hall.

8. ADJOURNMENT

MOVED by K. Christensen that the meeting adjourn at 2:55 p.m.

MOTION CARRIED

Signature of Chairman

Signature of Recording Secretary

EXTERNAL - FW: POST AGENDA ITEM - Alberta Police Transition Grant Program



Matt Fenske <Fenskem@newellmail.ca>

To: Alan Martens; Bassano CAO; administration@villageofduchess.com; rosemary.cao@eidnet.org

Reply Reply All Forward ...

Fri 1/12/2024 12:02 PM

You replied to this message on 1/12/2024 1:35 PM.

RFD_Alberta Police Transition Grant Program.docx .docx File
Grant Program Criteria Guideline and Application Form.pdf .pdf File

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

Hi all,

Following up from Joint Services Committee meeting – attached is what I took to County Council yesterday re: application for police transition grant and County acting as managing partner, which they supported. Once I have letters of support back from each of the muni's in the region I'll throw the application together and will pester you for info if necessary. Any questions feel free to give me a shout.

Cheers,
Matt



Matt Fenske, CPA, CA, CLGM
Chief Administrative Officer
403-794-2334
fenskem@newellmail.ca

ALBERTA INDIGENOUS & MUNICIPAL POLICE TRANSITION GRANT PROGRAM

Grant Criteria

GRANT PURPOSE

The Alberta Indigenous and Municipal Police Transition Grant program provides one time grant funding that is available for a feasibility study that considers various policing and community safety models to determine whether and which model might be the best fit for your community; including a stand-alone police service or regional equivalent.

GRANT OBJECTIVES

The feasibility study must be Alberta-based and meet the following objectives:

- Explore and/or incorporate innovative, promising, or proven policing models and public safety practices
- Consider community engagement focused on understanding the underlying causes of crime and victimization; to create public safety measures and activities dedicated to crime reduction outcomes
- Provide the community with perspective of the policing model that directly addresses public safety concerns/measures for your community and all its citizens

GRANT OVERVIEW

Funding to a maximum \$30,000 per community, is available to support the development of a feasibility study for the viability of a stand-alone police service or regional equivalent.

Applications that include more than one Indigenous community or municipality will be considered for a joint or shared initiative. These collaborative applications will be considered in their totality and funding will be determined for the initiative as a whole allowing for \$30,000 per participant if required.

The feasibility study should consider and include the following:

- Community Background and History
- Community and stakeholder perspectives
- Understanding of the issue and possible solutions (i.e., consider various community policing models)
- Informed Data (i.e., policing stats, environmental scan)
- Implementation Plan (community capacity to implement and resource requirements)
- Transition plan to move from current state to future state
- Anticipated Costs and Timelines
- Strategic Alignment (value to the community and Albertans)
- Organizational Impact
- Assumptions and Constraints

- Benefits, Risks and Opportunities (i.e., cost-benefit analysis)
- Recommendation(s)

Eligible Applicants

Applicants must be located in Alberta and be one of the following:

- First Nations
- Metis Settlements
- Municipalities

Ineligible Applicants

- Individuals
- Academic institutions
- For-profit organizations
- Crown corporations
- Publicly funded institutions

Eligible Expenses

Funding is for direct project costs only and limited to the period of the proposed funding. This may include:

- Staffing salaries (i.e., specify what role community staff would be required for, as this may be covered under program administration)
- Staff/Volunteer Travel (mileage, car rental)
- Staff/Volunteer accommodation
- Honoraria (e.g., for Elders)
- Consultant Fees (if required); with justification for expenditures (based on identified deliverables)
- Consultant Travel (mileage, car rental, accommodations); proportional to Consultant Fees budget
- Program Administration:
 - (Operational costs, rent, internet/tech)
- Program Materials or Equipment to support the implementation of the project (e.g., pamphlets, surveys)
- Office supplies

Ineligible Expenses

- Capital costs that include but are not limited to land or vehicle purchases, facility renovations, etc.
- Legal costs
- Flow through funding to not-for-profit organizations
- Debt repayment

- Donations/subsidies to third parties
- Financing charges and interest payments on loans
- Lobbying activities
- Establishing or contributing to a reserve/contingency account

Ineligible Projects & Activities

- Projects that plan to send grant monies to another organization for third party use (i.e., flow-through funding; setting up grants and loans)
- Retroactive expenses incurred prior to the commencement of the grant agreement term date

Conflict of Interest

In addition to complying with related legislation and the terms in the Conditional Grant Agreement, an individual affiliated with the grant application or recipient(s) should not place themselves in an apparent or actual conflict of interest related to the grant funds.

A conflict of interest arises when a conflict between an individual's personal interests (what they could gain financially or otherwise) and their duty to apply for or administer the grant funds in an accountable and transparent manner are in question.

A conflict of interest may be actual or perceived. Actual conflict exists where an individual's personal interests could improperly influence the recipient's duty to utilize the grant funds in a responsible and accountable manner. For example, an individual employed by the recipient wants to use the grant funds to rent a vehicle from a private company owned by the individual. An actual conflict of interest exists because the individual personally benefits from this decision.

Perceived conflict of interest exists when there is the appearance that an individual has a private interest that could improperly influence the individual's duty to act in the best interests of the grant recipient.

Whether a conflict of interest is categorized as actual or perceived, the individuals affiliated with the grant recipient should avoid placing themselves in a situation where their personal interest could interfere with their duty to be transparent and accountable with the use of the grant funds. For example, the individual should ensure that their family members or the businesses they have an interest in not be involved with the project and in no way personally benefit from the Government of Alberta funding that was provided.

As soon as reasonably possible after becoming aware of a personal interest that causes or is likely to cause a conflict of interest in relation to a grant application, the grant applicant or recipient must give notice of the conflict to the Ministry of Public Safety and Emergency Services. After giving notice of a conflict, the grant applicant may not commence nor continue until instructed to do so by the department and may not be allowed to proceed.

Amount of funding Available

One time funding to a maximum \$30,000 for time-limited projects.

NOTE: Funding is limited. Not all applications will be funded, and others may be recommended for a lesser amount.

NOTE: Multiple Indigenous communities or municipalities can collaborate on a joint or shared initiative. These applications will be considered in their totality and funding will be determined for the initiative as a whole.

Supporting Documents Required when Applying

1. Letter documenting support and/or partnership from leadership (Indigenous/Municipal/Regional).
2. When multiple Indigenous communities or municipalities collaborate on a joint or shared initiative; letters documenting support and/or partnership from leadership of each Indigenous or municipal community must be included on the application.

Before Applying

- Refer to the Alberta Community Policing grant criteria in this document for eligibility requirements.
- Obtain your supporting documents.

NOTE: Please contact our office if you need help completing the application.

CONTACT: For questions regarding application or program details:

Email: imptsg@gov.ab.ca

Please keep a copy of your application for your records

Reporting

- Successful applicants will be required to submit a final report (i.e., on the process undertaken, who was hired, extent of the community engagement, etc.) following the end of the grant term, an example template will be provided.

Financial Reporting

- An Actuals Financial Report is required upon the end of the grant year and term (template will be provide).
- Alberta Community Policing grant money that is not spent on the approved project in excess of \$200 must be returned.

INDIGENOUS & MUNICIPAL POLICE TRANSITION STUDY GRANT APPLICATION

The information in your application will be used by Alberta Public Safety and Emergency Service to assess your funding request. The information will be used for the administration of the Alberta Indigenous and Municipal Police Transition Study Grant program. The information will be shared with members of the Alberta Indigenous and Municipal Police Transition Study Grant program review committee and could be shared with other provincial government departments, other levels of government, and partners outside of government that may have an interest in your funding request. The information will not be shared with any other third party except as allowed by the *Freedom of Information and Protection of Privacy Act*. This information is collected and used under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act*.

A – Organization Information		
Legal Name of Organization:		
Mailing Address:		
City:	Province:	Postal Code:
Organization Contact Information (Legal Authorized Signing Authority Contact):		
<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other:		
Name:	Organization Position Title:	
Phone:	Email:	
Main Contact for Program/Project:		
Phone:	Email:	

B – Type of Organization (select one only)
<input type="checkbox"/> First Nation <input type="checkbox"/> Metis Settlement <input type="checkbox"/> Municipal Government

C. Project Information

Project Focus – select all that describe the scope of your feasibility study

- Community stand-alone police service
- Regional stand-alone police service
- Other – please describe below:

Project Length – a maximum of 12 months as of approval date

Project Description

1. What are the public safety related issue(s) in your community that this initiative intends to address? Briefly describe how your plan will address the issues identified. (Max 300 words)
2. Describe the key activities/processes that will be undertaken in the development of your feasibility study (i.e., will funds support existing staff to develop the feasibility study or will you contract a consultant)? (Max 300 words)
3. Please identify the stakeholders (i.e., community members, business owners, public safety partners, etc.) that you will include in engagement activities? (Max 300 words)
4. Do you have other sources of funding for this initiative? If yes, please list the source, the amount and provisions of funding.

Section D –Budget Request Template

GRANT BUDGET	
<i>Estimated Revenue For this Project</i>	
Amount requested from Alberta Public Safety and Emergency Services	\$
Other Funding (specify funder)	\$
(A) TOTAL REVENUE	\$
<i>Estimated Expenses – include dollar amount for each 'line item' and include explanatory document for each expense.</i>	
Salaries	\$
Staff/Volunteer Travel	\$
Honoraria (Elders)	\$
Consultant Fees (with justification for expenditures)	\$
Consultant Travel (mileage, car rental, accommodations)	\$
Office Supplies	\$
Program Materials	\$
Program Administration	\$
Other (specify)	\$
(B) TOTAL EXPENSES	\$
(A-B) TOTAL BUDGET Revenue Less Expense	\$

All boxes must be checked to proceed

I hereby acknowledge that:

- The information contained in this application and the enclosed documents is true, accurate, and complete.
- I am a representative with designated signing authority/decision-making authority in our Organization.
- The Organization's governing legal entity is in full support of this application.
- The grant, if approved, will be spent solely for the purposes described in this application.
- I have read and understood the Alberta Indigenous and Municipal Police Transition Study Grant criteria prior to completing the grant application form.

Attestation Statement:

I, (Name)

(Designation/Title)

am the authorized signatory and representative of (Organization) understand the personal information being collected is for the purposes described at the beginning of this form.

I hereby attest that the information I have provided in this form is true, accurate and complete to the best of my knowledge and I understand that any falsification, omission, or concealment of material fact may be subject to administrative, civil or criminal liability.

By checking this box, I understand that this application may be shared with other Government of Alberta departments, Police, and related municipal and federal government representatives in the interest of assessing the information provided by my organization.

This attestation is dated: _____

Submitting your grant application:

To make sure your application is reviewed and processed as quickly as possible, please check, complete, and attach the following items **before you submit**.

Mandatory information required:

- Completed sections **A** through **D** of the Alberta Indigenous and Municipal Police Transition Study Grant Application Form.
- Completed Attestation Statement completed. Grant applications from multiple communities requires Attestation Statement sign-off from each community.
- Letter of Support. Grant applications from multiple communities require Letters of Support, from leadership of each community.

Please submit your completed application along with all supporting documentation to: imptsg@gov.ab.ca

Emailed applications are preferred; however, if you are unable to do so, please mail your application package to:

Alberta Indigenous and Municipal Transition Study Grant Program
Innovations, Reform and Emergency Services
Alberta Public Safety & Emergency Services
10th floor, 10365 - 97 Street NW
Edmonton, AB T5J 3W7

Attach the application and all required supporting documents to an email to complete your application package submission.

Note: Electronic submission with attestations statements and/or digital signature are preferred.



500 3rd Street E Brooks, AB T1R 1P6
403-362-4455
hello@newhf.ca

December 28, 2023

Amanda Davis
Town of Bassano
Box 299
Bassano, AB
T0J 0B0

Dear Amanda,

Re: 2024 Requisition - Newell Housing Foundation

At the December 5, 2023, meeting of the Newell Housing Foundation, the Board approved our 2024 Budget. For 2024, the motion was made to increase the requisition to \$603,750.00.

The Town's requisition for 2024 is \$12,822.16 based on the 2024 equalized assessment.

If you have any questions or comments, please contact me at your convenience at (403) 363-2406.

Kind regards,

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

Sasha Loewen, ARM- CAO Newell Housing Foundation

2023 Apartment Vacancy and Rental Cost Survey



Disclaimer: This information is made available as is and without warranty of any kind, either expressed or implied. The information may be used on the strict understanding that neither the government nor its Ministers or employees shall be liable for losses or damages of any kind that may arise as a result of information provided in this report.

Permission to reproduce: No part of this report may be used, forwarded, or reproduced in any manner whatsoever without written permission from Alberta Seniors, Community and Social Services.

For information, please contact:

Alberta Seniors, Community and Social Services
3rd Floor, 44 Capital Boulevard
Edmonton, AB T5J 5E6

Telephone: 780-644-2610
E-mail: ryan.roth@gov.ab.ca

To be connected toll-free in Alberta, dial 310-0000 followed by the area code and the telephone number.

The *2023 Apartment Vacancy and Rental Cost Survey* report is available online at:
<https://open.alberta.ca/publications/2369-8780>.

Copies of the *2023 Apartment Vacancy and Rental Cost Survey* report can be purchased from the Alberta King's Printer in person; by telephone, fax, e-mail, or online.

Alberta King's Printer
Park Plaza Building
7th Floor, 10611 - 98 Avenue
Edmonton, AB T5K 2P7

Telephone: 780-427-4952
Fax: 780-452-0668
E-mail: kings-printer@gov.ab.ca
Online: www.kings-printer.alberta.ca

ISBN 978-1-4601-5901-9
ISSN 2369-8780

CONTENTS

EXECUTIVE SUMMARY	1
SECTION 1 - INTRODUCTION	4
SECTION 2 - APARTMENT RENTAL RATES	7
SECTION 3 - APARTMENT VACANCY RATES	12
SECTION 4 - APARTMENT VACANCIES AND RENTAL RATE RANGES	16
SECTION 5 - CONCLUSION	20
SECTION 6 - DEFINITIONS	21
Appendix A: Number of Rental Units Identified	22
Appendix B: Weighted Average Rent And Rental Range By Type Of Unit	25
Appendix C: Number of Vacancies and Vacancy Rental Rates by Type of Unit	28
Appendix D: Number of Vacancies and Vacancy Rates by Type of Building	32
Appendix E: Number of Vacancies and Vacancy Rates by Age of Building	36
Appendix F: Comparative Vacancy Rates by Community, 2022-2023	40
Appendix G: Number of Vacancies by Rental Range and Type of Unit	43
Appendix H: Change in Vacancy Rates	76
Appendix I: Rental Rates by Bedroom Type and Overall Vacancy Rates by Community	79
Appendix J: Summaries of Individual Communities	95

EXECUTIVE SUMMARY

Since 1973, (with the exception of 2004, 2019 and 2020), the Province of Alberta has conducted an annual Apartment Vacancy and Rental Cost Survey (AVS) of multi-family dwellings in Alberta's rural communities. The survey identifies building type and age, unit type, number of units, rental rates, and the number of vacancies of private market rental units¹ in rural communities which: have a population between 1,000 and 9,999; have thirty or more market rental units; and are not included in Canada Mortgage and Housing Corporation's (CMHC) annual rental survey.

The survey includes non-subsidized rental buildings containing four or more market rental units, including: walk-up and high-rise apartment buildings, row/townhouses, multi-plexes and store-top rental units.

In 2023, 1,298 buildings across 63 rural communities were eligible to be included in the survey, for a total of 9,630 units. Of these, 937 were surveyed, 298 were not surveyed (no contact, no answer, changed ownership, other temporary non-participation), and 63 refused to participate, for a total response rate of 72.2 per cent, up from a total response rate of 57.3 per cent in 2022. The improvement in the response rate can be attributed to the extensive efforts of the municipalities and the survey respondents in supporting the survey.

While Jasper and Banff, two prominent resort towns in Alberta, are included in the survey, they were intentionally excluded from our calculations for this year's average rental costs and vacancy rates. The survey results for these municipalities are included in the appendices. This recognizes that these towns do not exhibit the typical characteristics of rural municipalities in Alberta as they are internationally renowned touristic destinations. To ensure consistency in our historical analysis, data from previous years has also been revised to exclude Jasper and Banff.

RENTAL RATES

In 2023, average rental rates increased across all unit types in rural Alberta, with the exception of 4+ bedroom units.

The average rental rates by unit type were (excluding Banff and Jasper):

- \$746 for bachelor units (increase of 14.8 per cent from 2022);
- \$910 for 1-bedroom units (increase of 10.3 per cent from 2022);
- \$1,040 for 2-bedroom units (increase of 10.1 per cent from 2022);
- \$1,215 for 3-bedroom units (increase of 6.9 per cent from 2022); and,
- \$1,339 for 4+ bedroom units (decrease of 10.17 per cent from 2022).

The highest end of the rental ranges were in:

- Hinton for bachelor units (\$1,400);
- Rocky Mountain House for 1-bedroom units (\$2,195);
- Rocky Mountain House for 2-bedroom units (\$2,595);
- Fox Creek for 3-bedroom units (\$2,100); and,

¹ Note: See Section 6 for a definition of private market rental units. For the remainder of this report, the term private market rental unit has been shortened to rental unit.

- Innisfail for 4+ bedroom units (\$1,900).

The lowest end of the rental ranges were in:

- Barrhead for bachelor units (\$375);
- Wainwright for 1-bedroom units (\$450);
- Bruderheim for 2-bedroom units (\$405);
- Bruderheim for 3-bedroom units (\$500); and,
- Claresholm for 4+ bedroom units (\$925).

VACANCY RATES

In 2023, the overall vacancy rate in surveyed rural communities decreased to 5.4 per cent from 11.5 per cent in 2022.

The average vacancy rates by unit type were (excluding Banff and Jasper):

- 5.4 per cent for bachelor units (down from 21.1 per cent in 2022),
- 6.3 per cent for 1-bedroom units (down from 11.9 per cent in 2022),
- 5.0 per cent for 2-bedroom units (down from 11.7 per cent in 2022),
- 5.5 per cent for 3-bedroom units (down from 8.7 per cent in 2022), and
- 0.0 per cent for 4+ bedroom units (down from 6.3 per cent in 2022).

Compared to the 2022 survey, 2023 vacancy rates in the communities* surveyed:

- Increased in seven (7) communities. Athabasca saw the greatest absolute increase (from 9.5 per cent vacancy in 2022, up to 21.1 per cent in 2023).
- Decreased in 46 communities, with decreases in excess of ten (10) percentage points in ten (10) communities. Westlock had the greatest absolute reduction in vacancy rates of 19.6 per cent (23.6 per cent in 2022, down to 4.0 per cent in 2023).
- Did not change in ten (10) communities.

*Changes in vacancy rates for Whitecourt and Sexsmith are not available as they were not surveyed in the previous year.

In total, there were 39 municipalities under, and 24 municipalities over, the balanced average three (3) per cent vacancy rate for all unit types. 22 communities reported 0.0 per cent vacancy rate, which is a significant increase from the last year, when only 11 communities reported 0.0 per cent vacancy rate.

While an overall decrease in vacancy rates is seen among all bedroom types, the sharpest decrease is observed among bachelor units (5.4 per cent, down from 21.1 per cent in 2022). In 2023, vacancy rates increased for high rise apartment buildings (2.2 per cent, compared to 1.0 per cent in 2022) but decreased across other building types. Average vacancy rates decreased most sharply among walk-ups (5.5 per cent, compared to 13.6 per cent in 2022), and store top units (6.0 per cent, compared to 12.9 per cent in 2022).

VACANCY RATES BY RENTAL RATE RANGES

- Vacancy rates were the highest for 1-bedroom and 3-bedroom units in the less than \$500 range (50 per cent and 75 per cent, respectively).

- Conversely, the lowest vacancy rates at 0.0 per cent were reported for bachelor units in the less than \$500 range and \$1,100 to \$1,349 range, as well as for 2-bedroom units in the \$500 to \$649 range and 3-bedroom units in the \$500 to \$649 and \$650 to \$799 range.
- Vacancy rates for all 4+ bedroom units also remained at 0.0 percent. Caution should be exercised in interpreting data for 4+ bedroom units, due to the small sample sizes (27 units surveyed in 2023).

SECTION 1 – INTRODUCTION

Since 1973, (with the exception of 2004, 2019 and 2020), the Province of Alberta has conducted an annual Apartment Vacancy and Rental Cost Survey (AVS) of multi-family dwellings in Alberta's rural communities. The survey identifies building type and age, unit type, number of units, rental rates, and the number of vacancies of private market rental units in rural communities. The eligibility criteria used in selecting communities for the survey are those:

- with a population between 1,000 and 9,999²;
- with thirty or more rental units; and,
- which are not included in the Canada Mortgage and Housing Corporation's (CMHC) annual Rental Market Survey.

Each year the number of communities surveyed by the AVS differs due to changes in population or the number of rental units in the community. Below is the complete list of the 63 municipalities eligible to be surveyed in 2023.

Athabasca	Drumheller	Millet	Sundre
Banff	Eckville	Nanton	Swan Hills
Barrhead	Edson	Olds	Taber
Bassano	Fairview	Peace River	Tofield
Beaverlodge	Falher	Penhold	Two Hills
Black Diamond	Fort Macleod	Pincher Creek	Valleyview
Bonnyville	Fox Creek	Ponoka	Vegreville
Bow Island	Grande Cache	Provost	Vermilion
Bowden	Grimshaw	Raymond	Vulcan
Bruderheim	Hanna	Rimbey	Wainwright
Cardston	High Level	Rocky Mountain House	Westlock
Carstairs	High Prairie	Sexsmith	Whitecourt
Claresholm	Hinton	Slave Lake	
Coaldale	Innisfail	Smoky Lake	
Crowsnest Pass	Jasper	Spirit River	
Didsbury	Mayerthorpe	St. Paul	
Drayton Valley	McLennan	Stettler	

² The survey does not include communities in urban areas with a population of 10,000 or more, as these areas are surveyed annually by CMHC.

PURPOSE

The AVS provides the housing industry, private sector, and various government ministries with housing information on vacancy and rental rates for non-subsidized multi-family rental dwellings in Alberta's rural communities.

METHODOLOGY

The survey was conducted from June to August 2023. A bi-modal collection method (telephone/email) was used to gather data from apartment owners, managers, building superintendents, and property management agencies. The information collected reflects market conditions at the time of the survey. The survey identifies building type and age, unit type, number of units, rental rates, and the number of vacancies. All survey data records are validated and adjusted for non-responses to ensure the information is an accurate representation of what was provided in the survey.

The survey includes buildings containing four or more non-subsidized rental units, including the following building types:

- walk-up and high-rise apartment buildings;
- four-plexes, row/townhouses;
- store-top rental units; and
- other multi-plex rental stock.

The survey does not include:

- rented single-detached, duplexes, and semi-detached houses;
- individually owned and managed rental condominium units; and
- secondary suites such as basement suites, attic apartments, and garage suites.

In order for a rental unit to be included in the survey, it must be either occupied at market rates, or be available for rent at market rates. In buildings that include both non-subsidized and subsidized or affordable housing rental units, only non-subsidized units at market rates are included in the survey.

In 2023, 1,298 buildings across 63 rural communities were eligible to be included in the survey, for a total of 9,630 units. Out of 1,298 buildings, 937 were surveyed, 298 were not surveyed (no contact, no answer, changed ownership, other temporary non-participation), and 63 refused to participate, for a total response rate of 72.2 per cent. The number of communities eligible for the survey increased in 2023 to 63 from 62 in 2022.

See [Appendix A for Table 1 - Number of Rental Units Identified and Survey Representation Rates](#) for more details by community.

AUTHORITY TO COLLECT INFORMATION

The collection of this information is authorized under section 33(c) of the *Freedom of Information and Protection of Privacy Act* and the privacy protection provisions apply.

ACKNOWLEDGEMENTS

The annual Apartment Vacancy and Rental Cost Survey would not be possible without the cooperation of the rental property owners, managers, building superintendents, property management agencies, and municipal officials throughout Alberta. The Government of Alberta gratefully acknowledges and appreciates their assistance in the completion of this survey. This successful collaborative process ensures that the *Apartment Vacancy and Rental Cost Survey Report* is an accurate reflection of vacancies and rental costs in Alberta's rural communities.

SECTION 2 - APARTMENT RENTAL RATES

2023 AVERAGE RENTAL RATES AND RANGES BY TYPE OF UNIT

Chart 1 illustrates the 2023 average rental rates for each type of unit surveyed, as well as which community reported the highest and lowest rental rates.

The average rental rates by unit type were:

- \$746 for bachelor units;
- \$910 for 1-bedroom units;
- \$1,040 for 2-bedroom units;
- \$1,215 for 3-bedroom units; and,
- \$1,339 for 4+ bedroom units.

Chart 1 - Rental Ranges and Average Rental Rates by Unit Type

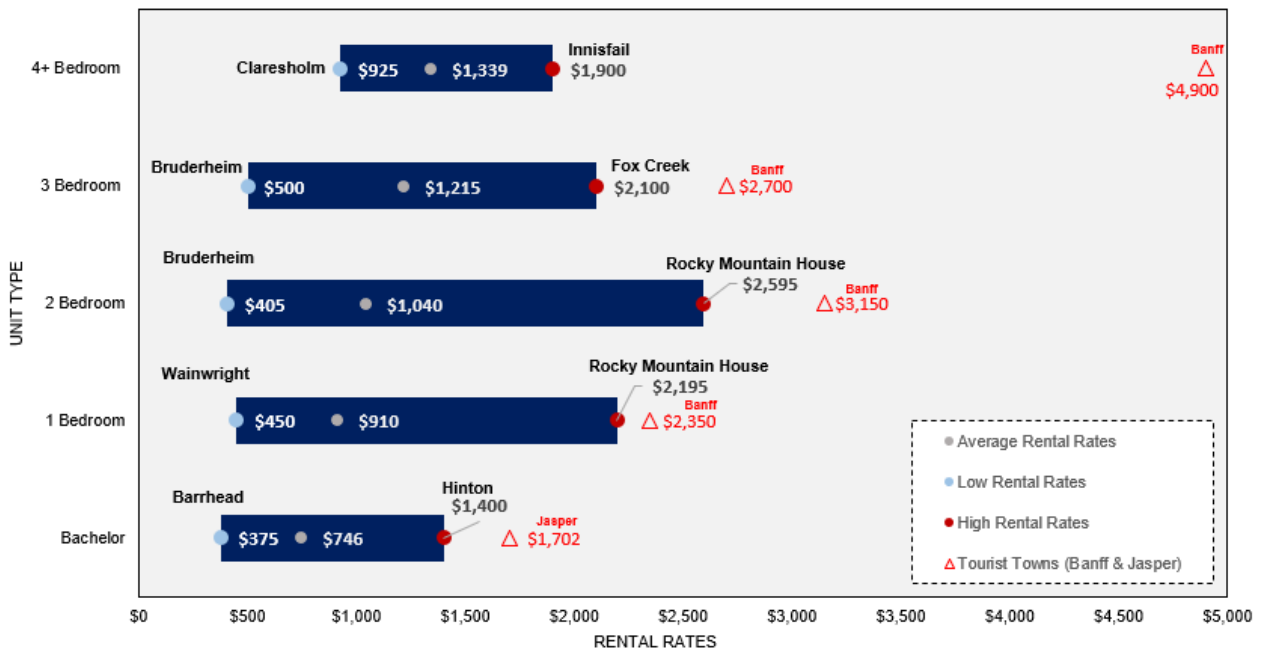


Chart 2 illustrates the locations of highest and lowest rental rates by unit type.

The highest reported rental rates by unit type and location were:

- bachelor units: Hinton at \$1,400;
- 1-bedroom, 2-bedroom units: Rocky Mountain House at \$2,195 and \$2,595, respectively;
- 3-bedroom units: Fox Creek at \$2,100; and
- 4+ bedroom units: Innisfail at \$1,900.

The lowest reported rental rates by unit type and location were:

- bachelor units: Barrhead at \$375;

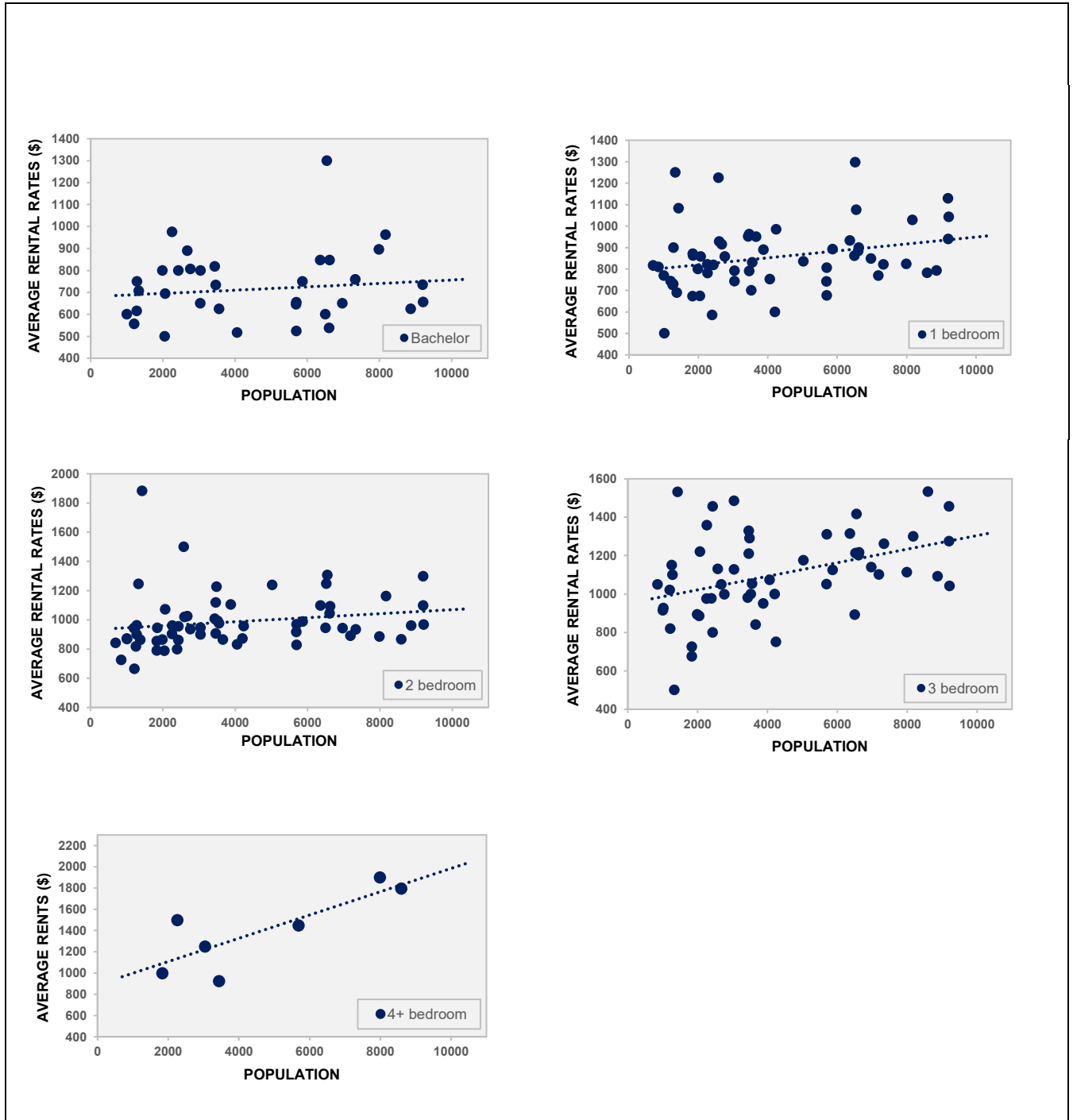
- 1-bedroom units: Wainwright at \$450;
- 2-bedroom and 3-bedroom units: Bruderheim at \$405 and \$500, respectively; and
- 4+bedroom units: Claresholm at \$925.

Chart 2 - Locations of Highest and Lowest End of Rental Range by Unit Type



Chart 3 shows average rental rates by type of unit against the population size, across rural communities in Alberta. A slight, positive correlation between community sizes and average rental rates could be observed, with communities with larger populations having slightly higher average rental rates.

Chart 3 - Average Rental Prices and Community Size



See [Appendix B for Table 2 – Weighted Average Rent and Rental Range by Type of Unit.](#)

2014-2023 COMPARATIVE AVERAGE RENTAL RATE BY UNIT TYPE

Chart 4 shows the distribution of unit types (i.e., bachelor suites, 1-bedroom, 2-bedroom, 3-bedroom and 4+ bedroom) surveyed in 2023.

The most common unit type was 2-bedroom units, totaling 5,261 out of 9,630 units (54.6 per cent of all the rental stock surveyed). The least common unit type available for rent was 4+ bedroom units, with 27 units surveyed.

Chart 4 - 2023 Distribution of Surveyed Unit Types

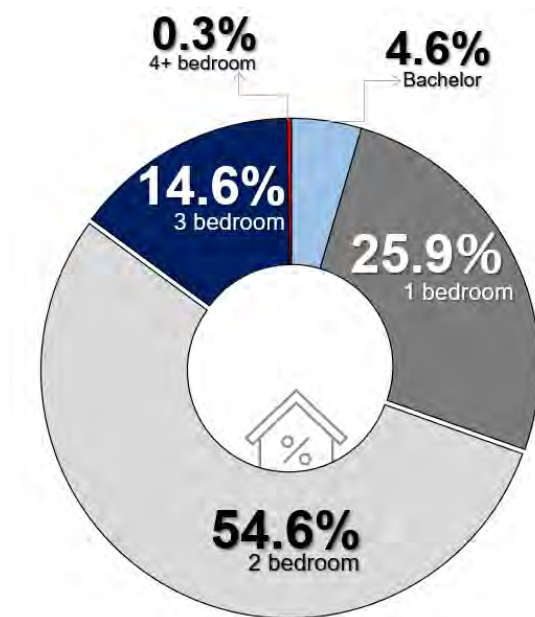


Table 1 summarizes the number of units surveyed by unit type and the number of vacant units.

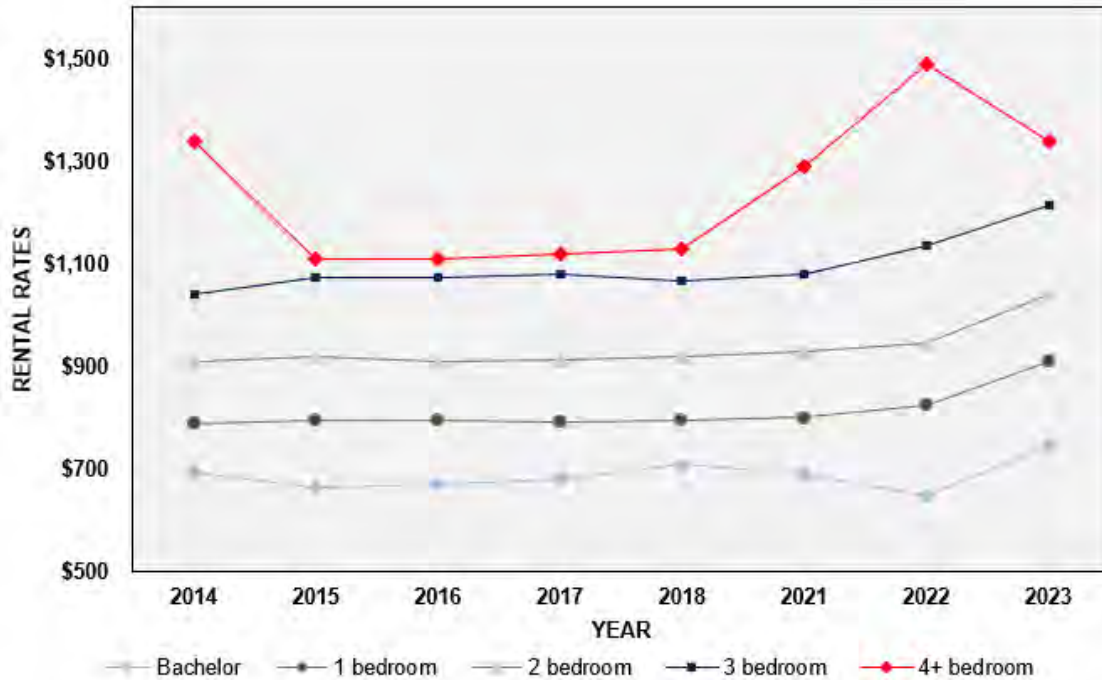
Table 1 - Summary of Units Surveyed by Bedroom Type

Bedroom Type	Number of Units	Number of Vacant Units	Percentage of Vacant Units (including Banff and Jasper)
Bachelor	440	14	3.2
1-Bedroom	2,494	146	5.9
2-Bedroom	5,261	253	4.8
3-Bedroom	1,408	74	5.3
4+ Bedroom	27	0	0.0
Overall	9,630	487	5.1

Chart 5 tracks average rental rates by unit type since 2014. Increases in average rental rates were observed across all unit types, with the exception of 4+ bedroom units*. In 2023, the largest average rental rate increase (14.8%) was for bachelor units (\$746 in 2023, up from \$650 in 2022), followed by 1-bedroom units (\$910 in 2023, up from \$825 in 2022) and 2-bedroom units (\$1,040 in 2023, up from \$945).

*Caution should be exercised in interpreting data for 4+ bedroom units, due to the small sample sizes (27 units surveyed in 2023).

Chart 5 - Average Rental Rate by Unit Type (2014 – 2023)



Data was not collected in 2019 and 2020.

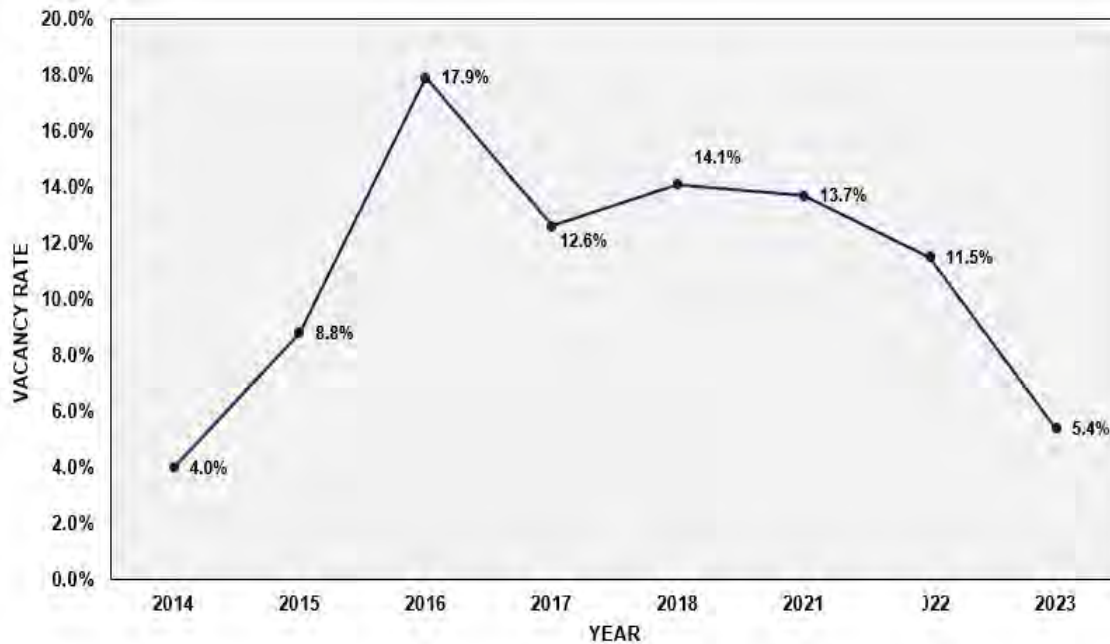
See [Appendix C for Table 3 - Number of Vacancies and Vacancy Rates by Type of Unit.](#)

SECTION 3 - APARTMENT VACANCY RATES

COMPARATIVE OVERALL VACANCY RATES 2014-2023

Chart 6 illustrates overall vacancy rates of units for a ten-year period, from 2014 to 2023. The vacancy rate was lowest at 4.0 per cent in 2014 and increase to a high of 17.9 per cent in 2016. Since 2021, the vacancy rate has been on a decreasing trend from 13.7% to 5.4%.

Chart 6 - Overall Vacancy Rates in Rural Alberta (2014 –2023)

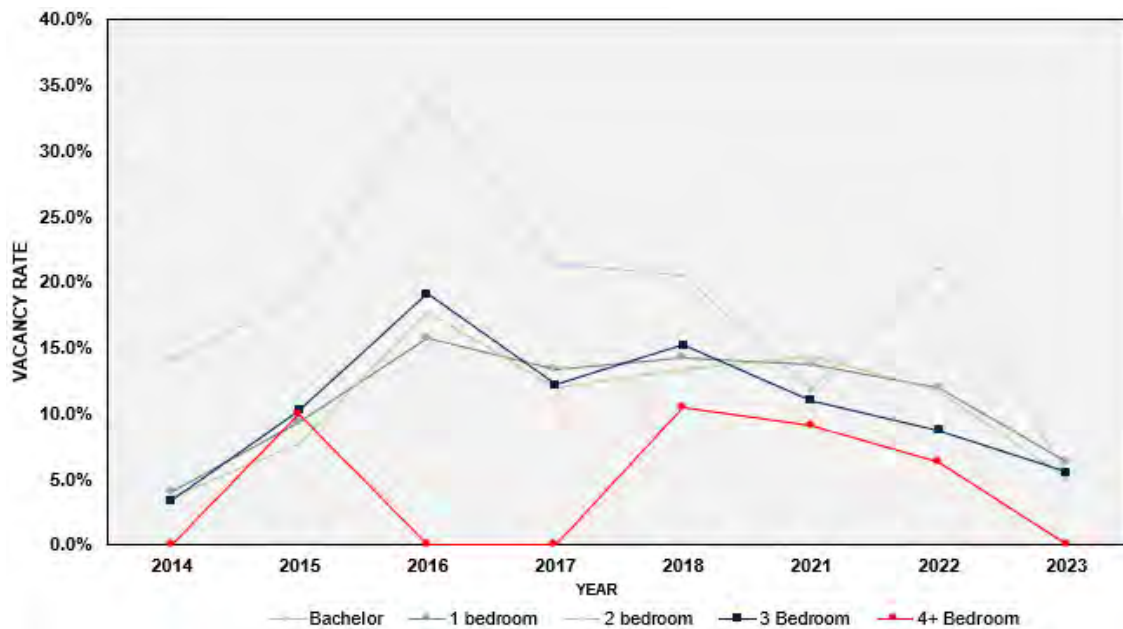


Data was not collected in 2019 and 2020.

VACANCY RATES BY TYPE OF UNIT SURVEYED

Chart 7 provides the average vacancy rates by unit type from 2014 to 2023. While there has been an overall decrease in vacancy rates among all bedroom types, the sharpest decrease is in bachelor units (5.4 per cent, down from 21.1 per cent in 2022).

Chart 7 - Average Vacancy Rates by Type of Unit (2014 – 2023)



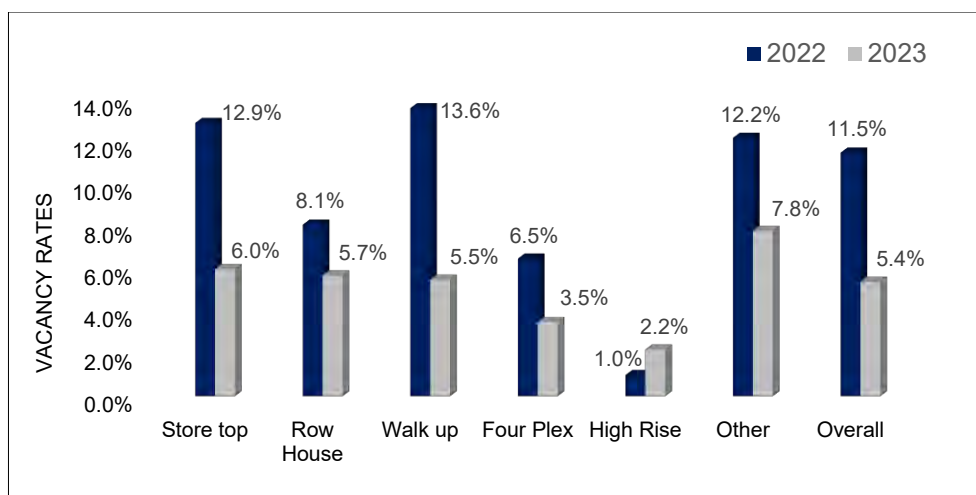
Caution should be exercised in interpreting data for 4+ bedroom units, due to the small sample sizes (27 units surveyed in 2023).

Data was not collected in 2019 and 2020.

VACANCY RATES BY TYPE OF BUILDING

Chart 8 compares the 2022 and 2023 vacancy rates across various building types (e.g., high-rise, store-top, etc.). In 2023, there was a decline in average vacancy rates for all building types, except for high-rise buildings, where a slight increase was observed (2.2 percent compared to 1.0 percent in 2022). Among these changes, the most substantial decrease was observed in Walk-ups, with their vacancy rates dropping significantly from 13.6 percent in 2022 to 5.5 percent in 2023.

Chart 8 - Vacancy Rate by Type of Building (2022 & 2023)



Other includes private multi-plex rental properties with over four units.

Table 2 summarizes the number of units surveyed by type of building and their percentage share of the total rental stock surveyed, number of vacant units and the average vacancy rates. Walk-Up buildings dominated with the highest share at 57.6%, followed by Four-Plexes at 17.8%, Other at 12.0%, Row Houses at 9.0%, Store Tops at 2.0%, and High-Rises at 1.6%.

See [Appendix D for Table 4 - Number of Vacancies and Vacancy Rates by Type of Building.](#)

Table 2 - Summary of Units Surveyed and Corresponding Vacancy Rates by Building Type

Building Type	Total Surveyed Units	% of Total Surveyed Units	Total Vacant Units in Survey	Vacancy Rate (%)
Store Top	183	2.0	11	6.0
Row House	806	9.0	46	5.7
Walk-Up	5,174	57.6	284	5.5
Four-Plex	1,603	17.8	56	3.5
High-Rise	139	1.6	3	2.2
Other	1,078	12.0	84	7.8

VACANCY RATES BY AGE OF BUILDING

Chart 9 compares the overall 2022 and 2023 vacancy rates by age of building.

In 2023, vacancy rates decreased for four age categories:

- buildings aged less than 6 months (to 5.6 per cent, compared to 12.5 per cent in 2022);
- buildings between 2 and 5 years (to 0.0 per cent, compared to 26.5 per cent in 2022);
- buildings aged 5 and 10 years (to 8.6 per cent, compared to 11.7 per cent in 2022);
- and buildings aged 10+ years (to 5.0 per cent, compared to 11.2 per cent in 2022).

Vacancies only increased for buildings aged between 7 and 23 months (5.7 per cent in 2023, compared to 0.0 per cent in 2022).

Chart 9 - Vacancy Rates by Age of Building (2022 & 2023)

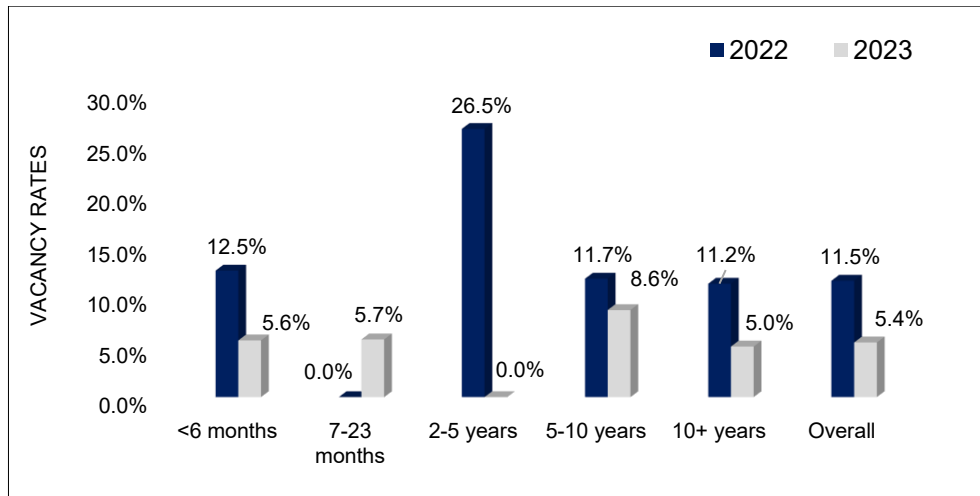


Table 3 summarizes the number of rental units by age of building and their percentage share of the total rental stock surveyed, number of vacant units and vacancy rates. The chart illustrates that 86 per cent of the rental stock is 10 or more years old, 3 per cent of units are five (5) years or less in age. Note: a total of 71 units were surveyed in buildings aged less than 6 months, 106 units in those aged 7-23 months, 55 units in those aged 2-5 years, 1,013 units in those aged 5-10 years, and 7,738 units in those aged 10 years or more.

Table 3 - Summary of Units Surveyed and Corresponding Vacancy Rates by Building Age

Building Age	Number of Units in Survey	Percentage of Total Units in Survey	Number of Vacant Units in Survey	Vacancy Rates (%)
< 6 months	71	1%	4	5.6
7-23 months	106	1%	6	5.7
2-5 years	55	1%	0	0.0
5-10 years	1,013	11%	87	8.6
10+ years	7,738	86%	387	5.0

See [Appendix E for Table 5 - Number of Vacancies and Vacancy Rates by Age of Building](#)

VARIANCE BETWEEN 2022 AND 2023 VACANCY RATES

Tables 4 and 5 depict variances between the 2022 and 2023 vacancy rates by community.

In 2023, seven (7) communities experienced an increase in vacancy rates compared to the previous survey year (2022). Athabasca saw the greatest absolute increase (up 11.6%, to a 21.1 per cent vacancy in 2023, compared to 9.5 per cent in 2022). Nine (9) communities did not have any change in vacancy rates in 2023.

Table 4 - Communities with Increased or Unchanged Vacancy Rates from 2022 to 2023

Community	2022 Vacancy Rate (%)	2023 Vacancy Rate (%)	Change (in %)
Athabasca	9.5	21.1	11.6
Banff	0.3	0.8	0.5
Barrhead	1.4	1.6	0.2
Bassano	0.0	0.0	0.0
Black Diamond	0.0	0.0	0.0
Bow Island	0.0	0.0	0.0
Bowden	0.0	0.0	0.0
Cardston	0.0	10.5	10.5
Carstairs	0.0	0.0	0.0
Didsbury	0.0	2.2	2.2
Jasper	0.0	0.0	0.0
Mayerthorpe	0.0	3.1	3.1
Millet	0.0	0.0	0.0
Penhold	0.0	0.0	0.0
Raymond	0.0	10.5	10.5
Sexsmith	-	0.0	-
Tofield	0.0	0.0	0.0
Whitecourt	-	5.2	-

Vacancy rates decreased in 45 communities, with ten (10) communities having decreases in excess of ten (10) percentage points. Westlock had the greatest absolute reduction in vacancy rates (down 19.6 per cent, to 4.0 per cent in 2023, compared to 23.6 per cent in 2022).

Table 5 - Communities with Decreased Vacancy Rates from 2022 to 2023

Community	2022 Vacancy Rate (%)	2023 Vacancy Rate (%)	Change (in %)
Beaverlodge	17.1	1.0	-16.1
Bonnyville	18.8	6.2	-12.6
Bruderheim	45.0	31.3	-13.7
Claresholm	1.4	1.1	-0.3

Coaldale	8.0	0.0	-8.0
Crowsnest Pass	16.7	6.4	-10.3
Drayton Valley	12.8	3.8	-9.0
Drumheller	5.7	0.8	-4.9
Eckville	6.7	0.0	-6.7
Edson	4.3	1.9	-2.4
Fairview	1.7	0.0	-1.7
Falher	11.3	7.8	-3.5
Fort Macleod	1.8	0.0	-1.7
Fox Creek	57.7	48.9	-8.8
Grande Cache	15.4	7.7	-7.7
Grimshaw	8.3	5.3	-3.0
Hanna	8.3	5.8	-2.5
High Level	4.9	0.8	-4.1
High Prairie	10.8	1.7	-9.2
Hinton	10.5	1.6	-8.9
Innisfail	3.3	0.4	-2.9
McLennan	4.2	3.6	-0.6
Nanton	2.0	0.0	-2.0
Olds	2.6	1.0	-1.6
Peace River	12.8	11.1	-1.7
Pincher Creek	3.3	0.0	-3.3
Ponoka	4.1	1.9	-2.2
Provost	19.2	4.4	-14.8
Rimbey	2.8	0.0	-2.8
Rocky Mtn. House	16.1	10.0	-6.1
Slave Lake	6.8	2.0	-4.8
Smoky Lake	6.1	0.0	-6.1
Spirit River	10.5	7.1	-3.4
St. Paul	17.2	15.6	-1.6
Stettler	14.0	0.9	-13.1
Sundre	2.6	0.0	-2.6
Swan Hills	31.8	20.0	-11.8
Taber	4.4	1.9	-2.5
Two Hills	3.1	0.0	-3.1
Valleyview	11.1	0.0	-11.1
Vegreville	17.5	2.0	-15.5
Vermilion	16.1	14.8	-1.3
Vulcan	6.9	0.0	-6.9

Wainwright	12.9	4.7	-8.2
Westlock	23.6	4.0	-19.6

A comparison cannot be made for Whitecourt or Sexmith as they were not included in the 2022 survey.

See [Appendix F for Table 6 - Comparative Vacancy Rates by Community, 2022 - 2023](#).

SECTION 4 - APARTMENT VACANCIES AND RENTAL RATE RANGES

VACANCIES BY RENTAL RANGE AND TYPE OF UNIT

Table 6 provides a breakdown of average vacancy rates by rental range and unit type.

The highest vacancy rates were for units renting for less than \$500 for 1-bedroom and 3-bedroom units, at 50 and 75 per cent, respectively. Conversely, the lowest vacancy rates at 0.0% were reported for bachelor units in the less than \$500 range and in the \$1,100 to \$1,349 range, as well as for 2-bedroom units in the \$500 to \$649 range and 3-bedroom units in the \$500 to \$649 and \$650 to \$799 range. Vacancy rates for all 4+ bedroom units also remained at 0.0 percent.

Table 6 - Average Vacancy Rates by Type of Unit and Rental Range

Unit Type		<\$500	\$500-\$649	\$650-\$799	\$800-\$949	\$950-\$1,099	\$1,100-\$1,349	>\$1,350
Bachelor	Vacancy Rate (%)	0.0	10.0	8.5	3.0	6.7	0.0	-
1 Bedroom	Vacancy Rate (%)	50.0	5.7	6.9	6.0	4.8	6.6	8.1
2 Bedroom	Vacancy Rate (%)	33.3	0.0	3.3	6.0	3.5	3.6	10.2
3 Bedroom	Vacancy Rate (%)	75.0	0.0	0.0	3.1	10.7	4.5	4.3
4+Bedroom*	Vacancy Rate (%)	-	-	-	0.0	0.0	0.0	0.0

* Caution should be exercised in interpreting data for 4+ bedroom units, due to the small sample sizes (27 units surveyed in 2023).

See [Appendix G for Table 7 - Number of Vacancies by Rental Range and Type of Unit](#).

SECTION 5 – CONCLUSION

In total, 1,298 buildings, with 9,630 units across 63 rural communities were surveyed (including Banff and Jasper).

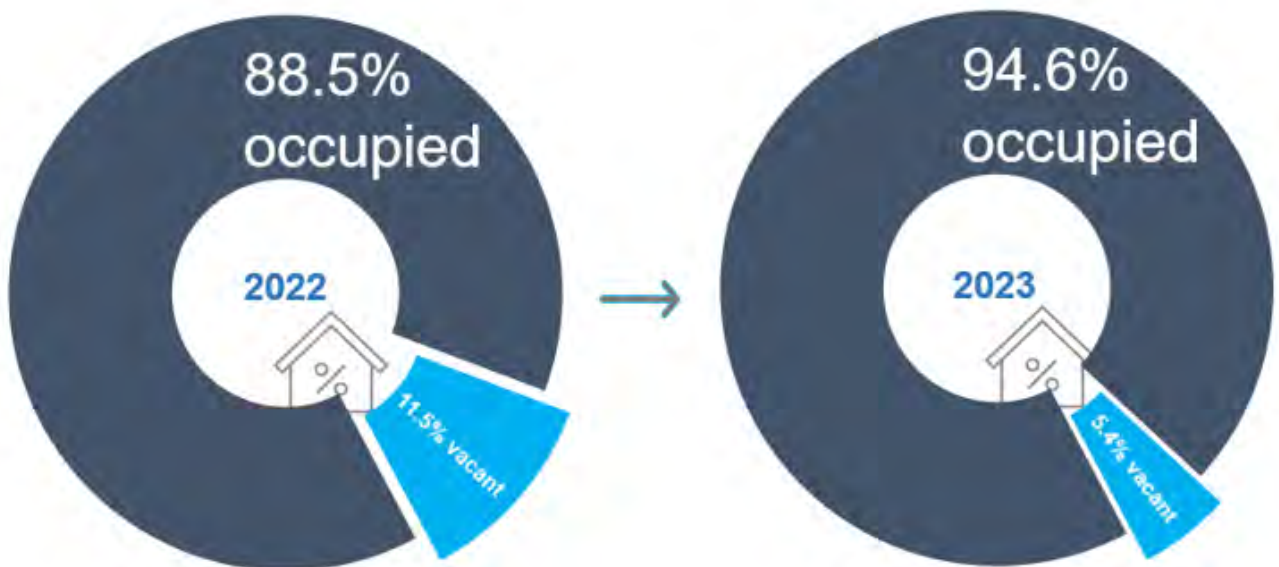
In 2023, average rental rates increased across all unit types in rural Alberta with the exception of 4+ bedroom units.

Vacancy rates across the province averaged 5.4 per cent in 2023, compared to 11.5 per cent in 2022.

Seven (7) communities experienced an increase in vacancy rates. Athabasca had the greatest absolute increase in vacancy rates in 2023 at 21.1 per cent, compared to 9.5 per cent in 2022.

Vacancy rates decreased in forty-six (46) communities, with ten (10) communities having decreases of more than ten (10) percentage points, compared to 2022. Westlock had the highest percentage change in vacancy rates, at 19.6 per cent (4.0 per cent vacancy rate in 2023, compared to 23.6 per cent in 2022). Nine (9) communities did not have any change in vacancy rates in 2023, compared to 2022.

In 2023, there were decreases in vacancy rates across all unit types, with the most substantial decrease in bachelor units (5.4 per cent, compared to 21.1 per cent in 2022). Average vacancy rates decreased across all building types, with the exception of high-rises (2.2 per cent in 2023, compared to 1.0 per cent in 2022).



SECTION 6 - DEFINITIONS

Non-responses

Respondent was unable to be contacted, unit was rented at a discount, or unit was undergoing renovations.

Private Market Rental Units

Units rented at market rates and not subsidized.

Private Market Rental Building Types

Four-plex	A building with four rental units, having two to four entrances. Rental units are either vertically or horizontally split.
Walk-up	An apartment building that has a shared main entrance, with more than four rental units, is usually not more than six floors, and does not have an elevator.
Row/townhouse	A series of ground-oriented (vertically split) private market rental units, connected by common walls, forming a continuous group. Each rental unit has its own street entrance and may have a back door with a small yard.
High-rise	An apartment building with many levels equipped with elevators.
Store-top	Any type of private market rental unit(s) above a commercial building.
Other	Multi-plex private market rental units other than those listed above, with more than four rental units (five-plex, six-plex, etc.).

Rent

The amount a tenant pays for their private market rental units. No adjustments are made for inclusion or exclusion of amenities and services such as heat, water, electricity, and parking.

Subsidized Rental Units

A government-owned and/or supported housing unit where rents are below market rates.

Vacant

A unit is considered vacant if, at the time of the survey, it is physically unoccupied and available for immediate rent. Rental units undergoing renovations are not considered vacant, but are temporarily removed from the survey.

Appendix A: Number of Rental Units Identified

Table 1 - Number of Rental Units Identified and Survey Representation Rates

	Community	Number of Rental Units Identified	Units Accounted for by Survey	Representation Rate (%)
Hamlet	Grande Cache	156	156	100%
	Total	156	156	100%
Specialized Municipality	Crowsnest Pass	47	47	100%
	Jasper	277	277	100%
	Total	324	324	100%
Town	Athabasca	219	209	95.4%
	Banff	370	370	100%
	Barrhead	309	307	99.4%
	*Bassano	24	21	87.5%
	Beaverlodge	102	102	100%
	*Black Diamond	22	21	95.5%
	Bonnyville	562	536	95.4%
	Bow Island	34	34	100%
	*Bowden	24	24	100%
	Bruderheim	80	80	100%
	*Cardston	19	19	100%
	*Carstairs	16	15	93.8%
	Claresholm	182	175	96.2%
	Coaldale	45	41	91.1%
	Didsbury	89	89	100%
	Drayton Valley	224	212	94.6%
	Drumheller	252	238	94.4%
	*Eckville	29	29	100%
	Edson	417	417	100%
	Fairview	40	40	100%
	Falher	52	51	98.1%
	Fort Macleod	89	82	92.1%
	Fox Creek	92	90	97.8%
	Grimshaw	57	57	100%
	Hanna	72	69	95.8%
	High Level	267	263	98.5%
	High Prairie	123	121	98.4%
	Hinton	496	494	99.6%
	Innisfail	252	250	99.2%
	Mayerthorpe	34	32	94.1%
	*McLennan	28	28	100%
	*Millet	19	18	94.7%
	Nanton	54	54	100%

Olds	207	205	99.0%
Peace River	698	683	97.9%
Penhold	37	36	97.3%
Pincher Creek	84	78	92.9%
Ponoka	221	207	93.7%
Provost	45	45	100%
*Raymond	19	19	100%
Rimbey	58	58	100%
Rocky Mountain House	262	259	98.9%
*Sexsmith	28	28	100%
Slave Lake	362	348	96.1%
Smoky Lake	35	33	94.3%
*Spirit River	15	14	93.3%
St. Paul	266	263	98.9%
Stettler	223	218	97.8%
Sundre	59	59	100%
Swan Hills	93	90	96.8%
Taber	217	213	98.2%
*Tofield	29	29	100%
Two Hills	37	34	91.9%
*Valleyview	24	24	100%
Vegreville	207	205	99.0%
Vermilion	109	108	99.1%
Vulcan	37	37	100%
Wainwright	333	295	88.6%
Westlock	250	249	99.6%
Whitecourt	761	725	95.3%
Total	9,410	9,150	95.4%
Grand Total	9,890	9,630	100%

* Municipality had fewer than 30 units at the time of survey.

Appendix B: Weighted Average Rent and Rental Range by Type of Unit

Table 2 - Weighted Average Rent and Rental Range by Type of Unit

Community	Bachelor		1 - Bedroom		2 - Bedroom		3 - Bedroom		4+ Bedroom	
	Avg. (\$)	Range (\$)	Avg. (\$)	Range (\$)	Avg. (\$)	Range (\$)	Avg. (\$)	Range (\$)	Avg. (\$)	Range (\$)
Athabasca	806	800-825	858	750-1,000	935	850-1,300	998	940-1,600		-
Banff	1,095	825-1,300	1,592	1,000-2,350	1,833	900-3,150	1,883	1,405-2,700	4,100	2,100-4,900
Barrhead	517	375-800	752	500-1,100	832	675-1,200	1,074	800-1,250		-
Bassano		-		-	665	600-825	820	730-900		-
Beaverlodge	975	975-975	821	750-900	904	750-1,025	975	600-1,100		-
Black Diamond		-	1,225	1,200-1,300	1,500	1,500-1,500	1,130	950-1,400		-
Bonnyville	847	785-935	933	650-1,150	1,097	450-1,550	1,315	800-1,600		-
Bow Island		-	673	650-695	789	635-850	725	725-725		-
Bowden	615	615-615	730	600-910	900	705-1,150		-		-
Bruderheim	706	700-725	1,250	1,250-1,250	1,245	405-1,350	500	500-500		-
Cardston		-	700	700-700	992	800-1,200	1,000	1,000-1,000		-
Carstairs		-	950	950-950	865	800-995	840	840-840		-
Claresholm	818	650-850	951	525-1,050	1,007	650-1,250	981	825-1,100	925	925-925
Coaldale		-	782	700-825	867	700-1,450	1,533	1,500-1,600	1795	1795-1795
Crowsnest Pass	523	460-650	677	525-975	828	600-1,000		-		-
Didsbury		-	836	785-1,100	1,239	650-1,500	1,175	600-1,500		-
Drayton Valley	650	500-800	849	625-1,000	943	700-1,400	1,140	1,000-1,200		-
Drumheller	600	600-600	862	700-1,300	944	700-1,500	892	725-1,225		-
Eckville		-	500	500-500	868	600-1,100	927	725-1,100		-
Edson	963	850-1,000	1,028	800-1,325	1,162	850-1,700	1,300	1,200-1,500		-
Fairview	800	800-800	819	600-850	861	500-950	800	650-900		-
Falher	600	600-600	769	650-950	871	700-1,250	914	700-1,600		-
Fort Macleod	800	800-800	792	650-850	946	800-1,250	1,486	1,000-1,725	1,250	1,250-1,250
Fox Creek		-	1,083	850-1,200	1,882	700-2,400	1,532	900-2,100		-
Grande Cache	650	650-650	743	725-775	900	775-1,100	1,128	825-1,200		-
Grimshaw		-	928	700-1,100	1,019	800-1,100		-		-
Hanna		-	586	500-700	799	450-1,000	977	750-1,200		-
High Level	733	675-850	963	800-1,100	1,119	900-1,450	1,329	800-2,000		-
High Prairie	695	550-900	858	560-1,000	1,072	840-1,300	1,220	1,100-1,500		-
Hinton	735	550-1,400	1,129	750-1,600	1,297	800-1,750	1,275	1,000-1,700		-
Innisfail	895	895-895	823	675-1,050	885	500-1,295	1,113	775-1,850	1,900	1,900-1,900
Jasper	1,683	755-1,702	1,632	860-2,022	1,834	975-2,331	1,325	1,150-1,500		-
Mayerthorpe		-	725	700-750	817	700-950	1,150	1,150-1,150		-
Mclennan		-	816	775-1,200	842	840-850		-		-
Millet		-	863	800-900	945	850-1,100		-		-
Nanton	800	800-800	800	800-800	865	625-1,050	894	750-1,100		-
Olds	656	600-825	1,043	630-1,350	966	670-1,350	1,041	675-1,200		-
Peace River	847	500-1,100	900	650-1,500	1,092	650-1,800	1,217	900-1,600		-
Penhold		-		-	1,227	825-1,900	1,291	900-1,625		-
Pincher Creek		-	791	675-825	906	700-1,245	1,210	975-1,500		-
Ponoka	759	695-775	822	600-1,025	933	750-1,375	1,262	900-1,500		-

Provost	-	871	625-1,200	853	600-1,500	675	675-675	1,000	1,000-1,000
Raymond	-	600	600-600	872	625-1,100	1,000	1,000-1,000		-
Rimbey	-	781	650-950	960	775-1,200	1,358	1,325-1,425	1,500	1,500-1,500
Rocky Mountain House	-	1,297	720-2,195	1,247	600-2,595	1,213	900-1,700		-
Sexsmith	-		-	954	870-995	1,456	1,145-1,700		-
Slave Lake	1,300	1,300-1,300	1,076	800-1,800	1,307	950-2,100	1,417	1,000-1,900	-
Smoky Lake	-	890	525-1,100	1,104	950-1,300	950	950-950		-
Spirit River	-	810	700-925	725	700-750	1,050	1,000-1,250		-
St. Paul	750	700-850	892	750-940	989	780-1,167	1,125	950-1,250	-
Stettler	655	650-675	806	650-950	969	600-1,350	1,310	1,100-1,450	-
Sundre	890	800-895	915	700-1,000	1,025	1,000-1,100	1,050	1,050-1,050	-
Swan Hills	557	450-650	743	600-850	942	795-1,100	1,020	800-1,200	-
Taber	625	625-625	792	625-950	960	600-1,400	1,093	850-1,325	-
Tofield	500	500-500	675	550-800	788	600-1,100	885	825-950	-
Two Hills	-	690	650-800	863	750-945		-		-
Valleyview	750	750-750	900	900-900	962	950-1,100	1,100	1,050-1,150	-
Vegreville	645	575-650	742	675-795	917	700-1,100	1,051	875-1,100	1,450
Vermilion	625	550-700	830	750-950	976	925-1,250	1,053	1,045-1,100	-
Vulcan	-	985	775-1,050	956	750-1,225	750	725-825		-
Wainwright	538	500-650	884	450-1,400	1,043	800-1,350	1,202	800-1,600	-
Westlock	-	769	675-820	890	725-1,200	1,101	920-1,350		-
Whitecourt	641	425-750	940	800-1,150	1,097	575-1,500	1,456	1,000-1,700	-
Grand Total (with Banff & Jasper)	1,087		965		1,070		1,247		2,055
Grand Total (without Banff & Jasper)	746		910		1,040		1,215		1,339

*The weighted average rent, calculated as the sum of the product of Unit Count and Rent Per Unit divided by the sum of Unit Count, is represented by: $\text{Weighted Average Rent} = \frac{\sum(\text{Unit Count} \times \text{Rent Per Unit})}{\sum(\text{Unit Count})}$

Appendix C: Number of Vacancies and Vacancy Rental Rates by Type of Unit

Table 3 - Number of Vacancies and Vacancy Rates by Type of Unit

Community		Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom			Total		
		No.	Vac	%	No.	Vac	%	No.	Vac	%	No.	Vac	%	No.	Vac	%	No.	Vac	%
Hamlet	Grande Cache	6	0	0.0	34	0	0.0	34	1	2.9	82	11	13.4	0	0	0.0	156	12	7.7
Specialized Municipality	Crowsnest Pass	3	0	0.0	23	3	13.0	21	0	0.0	0	0	0.0	0	0	0.0	47	3	6.4
	Jasper	147	0	0.0	94	0	0.0	34	0	0.0	2	0	0.0	0	0	0.0	277	0	0.0
Town	Athabasca	4	0	0.0	54	10	18.5	77	20	26.0	74	14	18.9	0	0	0.0	209	44	21.1
	Banff	32	0	0.0	100	1	1.0	164	2	1.2	67	0	0.0	7	0	0.0	370	3	0.8
	Barrhead	14	2	14.3	104	1	1.0	171	2	1.2	18	0	0.0	0	0	0.0	307	5	1.6
	* Bassano	0	0	0.0	0	0	0.0	17	0	0.0	4	0	0.0	0	0	0.0	21	0	0.0
	Beaverlodge	1	0	0.0	28	0	0.0	64	1	1.6	9	0	0.0	0	0	0.0	102	1	1.0
	* Black Diamond	0	0	0.0	4	0	0.0	2	0	0.0	15	0	0.0	0	0	0.0	21	0	0.0
	Bonnyville	23	1	4.3	111	9	8.1	366	22	6.0	36	1	2.8	0	0	0.0	536	33	6.2
	Bow Island	0	0	0.0	12	0	0.0	20	0	0.0	2	0	0.0	0	0	0.0	34	0	0.0
	* Bowden	1	0	0.0	7	0	0.0	16	0	0.0	0	0	0.0	0	0	0.0	24	0	0.0
	Bruderheim	4	0	0.0	36	10	27.8	36	12	33.3	4	3	75.0	0	0	0.0	80	25	31.3
	* Cardston	0	0	0.0	4	0	0.0	13	2	15.4	2	0	0.0	0	0	0.0	19	2	10.5
	* Carstairs	0	0	0.0	11	0	0.0	3	0	0.0	1	0	0.0	0	0	0.0	15	0	0.0
	Claresholm	18	0	0.0	26	1	3.8	113	1	0.9	12	0	0.0	6	0	0.0	175	2	1.1
	Coaldale	0	0	0.0	10	0	0.0	25	0	0.0	3	0	0.0	3	0	0.0	41	0	0.0
	Didsbury	0	0	0.0	31	0	0.0	22	0	0.0	36	2	5.6	0	0	0.0	89	2	2.2
	Drayton Valley	4	2	50.0	65	1	1.5	128	5	3.9	15	0	0.0	0	0	0.0	212	8	3.8
	Drumheller	1	0	0.0	76	1	1.3	155	1	0.6	6	0	0.0	0	0	0.0	238	2	0.8
	* Eckville	0	0	0.0	2	0	0.0	16	0	0.0	11	0	0.0	0	0	0.0	29	0	0.0
	Edson	8	1	12.5	87	3	3.4	283	3	1.1	39	1	2.6	0	0	0.0	417	8	1.9
	Fairview	1	0	0.0	13	0	0.0	22	0	0.0	4	0	0.0	0	0	0.0	40	0	0.0
	Falher	2	1	50.0	18	1	5.6	24	1	4.2	7	1	14.3	0	0	0.0	51	4	7.8
	Fort Macleod	2	0	0.0	12	0	0.0	46	0	0.0	19	0	0.0	3	0	0.0	82	0	0.0
	Fox Creek	0	0	0.0	3	1	33.3	59	34	57.6	28	9	32.1	0	0	0.0	90	44	48.9
	Grimshaw	0	0	0.0	9	1	11.1	48	2	4.2	0	0	0.0	0	0	0.0	57	3	5.3
	Hanna	0	0	0.0	7	4	57.1	52	0	0.0	10	0	0.0	0	0	0.0	69	4	5.8

High Level	3	0	0.0	41	0	0.0	141	1	0.7	78	1	1.3	0	0	0.0	263	2	0.8
High Prairie	10	0	0.0	66	0	0.0	40	2	5.0	5	0	0.0	0	0	0.0	121	2	1.7
Hinton	28	2	7.1	158	2	1.3	268	2	0.7	40	2	5.0	0	0	0.0	494	8	1.6
Innisfail	17	0	0.0	44	0	0.0	154	0	0.0	33	1	3.0	2	0	0.0	250	1	0.4
Mayerthorpe	0	0	0.0	6	0	0.0	24	1	4.2	2	0	0.0	0	0	0.0	32	1	3.1
* McLennan	0	0	0.0	13	1	7.7	15	0	0.0	0	0	0.0	0	0	0.0	28	1	3.6
* Millet	0	0	0.0	4	0	0.0	14	0	0.0	0	0	0.0	0	0	0.0	18	0	0.0
Nanton	3	0	0.0	2	0	0.0	33	0	0.0	16	0	0.0	0	0	0.0	54	0	0.0
Olds	4	0	0.0	12	0	0.0	154	2	1.3	35	0	0.0	0	0	0.0	205	2	1.0
Peace River	19	1	5.3	183	23	12.6	373	46	12.3	108	6	5.6	0	0	0.0	683	76	11.1
Penhold	0	0	0.0	0	0	0.0	28	0	0.0	8	0	0.0	0	0	0.0	36	0	0.0
Pincher Creek	0	0	0.0	8	0	0.0	60	0	0.0	10	0	0.0	0	0	0.0	78	0	0.0
Ponoka	5	2	40.0	46	0	0.0	135	0	0.0	21	2	9.5	0	0	0.0	207	4	1.9
Provost	0	0	0.0	13	0	0.0	30	2	6.7	1	0	0.0	1	0	0.0	45	2	4.4
* Raymond	0	0	0.0	2	2	100	16	0	0.0	1	0	0.0	0	0	0.0	19	2	10.5
Rimbey	0	0	0.0	16	0	0.0	38	0	0.0	3	0	0.0	1	0	0.0	58	0	0.0
Rocky Mountain House	0	0	0.0	78	12	15.4	157	13	8.3	24	1	4.2	0	0	0.0	259	26	10.0
* Sexsmith	0	0	0.0	0	0	0.0	21	0	0.0	7	0	0.0	0	0	0.0	28	0	0.0
Slave Lake	2	0	0.0	130	4	3.1	117	2	1.7	99	1	1.0	0	0	0.0	348	7	2.0
Smoky Lake	0	0	0.0	17	0	0.0	12	0	0.0	4	0	0.0	0	0	0.0	33	0	0.0
* Spirit River	0	0	0.0	5	1	20.0	4	0	0.0	5	0	0.0	0	0	0.0	14	1	7.1
St. Paul	3	0	0.0	61	13	21.3	179	26	14.5	20	2	10.0	0	0	0.0	263	41	15.6
Stettler	5	0	0.0	49	1	2.0	134	1	0.7	30	0	0.0	0	0	0.0	218	2	0.9
Sundre	18	0	0.0	23	0	0.0	14	0	0.0	4	0	0.0	0	0	0.0	59	0	0.0
Swan Hills	15	0	0.0	33	9	27.3	32	7	21.9	10	2	20.0	0	0	0.0	90	18	20.0
Taber	1	0	0.0	51	2	3.9	127	1	0.8	34	1	2.9	0	0	0.0	213	4	1.9
* Tofield	1	0	0.0	8	0	0.0	15	0	0.0	5	0	0.0	0	0	0.0	29	0	0.0
Two Hills	0	0	0.0	12	0	0.0	22	0	0.0	0	0	0.0	0	0	0.0	34	0	0.0
* Valleyview	2	0	0.0	3	0	0.0	13	0	0.0	6	0	0.0	0	0	0.0	24	0	0.0
Vegreville	15	2	13.3	73	0	0.0	94	2	2.1	19	0	0.0	4	0	0.0	205	4	2.0
Vermilion	2	0	0.0	19	0	0.0	60	8	13.3	27	8	29.6	0	0	0.0	108	16	14.8
Vulcan	0	0	0.0	5	0	0.0	28	0	0.0	4	0	0.0	0	0	0.0	37	0	0.0

Wainwright	4	0	0.0	88	7	8.0	132	6	4.5	71	1	1.4	0	0	0.0	295	14	4.7
Westlock	0	0	0.0	59	2	3.4	160	8	5.0	30	0	0.0	0	0	0.0	249	10	4.0
Whitecourt	12	0	0.0	185	20	10.8	386	14	3.6	142	4	2.8	0	0	0.0	725	38	5.2
Grand Total (with Banff and Jasper)	440	14	3.2	2,494	146	5.9	5,261	253	4.8	1,408	74	5.3	27	0	0.0	9,630	487	5.1
Grand Total (without Banff and Jasper)	261	14	5.4	2,300	145	6.3	5,063	251	5.0	1,339	74	5.5	20	0	0.0	8,983	484	5.4

* Municipality had fewer than 30 units at the time of survey.

Appendix D: Number of Vacancies and Vacancy Rates by Type of Building

Table 4 - Number of Vacancies and Vacancy Rates by Type of Building

Community		Four-Plex			Walk-Up			Row-House			High-Rise			Store-Top			Other			Total		
		No.	Vac	%	No.	Vac	%	No.	Vac	%	No.	Vac	%	No.	Vac	%	No.	Vac	%	No.	Vac	%
Hamlet	Grande Cache	8	0	0.0	74	1	1.4	74	11	14.9	0	0	0.0	0	0	0.0	0	0	0.0	156	12	7.7
Specialized Municipality	Crowsnest Pass	4	0	0.0	17	0	0.0	0	0	0.0	0	0	0.0	26	3	11.5	0	0	0.0	47	3	6.4
	Jasper	0	0	0.0	271	0	0.0	0	0	0.0	0	0	0.0	6	0	0.0	0	0	0.0	277	0	0.0
Town	Athabasca	36	0	0.0	103	28	27.2	62	16	25.8	0	0	0.0	6	0	0.0	2	0	0.0	209	44	21.1
	Banff	15	0	0.0	159	0	0.0	81	0	0.0	0	0	0.0	58	3	5.2	57	0	0.0	370	3	0.8
	Barrhead	67	2	3.0	193	2	1.0	4	0	0.0	0	0	0.0	4	0	0.0	39	1	2.6	307	5	1.6
	* Bassano	21	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	21	0	0.0
	Beaverlodge	20	1	5.0	65	0	0.0	6	0	0.0	0	0	0.0	0	0	0.0	11	0	0.0	102	1	1.0
	* Black Diamond	15	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	6	0	0.0	0	0	0.0	21	0	0.0
	Bonnyville	15	0	0.0	367	27	7.4	14	0	0.0	0	0	0.0	0	0	0.0	140	6	4.3	536	33	6.2
	Bow Island	4	0	0.0	24	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	6	0	0.0	34	0	0.0
	* Bowden	12	0	0.0	12	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	24	0	0.0
	Bruderheim	0	0	0.0	0	0	0.0	8	6	75.0	0	0	0.0	4	0	0.0	68	19	27.9	80	25	31.3
	* Cardston	8	0	0.0	0	0	0.0	11	2	18.2	0	0	0.0	0	0	0.0	0	0	0.0	19	2	10.5
	* Carstairs	3	0	0.0	12	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	15	0	0.0
	Claresholm	36	1	2.8	101	0	0.0	6	0	0.0	18	0	0.0	0	0	0.0	14	1	7.1	175	2	1.1
	Coaldale	4	0	0.0	0	0	0.0	10	0	0.0	0	0	0.0	0	0	0.0	27	0	0.0	41	0	0.0
	Didsbury	28	1	3.6	35	0	0.0	26	1	3.8	0	0	0.0	0	0	0.0	0	0	0.0	89	2	2.2
	Drayton Valley	23	0	0.0	173	8	4.6	7	0	0.0	0	0	0.0	9	0	0.0	0	0	0.0	212	8	3.8
	Drumheller	16	0	0.0	169	2	1.2	36	0	0.0	0	0	0.0	7	0	0.0	10	0	0.0	238	2	0.8
	* Eckville	16	0	0.0	6	0	0.0	6	0	0.0	0	0	0.0	1	0	0.0	0	0	0.0	29	0	0.0
	Edson	83	2	2.4	263	4	1.5	8	0	0.0	35	0	0.0	0	0	0.0	28	2	7.1	417	8	1.9
	Fairview	16	0	0.0	24	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	40	0	0.0
Falher	8	1	12.5	38	2	5.3	0	0	0.0	0	0	0.0	0	0	0.0	5	1	20.0	51	4	7.8	
Fort Macleod	21	0	0.0	24	0	0.0	3	0	0.0	0	0	0.0	5	0	0.0	29	0	0.0	82	0	0.0	
Fox Creek	32	9	28.1	34	16	47.1	0	0	0.0	0	0	0.0	0	0	0.0	24	19	79.2	90	44	48.9	
Grimshaw	24	1	4.2	24	2	8.3	0	0	0.0	0	0	0.0	0	0	0.0	9	0	0.0	57	3	5.3	

Hanna	21	0	0.0	42	0	0.0	2	0	0.0	0	0	0.0	0	0	0.0	4	4	100	69	4	5.8
High Level	39	2	5.1	135	0	0.0	45	0	0.0	0	0	0.0	0	0	0.0	44	0	0.0	263	2	0.8
High Prairie	16	0	0.0	71	0	0.0	13	0	0.0	0	0	0.0	5	2	40.0	16	0	0.0	121	2	1.7
Hinton	36	0	0.0	392	6	1.5	61	2	3.3	0	0	0.0	5	0	0.0	0	0	0.0	494	8	1.6
Innisfail	91	1	1.1	116	0	0.0	0	0	0.0	0	0	0.0	4	0	0.0	39	0	0.0	250	1	0.4
Mayerthorpe	14	1	7.1	18	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	32	1	3.1
* McLennan	4	1	25.0	23	0	0.0	0	0	0.0	0	0	0.0	1	0	0.0	0	0	0.0	28	1	3.6
* Millet	4	0	0.0	14	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	18	0	0.0
Nanton	32	0	0.0	0	0	0.0	16	0	0.0	0	0	0.0	6	0	0.0	0	0	0.0	54	0	0.0
Olds	128	2	1.6	66	0	0.0	0	0	0.0	0	0	0.0	6	0	0.0	5	0	0.0	205	2	1.0
Peace River	48	5	10.4	449	46	10.2	77	4	5.2	71	3	4.2	6	1	16.7	32	17	53.1	683	76	11.1
Penhold	23	0	0.0	0	0	0.0	13	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	36	0	0.0
Pincher Creek	48	0	0.0	21	0	0.0	2	0	0.0	0	0	0.0	7	0	0.0	0	0	0.0	78	0	0.0
Ponoka	42	2	4.8	156	2	1.3	7	0	0.0	0	0	0.0	2	0	0.0	0	0	0.0	207	4	1.9
Provost	8	2	25.0	27	0	0.0	0	0	0.0	0	0	0.0	4	0	0.0	6	0	0.0	45	2	4.4
* Raymond	0	0	0.0	0	0	0.0	9	0	0.0	0	0	0.0	4	2	50.0	6	0	0.0	19	2	10.5
Rimbey	33	0	0.0	20	0	0.0	0	0	0.0	0	0	0.0	5	0	0.0	0	0	0.0	58	0	0.0
Rocky Mountain House	32	0	0.0	142	16	11.3	7	2	28.6	0	0	0.0	0	0	0.0	78	8	10.3	259	26	10.0
* Sexsmith	4	0	0.0	24	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	28	0	0.0
Slave Lake	20	1	5.0	39	0	0.0	78	0	0.0	0	0	0.0	6	0	0.0	205	6	2.9	348	7	2.0
Smoky Lake	10	0	0.0	14	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	9	0	0.0	33	0	0.0
* Spirit River	8	0	0.0	4	0	0.0	0	0	0.0	0	0	0.0	2	1	50.0	0	0	0.0	14	1	7.1
St. Paul	23	4	17.4	229	37	16.2	3	0	0.0	0	0	0.0	0	0	0.0	8	0	0.0	263	41	15.6
Stettler	24	0	0.0	169	2	1.2	18	0	0.0	0	0	0.0	7	0	0.0	0	0	0.0	218	2	0.9
Sundre	8	0	0.0	18	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	33	0	0.0	59	0	0.0
Swan Hills	8	0	0.0	50	16	32.0	17	2	11.8	15	0	0.0	0	0	0.0	0	0	0.0	90	18	20.0
Taber	54	1	1.9	87	3	3.4	30	0	0.0	0	0	0.0	24	0	0.0	18	0	0.0	213	4	1.9
* Tofield	12	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	11	0	0.0	6	0	0.0	29	0	0.0
Two Hills	13	0	0.0	16	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	5	0	0.0	34	0	0.0
* Valleyview	4	0	0.0	15	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	5	0	0.0	24	0	0.0
Vegreville	55	0	0.0	139	4	2.9	5	0	0.0	0	0	0.0	0	0	0.0	6	0	0.0	205	4	2.0

Vermilion	54	14	25.9	46	0	0.0	0	0	0.0	0	0	0.0	8	2	25.0	0	0	0.0	108	16	14.8
Vulcan	12	0	0.0	17	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	8	0	0.0	37	0	0.0
Wainwright	24	1	4.2	148	13	8.8	76	0	0.0	0	0	0.0	2	0	0.0	45	0	0.0	295	14	4.7
Westlock	24	0	0.0	199	10	5.0	20	0	0.0	0	0	0.0	0	0	0.0	6	0	0.0	249	10	4.0
Whitecourt	107	1	0.9	510	37	7.3	26	0	0.0	0	0	0.0	0	0	0.0	82	0	0.0	725	38	5.2
Grand Total (with Banff & Jasper)	1,618	56	3.5	5,604	284	5.1	887	46	5.2	139	3	2.2	247	14	5.7	1,135	84	7.4	9,630	487	5.1
Grand Total (without Banff & Jasper)	1,603	56	3.5	5,174	284	5.5	806	46	5.7	139	3	2.2	183	11	6.0	1,078	84	7.8	8,983	484	5.4

* Municipality had fewer than 30 units at the time of survey.

Appendix E: Number of Vacancies and Vacancy Rates by Age of Building

Table 5 - Number of Vacancies and Vacancy Rates by Age of Building

		< 6 Months			7 - 23 Months			2 - 5 Years			5 - 10 Years			10+ Years			Total		
		No.	Vac	%	No.	Vac	%	No.	Vac	%	No.	Vac	%	No.	Vac	%	No.	Vac	%
Hamlet	Grande Cache	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	156	12	7.7	156	12	7.7
Specialized Municipality	Crowsnest Pass	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	47	3	6.4	47	3	6.4
	Jasper	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	277	0	0.0	277	0	0.0
Town	Athabasca	4	0	0.0	0	0	0.0	0	0	0.0	2	0	0.0	203	44	21.7	209	44	21.1
	Banff	0	0	0.0	0	0	0.0	35	0	0.0	38	0	0.0	297	3	1.0	370	3	0.8
	Barrhead	16	1	6.3	12	0	0.0	0	0	0.0	0	0	0.0	279	4	1.4	307	5	1.6
	*Bassano	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	21	0	0.0	21	0	0.0
	Beaverlodge	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	102	1	1.0	102	1	1.0
	*Black Diamond	0	0	0.0	0	0	0.0	3	0	0.0	1	0	0.0	17	0	0.0	21	0	0.0
	Bonnyville	20	1	5.0	0	0	0.0	0	0	0.0	168	18	10.7	348	14	4.0	536	33	6.2
	Bow Island	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	34	0	0.0	34	0	0.0
	*Bowden	0	0	0.0	0	0	0.0	0	0	0.0	4	0	0.0	20	0	0.0	24	0	0.0
	Bruderheim	0	0	0.0	0	0	0.0	0	0	0.0	80	25	31.3	0	0	0.0	80	25	31.3
	*Cardston	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	19	2	10.5	19	2	10.5
	*Carstairs	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	15	0	0.0	15	0	0.0
	Claresholm	0	0	0.0	0	0	0.0	0	0	0.0	18	0	0.0	157	2	1.3	175	2	1.1
	Coaldale	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	41	0	0.0	41	0	0.0
	Didsbury	0	0	0.0	0	0	0.0	8	0	0.0	0	0	0.0	81	2	2.5	89	2	2.2
	Drayton Valley	0	0	0.0	0	0	0.0	0	0	0.0	4	0	0.0	208	8	3.8	212	8	3.8
	Drumheller	0	0	0.0	0	0	0.0	0	0	0.0	32	0	0.0	206	2	1.0	238	2	0.8
	*Eckville	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	29	0	0.0	29	0	0.0
	Edson	20	2	10.0	0	0	0.0	0	0	0.0	0	0	0.0	397	6	1.5	417	8	1.9
	Fairview	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	40	0	0.0	40	0	0.0
	Falher	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	51	4	7.8	51	4	7.8
	Fort Macleod	0	0	0.0	8	0	0.0	5	0	0.0	23	0	0.0	46	0	0.0	82	0	0.0
	Fox Creek	0	0	0.0	0	0	0.0	0	0	0.0	24	19	79.2	66	25	37.9	90	44	48.9
	Grimshaw	0	0	0.0	0	0	0.0	0	0	0.0	12	0	0.0	45	3	6.7	57	3	5.3

Hanna	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	69	4	5.8	69	4	5.8
High Level	0	0	0.0	4	0	0.0	0	0	0.0	4	1	25.0	255	1	0.4	263	2	0.8
High Prairie	0	0	0.0	0	0	0.0	0	0	0.0	10	0	0.0	111	2	1.8	121	2	1.7
Hinton	11	0	0.0	0	0	0.0	0	0	0.0	32	0	0.0	451	8	1.8	494	8	1.6
Innisfail	0	0	0.0	0	0	0.0	4	0	0.0	28	0	0.0	218	1	0.5	250	1	0.4
Mayerthorpe	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	32	1	3.1	32	1	3.1
*McLennan	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	28	1	3.6	28	1	3.6
*Millet	0	0	0.0	0	0	0.0	0	0	0.0	18	0	0.0	0	0	0.0	18	0	0.0
Nanton	0	0	0.0	4	0	0.0	0	0	0.0	0	0	0.0	50	0	0.0	54	0	0.0
Olds	0	0	0.0	0	0	0.0	0	0	0.0	4	0	0.0	201	2	1.0	205	2	1.0
Peace River	0	0	0.0	0	0	0.0	0	0	0.0	89	17	19.1	594	59	9.9	683	76	11.1
Penhold	0	0	0.0	0	0	0.0	0	0	0.0	13	0	0.0	23	0	0.0	36	0	0.0
Pincher Creek	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	78	0	0.0	78	0	0.0
Ponoka	0	0	0.0	0	0	0.0	8	0	0.0	17	0	0.0	182	4	2.2	207	4	1.9
Provost	0	0	0.0	0	0	0.0	0	0	0.0	6	0	0.0	39	2	5.1	45	2	4.4
*Raymond	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	19	2	10.5	19	2	10.5
Rimbey	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	58	0	0.0	58	0	0.0
Rocky Mnt.House	0	0	0.0	0	0	0.0	0	0	0.0	21	2	9.5	238	24	10.1	259	26	10.0
*Sexsmith	0	0	0.0	4	0	0.0	0	0	0.0	0	0	0.0	24	0	0.0	28	0	0.0
Slave Lake	0	0	0.0	0	0	0.0	0	0	0.0	184	5	2.7	164	2	1.2	348	7	2.0
Smoky Lake	0	0	0.0	0	0	0.0	8	0	0.0	0	0	0.0	25	0	0.0	33	0	0.0
*Spirit River	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	14	1	7.1	14	1	7.1
St. Paul	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	263	41	15.6	263	41	15.6
Stettler	0	0	0.0	4	0	0.0	0	0	0.0	4	0	0.0	210	2	1.0	218	2	0.9
Sundre	0	0	0.0	0	0	0.0	0	0	0.0	33	0	0.0	26	0	0.0	59	0	0.0
Swan Hills	0	0	0.0	27	6	22.2	0	0	0.0	0	0	0.0	63	12	19.0	90	18	20.0
Taber	0	0	0.0	12	0	0.0	0	0	0.0	12	0	0.0	189	4	2.1	213	4	1.9
*Tofield	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	29	0	0.0	29	0	0.0
Two Hills	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	34	0	0.0	34	0	0.0
*Valleyview	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	24	0	0.0	24	0	0.0
Vegreville	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	205	4	2.0	205	4	2.0
Vermilion	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	108	16	14.8	108	16	14.8

Vulcan	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	37	0	0.0	37	0	0.0
Wainwright	0	0	0.0	5	0	0.0	19	0	0.0	50	0	0.0	221	14	6.3	295	14	4.7
Westlock	0	0	0.0	0	0	0.0	0	0	0.0	4	0	0.0	245	10	4.1	249	10	4.0
Whitecourt	0	0	0.0	26	0	0.0	0	0	0.0	116	0	0.0	583	38	6.5	725	38	5.2
Grand total (with Banff and Jasper)	71	4	5.6	106	6	5.7	90	0	0.0	1,051	87	8.3	8,312	390	4.7	9,630	487	5.1
Grand total (without Banff and Jasper)	71	4	5.6	106	6	5.7	55	0	0.0	1,013	87	8.6	7,738	387	5.0	8,983	484	5.4

* Municipality had fewer than 30 units at the time of survey.

Appendix F: Comparative Vacancy Rates by Community, 2022-2023

Table 6 - Comparative Vacancy Rates by Community (2022-2023)

Community	2022 (%)	2023 (%)	Variation in Percentage Points
Athabasca	9.5	21.1	11.56
Banff	0.3	0.8	0.55
Barrhead	1.4	1.6	0.22
Bassano	0.0	0.0	0.00
Beaverlodge	17.1	1.0	-16.16
Black Diamond	0.0	0.0	0.00
Bonnyville	18.8	6.2	-12.69
Bow Island	0.0	0.0	0.00
Bowden	0.0	0.0	0.00
Bruderheim	45.0	31.3	-13.75
Cardston	0.0	10.5	10.53
Carstairs	0.0	0.0	0.00
Claresholm	1.4	1.1	-0.23
Coaldale	8.0	0.0	-8.00
Crowsnest Pass	16.7	6.4	-10.28
Didsbury	0.0	2.2	2.25
Drayton Valley	12.8	3.8	-9.04
Drumheller	5.7	0.8	-4.87
Eckville	6.7	0.0	-6.67
Edson	4.3	1.9	-2.39
Fairview	1.7	0.0	-1.67
Falher	11.3	7.8	-3.48
Fort Macleod	1.7	0.0	-1.67
Fox Creek	57.7	48.9	-8.84
Grande Cache	15.4	7.7	-7.66
Grimshaw	8.3	5.3	-3.07
Hanna	8.3	5.8	-2.54
High Level	4.9	0.8	-4.09
High Prairie	10.8	1.7	-9.18
Hinton	10.5	1.6	-8.91
Innisfail	3.3	0.4	-2.89
Jasper	0.0	0.0	0.00
Mayerthorpe	0.0	3.1	3.13
McLennan	4.2	3.6	-0.60
Millet	0.0	0.0	0.00
Nanton	2.0	0.0	-2.00
Olds	2.6	1.0	-1.61

Peace River	12.8	11.1	-1.65
Penhold	0.0	0.0	0.00
Pincher Creek	3.3	0.0	-3.33
Ponoka	4.1	1.9	-2.20
Provost	19.2	4.4	-14.79
Raymond	0.0	10.5	10.53
Rimbey	2.8	0.0	-2.78
Rocky Mtn. House	16.1	10.0	-6.09
Sexsmith	-	0.0	-
Slave Lake	6.8	2.0	-4.81
Smoky Lake	6.1	0.0	-6.06
Spirit River	10.5	7.1	-3.38
St. Paul	17.2	15.6	-1.65
Stettler	14.0	0.9	-13.10
Sundre	2.6	0.0	-2.63
Swan Hills	31.8	20.0	-11.76
Taber	4.4	1.9	-2.52
Tofield	0.0	0.0	0.00
Two Hills	3.1	0.0	-3.13
Valleyview	11.1	0.0	-11.11
Vegreville	17.5	2.0	-15.53
Vermilion	16.1	14.8	-1.29
Vulcan	6.9	0.0	-6.90
Wainwright	12.9	4.7	-8.18
Westlock	23.6	4.0	-19.60
Whitecourt	-	5.2	-

Appendix G: Number of Vacancies by Rental Range and Type of Unit

Table 7 - Number of Vacancies by Rental Range and Type of Unit

Athabasca

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 – 649	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
650 – 799	-	-	-	14	3	21.4	-	-	-	-	-	-	-	-	-
800 – 949	4	0	0.0	27	7	25.9	63	20	31.7	4	0	0.0	-	-	-
950 - 1,099	-	-	-	13	0	0.0	-	-	-	62	14	22.6	-	-	-
1,100 - 1,349	-	-	-	-	-	-	14	0	0.0	6	0	0.0	-	-	-
1,350 +	-	-	-	-	-	-	-	-	-	2	0	0.0	-	-	-

Banff

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
650 - 799	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
800 - 949	2	0	0.0	-	-	-	1	0	0.0	-	-	-	-	-	-
950 - 1,099	-	-	-	1	0	0.0	-	-	-	-	-	-	-	-	-
1,100 - 1,349	30	0	0.0	23	0	0.0	1	0	0.0	-	-	-	-	-	-
1,350 +	-	-	-	76	1	1.3	162	2	1.2	67	0	0.0	7	0	0.0

Barrhead

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	8	0	0.0	1	0	0.0	-	-	-	-	-	-	-	-	-
500 - 649	4	0	0.0	33	0	0.0	-	-	-	-	-	-	-	-	-
650 - 799	1	1	100	41	1	2.4	67	1	1.5	-	-	-	-	-	-
800 - 949	1	1	100	15	0	0.0	71	1	1.4	7	0	0.0	-	-	-
950 - 1,099	-	-	-	8	0	0.0	28	0	0.0	-	-	-	-	-	-
1,100 - 1,349	-	-	-	6	0	0.0	5	0	0.0	11	0	0.0	-	-	-
1,350 +	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Bassano

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	-	-	-	11	0	0.0	-	-	-	-	-	-
650 - 799	-	-	-	-	-	-	3	0	0.0	1	0	0.0	-	-	-
800 - 949	-	-	-	-	-	-	3	0	0.0	3	0	0.0	-	-	-
950 - 1,099	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1,100 - 1,349	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1,350 +	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Beaverlodge

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 – 649	-	-	-	-	-	-	-	-	-	1	0	0.0	-	-	-
650 – 799	-	-	-	12	0	0.0	7	0	0.0	-	-	-	-	-	-
800 – 949	-	-	-	16	0	0.0	25	1	4.0	1	0	0.0	-	-	-
950 – 1,099	1	0	0.0	-	-	-	32	0	0.0	5	0	0.0	-	-	-
1,100 – 1,349	-	-	-	-	-	-	-	-	-	2	0	0.0	-	-	-
1,350 +	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Black Diamond

Rental Range (\$)	Bachelor			1 – Bedroom			2 – Bedroom			3 – Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
650 - 799	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
800 - 949	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
950 - 1,099	-	-	-	-	-	-	-	-	-	7	0	0.0	-	-	-
1,100 - 1,349	-	-	-	4	0	0.0	-	-	-	4	0	0.0	-	-	-
1,350 +	-	-	-	-	-	-	2	0	0.0	4	0	0.0	-	-	-

Bonnyville

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	1	0	0.0	-	-	-	-	-	-
500 - 649	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
650 - 799	4	0	0.0	15	5	33.3	4	0	0.0	-	-	-	-	-	-
800 - 949	19	1	5.3	42	1	2.4	41	9	22.0	3	0	0.0	-	-	-
950 - 1,099	-	-	-	41	3	7.3	131	3	2.3	3	0	0.0	-	-	-
1,100 - 1,349	-	-	-	13	0	0.0	185	8	4.3	8	0	0.0	-	-	-
1,350 +	-	-	-	-	-	-	4	2	50.0	22	1	4.5	-	-	-

Bow Island

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	-	-	-	1	0	0.0	-	-	-	-	-	-
650 - 799	-	-	-	12	0	0.0	10	0	0.0	2	0	0.0	-	-	-
800 - 949	-	-	-	-	-	-	9	0	0.0	-	-	-	-	-	-
950 - 1,099	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1,100 - 1,349	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1,350 +	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Bowden

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	1	0	0.0	2	0	0.0	-	-	-	-	-	-	-	-	-
650 - 799	-	-	-	3	0	0.0	6	0	0.0	-	-	-	-	-	-
800 - 949	-	-	-	2	0	0.0	3	0	0.0	-	-	-	-	-	-
950 - 1,099	-	-	-	-	-	-	5	0	0.0	-	-	-	-	-	-
1,100 - 1,349	-	-	-	-	-	-	2	0	0.0	-	-	-	-	-	-
1,350 +	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Bruderheim

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	4	3	75.0	4	3	75.0	-	-	-
500 - 649	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
650 - 799	4	0	0.0	-	-	-	-	-	-	-	-	-	-	-	-
800 - 949	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
950 - 1,099	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1,100 - 1,349	-	-	-	36	10	27.8	-	-	-	-	-	-	-	-	-
1,350 +	-	-	-	-	-	-	32	9	28.1	-	-	-	-	-	-

Cardston

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
650 - 799	-	-	-	4	0	0.0	-	-	-	-	-	-	-	-	-
800 - 949	-	-	-	-	-	-	3	2	66.7	-	-	-	-	-	-
950 - 1,099	-	-	-	-	-	-	7	0	0.0	2	0	0.0	-	-	-
1,100 - 1,349	-	-	-	-	-	-	3	0	0.0	-	-	-	-	-	-
1,350 +	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Carstairs

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
650 - 799	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
800 - 949	-	-	-	-	-	-	2	0	0.0	1	0	0.0	-	-	-
950 - 1,099	-	-	-	11	0	0.0	1	0	0.0	-	-	-	-	-	-
1,100 - 1,349	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1,350 +	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Claresholm

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	4	0	0.0	-	-	-	-	-	-	-	-	-
650 - 799	1	0	0.0	1	1	100	31	0	0.0	-	-	-	-	-	-
800 - 949	17	0	0.0	-	-	-	22	0	0.0	5	0	0.0	6	0	0.0
950 - 1,099	-	-	-	21	0	0.0	6	1	16.7	3	0	0.0	-	-	-
1,100 - 1,349	-	-	-	-	-	-	54	0	0.0	4	0	0.0	-	-	-
1,350 +	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Coaldale

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
650 - 799	-	-	-	6	0	0.0	7	0	0.0	-	-	-	-	-	-
800 - 949	-	-	-	4	0	0.0	13	0	0.0	-	-	-	-	-	-
950 - 1,099	-	-	-	-	-	-	3	0	0.0	-	-	-	-	-	-
1,100 - 1,349	-	-	-	-	-	-	1	0	0.0	-	-	-	-	-	-
1,350 +	-	-	-	-	-	-	1	0	0.0	3	0	0.0	3	0	0.0

Crowsnest Pass

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	2	0	0.0	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	8	1	12.5	2	0	0.0	-	-	-	-	-	-
650 - 799	1	0	0.0	12	2	16.7	4	0	0.0	-	-	-	-	-	-
800 - 949	-	-	-	1	0	0.0	11	0	0.0	-	-	-	-	-	-
950 - 1,099	-	-	-	2	0	0.0	4	0	0.0	-	-	-	-	-	-
1,100 - 1,349	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1,350 +	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Didsbury

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	-	-	-	-	-	-	4	0	0.0	-	-	-
650 - 799	-	-	-	23	0	0.0	3	0	0.0	-	-	-	-	-	-
800 - 949	-	-	-	2	0	0.0	1	0	0.0	2	0	0.0	-	-	-
950 - 1,099	-	-	-	4	0	0.0	1	0	0.0	3	0	0.0	-	-	-
1,100 - 1,349	-	-	-	2	0	0.0	9	0	0.0	12	0	0.0	-	-	-
1,350 +	-	-	-	-	-	-	8	0	0.0	15	2	13.3	-	-	-

Drayton Valley

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	1	0	0.0	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	1	1	100	2	0	0.0	-	-	-	-	-	-	-	-	-
650 - 799	1	1	100	10	0	0.0	36	4	11.1	-	-	-	-	-	-
800 - 949	1	0	0.0	39	1	2.6	22	0	0.0	-	-	-	-	-	-
950 - 1,099	-	-	-	14	0	0.0	33	1	3.0	4	0	0.0	-	-	-
1,100 - 1,349	-	-	-	-	-	-	34	0	0.0	11	0	0.0	-	-	-
1,350 +	-	-	-	-	-	-	3	0	0.0	-	-	-	-	-	-

Drumheller

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	1	0	0.0	-	-	-	-	-	-	-	-	-	-	-	-
650 - 799	-	-	-	24	1	4.2	11	0	0.0	4	0	0.0	-	-	-
800 - 949	-	-	-	39	0	0.0	76	1	1.3	-	-	-	-	-	-
950 - 1,099	-	-	-	6	0	0.0	55	0	0.0	-	-	-	-	-	-
1,100 - 1,349	-	-	-	7	0	0.0	11	0	0.0	2	0	0.0	-	-	-
1,350 +	-	-	-	-	-	-	2	0	0.0	-	-	-	-	-	-

Eckville

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	2	0	0.0	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	-	-	-	4	0	0.0	-	-	-	-	-	-
650 - 799	-	-	-	-	-	-	-	-	-	1	0	0.0	-	-	-
800 - 949	-	-	-	-	-	-	6	0	0.0	5	0	0.0	-	-	-
950 - 1,099	-	-	-	-	-	-	2	0	0.0	4	0	0.0	-	-	-
1,100 - 1,349	-	-	-	-	-	-	4	0	0.0	1	0	0.0	-	-	-
1,350 +	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Edson

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
650 - 799	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
800 - 949	2	0	0.0	23	1	4.3	21	0	0.0	-	-	-	-	-	-
950 - 1,099	6	1	16.7	36	1	2.8	121	1	0.8	-	-	-	-	-	-
1,100 - 1,349	-	-	-	28	1	3.6	75	0	0.0	34	1	2.9	-	-	-
1,350 +	-	-	-	-	-	-	66	2	3.0	5	0	0.0	-	-	-

Fairview

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	1	0	0.0	-	-	-	-	-	-
500 - 649	-	-	-	1	0	0.0	-	-	-	-	-	-	-	-	-
650 - 799	-	-	-	1	0	0.0	6	0	0.0	1	0	0.0	-	-	-
800 - 949	1	0	0.0	11	0	0.0	3	0	0.0	3	0	0.0	-	-	-
950 - 1,099	-	-	-	-	-	-	12	0	0.0	-	-	-	-	-	-
1,100 - 1,349	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1,350 +	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Falher

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	2	1	50.0	-	-	-	-	-	-	-	-	-	-	-	-
650 - 799	-	-	-	13	1	7.7	2	0	0.0	1	0	0.0	-	-	-
800 - 949	-	-	-	4	0	0.0	17	0	0.0	5	0	0.0	-	-	-
950 - 1,099	-	-	-	1	0	0.0	4	1	25.0	-	-	-	-	-	-
1,100 - 1,349	-	-	-	-	-	-	1	0	0.0	-	-	-	-	-	-
1,350 +	-	-	-	-	-	-	-	-	-	1	1	100	-	-	-

Fort Macleod

Rental Range (\$)	Bachelor			1 – Bedroom			2 – Bedroom			3 – Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 – 649	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
650 – 799	-	-	-	4	0	0.0	-	-	-	-	-	-	-	-	-
800 – 949	2	0	0.0	8	0	0.0	25	0	0.0	-	-	-	-	-	-
950 – 1,099	-	-	-	-	-	-	19	0	0.0	2	0	0.0	-	-	-
1,100 – 1,349	-	-	-	-	-	-	2	0	0.0	2	0	0.0	3	0	0.0
1,350 +	-	-	-	-	-	-	-	-	-	15	0	0.0	-	-	-

Fox Creek

Rental Range (\$)	Bachelor			1 – Bedroom			2 – Bedroom			3 – Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 – 649	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
650 – 799	-	-	-	-	-	-	1	0	0.0	-	-	-	-	-	-
800 – 949	-	-	-	1	0	0.0	3	2	66.7	3	0	0.0	-	-	-
950 – 1,099	-	-	-	-	-	-	8	2	25.0	-	-	-	-	-	-
1,100 – 1,349	-	-	-	2	1	50.0	3	1	33.3	-	-	-	-	-	-
1,350 +	-	-	-	-	-	-	44	29	65.9	25	9	36.0	-	-	-

Grande Cache

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
650 - 799	6	0	0.0	34	0	0.0	15	0	0.0	-	-	-	-	-	-
800 - 949	-	-	-	-	-	-	7	1	14.3	12	0	0.0	-	-	-
950 - 1,099	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1,100 - 1,349	-	-	-	-	-	-	12	0	0.0	70	11	15.7	-	-	-
1,350 +	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Grimshaw

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
650 - 799	-	-	-	3	0	0.0	-	-	-	-	-	-	-	-	-
800 - 949	-	-	-	1	0	0.0	11	0	0.0	-	-	-	-	-	-
950 - 1,099	-	-	-	2	0	0.0	21	2	9.5	-	-	-	-	-	-
1,100 - 1,349	-	-	-	3	1	33.3	16	0	0.0	-	-	-	-	-	-
1,350 +	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Hanna

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	4	4	100	2	0	0.0	-	-	-	-	-	-
500 - 649	-	-	-	-	-	-	2	0	0.0	-	-	-	-	-	-
650 - 799	-	-	-	3	0	0.0	16	0	0.0	1	0	0.0	-	-	-
800 - 949	-	-	-	-	-	-	28	0	0.0	1	0	0.0	-	-	-
950 - 1,099	-	-	-	-	-	-	4	0	0.0	7	0	0.0	-	-	-
1,100 - 1,349	-	-	-	-	-	-	-	-	-	1	0	0.0	-	-	-
1,350 +	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

High Level

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
650 - 799	2	0	0.0	-	-	-	-	-	-	-	-	-	-	-	-
800 - 949	1	0	0.0	18	0	0.0	9	0	0.0	3	0	0.0	-	-	-
950 - 1,099	-	-	-	11	0	0.0	51	0	0.0	6	0	0.0	-	-	-
1,100 - 1,349	-	-	-	12	0	0.0	69	0	0.0	34	0	0.0	-	-	-
1,350 +	-	-	-	-	-	-	12	1	8.3	35	1	2.9	-	-	-

High Prairie

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	4	0	0.0	7	0	0.0	-	-	-	-	-	-	-	-	-
650 - 799	3	0	0.0	12	0	0.0	-	-	-	-	-	-	-	-	-
800 - 949	3	0	0.0	13	0	0.0	6	2	33.3	-	-	-	-	-	-
950 - 1,099	-	-	-	34	0	0.0	5	0	0.0	-	-	-	-	-	-
1,100 - 1,349	-	-	-	-	-	-	29	0	0.0	4	0	0.0	-	-	-
1,350 +	-	-	-	-	-	-	-	-	-	1	0	0.0	-	-	-

Hinton

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	18	2	11.1	-	-	-	-	-	-	-	-	-	-	-	-
650 - 799	-	-	-	3	0	0.0	-	-	-	-	-	-	-	-	-
800 - 949	6	0	0.0	55	0	0.0	30	1	3.3	-	-	-	-	-	-
950 - 1,099	-	-	-	30	2	6.7	63	1	1.6	1	0	0.0	-	-	-
1,100 - 1,349	3	0	0.0	18	0	0.0	57	0	0.0	30	2	6.7	-	-	-
1,350 +	1	0	0.0	52	0	0.0	118	0	0.0	9	0	0.0	-	-	-

Innisfail

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	1	0	0.0	-	-	-	-	-	-
500 - 649	-	-	-	-	-	-	1	0	0.0	-	-	-	-	-	-
650 - 799	-	-	-	20	0	0.0	30	0	0.0	1	0	0.0	-	-	-
800 - 949	17	0	0.0	8	0	0.0	73	0	0.0	11	0	0.0	-	-	-
950 - 1,099	-	-	-	16	0	0.0	44	0	0.0	1	0	0.0	-	-	-
1,100 - 1,349	-	-	-	-	-	-	5	0	0.0	16	1	6.3	-	-	-
1,350 +	-	-	-	-	-	-	-	-	-	4	0	0.0	2	0	0.0

Jasper

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
650 - 799	3	0	0.0	-	-	-	-	-	-	-	-	-	-	-	-
800 - 949	-	-	-	22	0	0.0	-	-	-	-	-	-	-	-	-
950 - 1,099	-	-	-	4	0	0.0	5	0	0.0	-	-	-	-	-	-
1,100 - 1,349	-	-	-	3	0	0.0	2	0	0.0	1	0	0.0	-	-	-
1,350 +	144	0	0.0	65	0	0.0	27	0	0.0	1	0	0.0	-	-	-

Mayerthorpe

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
650 - 799	-	-	-	6	0	0.0	5	0	0.0	-	-	-	-	-	-
800 - 949	-	-	-	-	-	-	17	1	5.9	-	-	-	-	-	-
950 - 1,099	-	-	-	-	-	-	2	0	0.0	-	-	-	-	-	-
1,100 - 1,349	-	-	-	-	-	-	-	-	-	2	0	0.0	-	-	-
1,350 +	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

McLennan

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
650 - 799	-	-	-	12	1	8.3	-	-	-	-	-	-	-	-	-
800 - 949	-	-	-	-	-	-	15	0	0.0	-	-	-	-	-	-
950 - 1,099	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1,100 - 1,349	-	-	-	1	0	0.0	-	-	-	-	-	-	-	-	-
1,350 +	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Millet

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
650 - 799	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
800 - 949	-	-	-	4	0	0.0	6	0	0.0	-	-	-	-	-	-
950 - 1,099	-	-	-	-	-	-	7	0	0.0	-	-	-	-	-	-
1,100 - 1,349	-	-	-	-	-	-	1	0	0.0	-	-	-	-	-	-
1,350 +	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Nanton

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	-	-	-	1	0	0.0	-	-	-	-	-	-
650 - 799	-	-	-	-	-	-	7	0	0.0	5	0	0.0	-	-	-
800 - 949	3	0	0.0	2	0	0.0	16	0	0.0	6	0	0.0	-	-	-
950 - 1,099	-	-	-	-	-	-	9	0	0.0	3	0	0.0	-	-	-
1,100 - 1,349	-	-	-	-	-	-	-	-	-	2	0	0.0	-	-	-
1,350 +	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Olds

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	3	0	0.0	2	0	0.0	-	-	-	-	-	-	-	-	-
650 - 799	-	-	-	-	-	-	24	0	0.0	2	0	0.0	-	-	-
800 - 949	1	0	0.0	2	0	0.0	49	1	2.0	5	0	0.0	-	-	-
950 - 1,099	-	-	-	2	0	0.0	50	0	0.0	2	0	0.0	-	-	-
1,100 - 1,349	-	-	-	3	0	0.0	16	1	6.3	26	0	0.0	-	-	-
1,350 +	-	-	-	3	0	0.0	15	0	0.0	-	-	-	-	-	-

Peace River

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	2	0	0.0	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	3	0	0.0	-	-	-	-	-	-	-	-	-	-	-	-
650 - 799	1	0	0.0	54	8	14.8	6	2	33.3	-	-	-	-	-	-
800 - 949	4	1	25.0	79	5	6.3	102	22	21.6	2	0	0.0	-	-	-
950 - 1,099	8	0	0.0	27	9	33.3	110	9	8.2	50	4	8.0	-	-	-
1,100 - 1,349	1	0	0.0	15	0	0.0	89	12	13.5	14	1	7.1	-	-	-
1,350 +	-	-	-	8	1	12.5	66	1	1.5	42	1	2.4	-	-	-

Penhold

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
650 - 799	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
800 - 949	-	-	-	-	-	-	6	0	0.0	1	0	0.0	-	-	-
950 - 1,099	-	-	-	-	-	-	9	0	0.0	3	0	0.0	-	-	-
1,100 - 1,349	-	-	-	-	-	-	1	0	0.0	-	-	-	-	-	-
1,350 +	-	-	-	-	-	-	12	0	0.0	4	0	0.0	-	-	-

Pincher Creek

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
650 - 799	-	-	-	1	0	0.0	3	0	0.0	-	-	-	-	-	-
800 - 949	-	-	-	7	0	0.0	42	0	0.0	-	-	-	-	-	-
950 - 1,099	-	-	-	-	-	-	11	0	0.0	4	0	0.0	-	-	-
1,100 - 1,349	-	-	-	-	-	-	4	0	0.0	4	0	0.0	-	-	-
1,350 +	-	-	-	-	-	-	-	-	-	2	0	0.0	-	-	-

Ponoka

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	2	0	0.0	-	-	-	-	-	-	-	-	-
650 - 799	5	2	40.0	15	0	0.0	3	0	0.0	-	-	-	-	-	-
800 - 949	-	-	-	22	0	0.0	94	0	0.0	2	0	0.0	-	-	-
950 - 1,099	-	-	-	7	0	0.0	14	0	0.0	3	0	0.0	-	-	-
1,100 - 1,349	-	-	-	-	-	-	21	0	0.0	7	2	28.6	-	-	-
1,350 +	-	-	-	-	-	-	3	0	0.0	9	0	0.0	-	-	-

Provost

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	3	0	0.0	1	0	0.0	-	-	-	-	-	-
650 - 799	-	-	-	4	0	0.0	9	0	0.0	1	0	0.0	-	-	-
800 - 949	-	-	-	2	0	0.0	14	0	0.0	-	-	-	-	-	-
950 - 1,099	-	-	-	-	-	-	4	2	50.0	-	-	-	1	0	0.0
1,100 - 1,349	-	-	-	4	0	0.0	-	-	-	-	-	-	-	-	-
1,350 +	-	-	-	-	-	-	2	0	0.0	-	-	-	-	-	-

Raymond

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	2	2	100	1	0	0.0	-	-	-	-	-	-
650 - 799	-	-	-	-	-	-	3	0	0.0	-	-	-	-	-	-
800 - 949	-	-	-	-	-	-	3	0	0.0	-	-	-	-	-	-
950 - 1,099	-	-	-	-	-	-	8	0	0.0	1	0	0.0	-	-	-
1,100 - 1,349	-	-	-	-	-	-	1	0	0.0	-	-	-	-	-	-
1,350 +	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Rimbey

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
650 - 799	-	-	-	9	0	0.0	8	0	0.0	-	-	-	-	-	-
800 - 949	-	-	-	5	0	0.0	10	0	0.0	-	-	-	-	-	-
950 - 1,099	-	-	-	2	0	0.0	11	0	0.0	-	-	-	-	-	-
1,100 - 1,349	-	-	-	-	-	-	9	0	0.0	2	0	0.0	-	-	-
1,350 +	-	-	-	-	-	-	-	-	-	1	0	0.0	1	0	0.0

Rocky Mountain House

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	-	-	-	1	0	0.0	-	-	-	-	-	-
650 - 799	-	-	-	26	8	30.8	7	0	0.0	-	-	-	-	-	-
800 - 949	-	-	-	20	0	0.0	72	7	9.7	1	1	100	-	-	-
950 - 1,099	-	-	-	1	0	0.0	30	0	0.0	6	0	0.0	-	-	-
1,100 - 1,349	-	-	-	4	0	0.0	-	-	-	12	0	0.0	-	-	-
1,350 +	-	-	-	27	4	14.8	47	6	12.8	5	0	0.0	-	-	-

Sexsmith

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
650 - 799	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
800 - 949	-	-	-	-	-	-	8	0	0.0	-	-	-	-	-	-
950 - 1,099	-	-	-	-	-	-	13	0	0.0	-	-	-	-	-	-
1,100 - 1,349	-	-	-	-	-	-	-	-	-	3	0	0.0	-	-	-
1,350 +	-	-	-	-	-	-	-	-	-	4	0	0.0	-	-	-

Slave Lake

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
650 - 799	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
800 - 949	-	-	-	27	2	7.4	-	-	-	-	-	-	-	-	-
950 - 1,099	-	-	-	45	1	2.2	1	0	0.0	1	0	0.0	-	-	-
1,100 - 1,349	2	0	0.0	57	1	1.8	86	2	2.3	14	0	0.0	-	-	-
1,350 +	-	-	-	1	0	0.0	30	0	0.0	84	1	1.2	-	-	-

Smoky Lake

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	1	0	0.0	-	-	-	-	-	-	-	-	-
650 - 799	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
800 - 949	-	-	-	9	0	0.0	-	-	-	-	-	-	-	-	-
950 - 1,099	-	-	-	5	0	0.0	5	0	0.0	4	0	0.0	-	-	-
1,100 - 1,349	-	-	-	2	0	0.0	7	0	0.0	-	-	-	-	-	-
1,350 +	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Spirit River

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
650 - 799	-	-	-	2	0	0.0	4	0	0.0	-	-	-	-	-	-
800 - 949	-	-	-	3	1	33.3	-	-	-	-	-	-	-	-	-
950 - 1,099	-	-	-	-	-	-	-	-	-	4	0	0.0	-	-	-
1,100 - 1,349	-	-	-	-	-	-	-	-	-	1	0	0.0	-	-	-
1,350 +	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

St. Paul

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
650 - 799	2	0	0.0	8	3	37.5	4	0	0.0	-	-	-	-	-	-
800 - 949	1	0	0.0	53	10	18.9	62	3	4.8	-	-	-	-	-	-
950 - 1,099	-	-	-	-	-	-	86	16	18.6	4	0	0.0	-	-	-
1,100 - 1,349	-	-	-	-	-	-	27	7	25.9	16	2	12.5	-	-	-
1,350 +	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Stettler

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	-	-	-	1	0	0.0	-	-	-	-	-	-
650 - 799	5	0	0.0	26	0	0.0	18	1	5.6	-	-	-	-	-	-
800 - 949	-	-	-	6	0	0.0	31	0	0.0	-	-	-	-	-	-
950 - 1,099	-	-	-	17	1	5.9	68	0	0.0	-	-	-	-	-	-
1,100 - 1,349	-	-	-	-	-	-	12	0	0.0	12	0	0.0	-	-	-
1,350 +	-	-	-	-	-	-	4	0	0.0	18	0	0.0	-	-	-

Sundre

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
650 - 799	-	-	-	1	0	0.0	-	-	-	-	-	-	-	-	-
800 - 949	18	0	0.0	6	0	0.0	-	-	-	-	-	-	-	-	-
950 - 1,099	-	-	-	16	0	0.0	13	0	0.0	4	0	0.0	-	-	-
1,100 - 1,349	-	-	-	-	-	-	1	0	0.0	-	-	-	-	-	-
1,350 +	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Swan Hills

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	7	0	0.0	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	8	2	25.0	-	-	-	-	-	-	-	-	-
650 - 799	8	0	0.0	10	4	40.0	11	6	54.5	-	-	-	-	-	-
800 - 949	-	-	-	15	3	20.0	8	0	0.0	5	2	40.0	-	-	-
950 - 1,099	-	-	-	-	-	-	6	1	16.7	-	-	-	-	-	-
1,100 - 1,349	-	-	-	-	-	-	7	0	0.0	5	0	0.0	-	-	-
1,350 +	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Taber

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	1	0	0.0	2	0	0.0	2	0	0.0	-	-	-	-	-	-
650 - 799	-	-	-	22	0	0.0	20	0	0.0	-	-	-	-	-	-
800 - 949	-	-	-	26	2	7.7	52	1	1.9	9	0	0.0	-	-	-
950 - 1,099	-	-	-	1	0	0.0	23	0	0.0	7	0	0.0	-	-	-
1,100 - 1,349	-	-	-	-	-	-	22	0	0.0	18	1	5.6	-	-	-
1,350 +	-	-	-	-	-	-	8	0	0.0	-	-	-	-	-	-

Tofield

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	1	0	0.0	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	4	0	0.0	1	0	0.0	-	-	-	-	-	-
650 - 799	-	-	-	-	-	-	9	0	0.0	-	-	-	-	-	-
800 - 949	-	-	-	4	0	0.0	1	0	0.0	3	0	0.0	-	-	-
950 - 1,099	-	-	-	-	-	-	2	0	0.0	2	0	0.0	-	-	-
1,100 - 1,349	-	-	-	-	-	-	2	0	0.0	-	-	-	-	-	-
1,350 +	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Two Hills

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
650 - 799	-	-	-	9	0	0.0	8	0	0.0	-	-	-	-	-	-
800 - 949	-	-	-	3	0	0.0	14	0	0.0	-	-	-	-	-	-
950 - 1,099	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1,100 - 1,349	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1,350 +	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Valleyview

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
650 - 799	2	0	0.0	-	-	-	-	-	-	-	-	-	-	-	-
800 - 949	-	-	-	3	0	0.0	-	-	-	-	-	-	-	-	-
950 - 1,099	-	-	-	-	-	-	12	0	0.0	2	0	0.0	-	-	-
1,100 - 1,349	-	-	-	-	-	-	1	0	0.0	4	0	0.0	-	-	-
1,350 +	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Vegreville

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	1	0	0.0	-	-	-	-	-	-	-	-	-	-	-	-
650 - 799	14	2	14.3	73	0	0.0	4	0	0.0	-	-	-	-	-	-
800 - 949	-	-	-	-	-	-	62	2	3.2	1	0	0.0	-	-	-
950 - 1,099	-	-	-	-	-	-	4	0	0.0	6	0	0.0	-	-	-
1,100 - 1,349	-	-	-	-	-	-	24	0	0.0	12	0	0.0	-	-	-
1,350 +	-	-	-	-	-	-	-	-	-	-	-	-	4	0	0.0

Vermilion

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	1	0	0.0	-	-	-	-	-	-	-	-	-	-	-	-
650 - 799	1	0	0.0	1	0	0.0	-	-	-	-	-	-	-	-	-
800 - 949	-	-	-	17	0	0.0	20	6	30.0	-	-	-	-	-	-
950 - 1,099	-	-	-	1	0	0.0	31	0	0.0	23	8	34.8	-	-	-
1,100 - 1,349	-	-	-	-	-	-	9	2	22.2	4	0	0.0	-	-	-
1,350 +	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Vulcan

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
650 - 799	-	-	-	1	0	0.0	2	0	0.0	3	0	0.0	-	-	-
800 - 949	-	-	-	-	-	-	14	0	0.0	1	0	0.0	-	-	-
950 - 1,099	-	-	-	4	0	0.0	6	0	0.0	-	-	-	-	-	-
1,100 - 1,349	-	-	-	-	-	-	6	0	0.0	-	-	-	-	-	-
1,350 +	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Wainwright

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	3	0	0.0	1	0	0.0	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	7	0	0.0	-	-	-	-	-	-	-	-	-
650 - 799	1	0	0.0	21	2	9.5	-	-	-	-	-	-	-	-	-
800 - 949	-	-	-	28	0	0.0	48	2	4.2	9	1	11.1	-	-	-
950 - 1,099	-	-	-	10	0	0.0	7	0	0.0	2	0	0.0	-	-	-
1,100 - 1,349	-	-	-	13	2	15.4	76	4	5.3	39	0	0.0	-	-	-
1,350 +	-	-	-	8	3	37.5	1	0	0.0	21	0	0.0	-	-	-

Westlock

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
650 - 799	-	-	-	40	2	5.0	10	0	0.0	-	-	-	-	-	-
800 - 949	-	-	-	19	0	0.0	134	7	5.2	16	0	0.0	-	-	-
950 - 1,099	-	-	-	-	-	-	2	0	0.0	-	-	-	-	-	-
1,100 - 1,349	-	-	-	-	-	-	14	1	7.1	12	0	0.0	-	-	-
1,350 +	-	-	-	-	-	-	-	-	-	2	0	0.0	-	-	-

Whitecourt

Rental Range (\$)	Bachelor			1 - Bedroom			2 - Bedroom			3 - Bedroom			4+ Bedroom		
	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%	Units	Vacant	%
< 500	3	0	0.0	-	-	-	-	-	-	-	-	-	-	-	-
500 - 649	-	-	-	-	-	-	1	0	0.0	-	-	-	-	-	-
650 - 799	9	0	0.0	-	-	-	-	-	-	-	-	-	-	-	-
800 - 949	-	-	-	127	16	12.6	22	0	0.0	-	-	-	-	-	-
950 - 1,099	-	-	-	46	4	8.7	156	8	5.1	2	0	0.0	-	-	-
1,100 - 1,349	-	-	-	12	0	0.0	196	6	3.1	33	1	3.0	-	-	-
1,350 +	-	-	-	-	-	-	11	0	0.0	107	3	2.8	-	-	-

Appendix H: Change in Vacancy Rates

Table 8 - Comparative Vacancy Rates (%) by Community, 2014-2023

Community	2014	2015	2016	2017	2018	2021	2022	2023
Athabasca	5.2	4.4	17.9	13.3	21.1	15.5	9.5	21.1
Banff	0.0	0.3	0.0	0.6	1.1	3.2	0.3	0.8
Barrhead	2.5	1.2	6.7	12.1	5.8	3.0	1.4	1.6
Bassano	4.9	12.5	4.5	13.3	12.5	0.0	0.0	0.0
Beaverlodge	0.0	2.9	25.0	11.4	10.3	19.7	17.1	1.0
Black Diamond	3.1	0.0	0.0	0.0	0.0	2.2	0.0	0.0
Bonnyville	5.5	22.4	50.0	19.3	28.3	15.1	18.8	6.2
Bow Island	0.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0
Bowden	8.6	3.2	16.1	29.0	6.5	12.5	0.0	0.0
Bruderheim	33.3	86.7	29.4	50.0	45.0	38.8	45.0	31.3
Cardston	16.7	16.7	7.4	7.4	22.2	40.0	0.0	10.5
Carstairs	0.0	3.6	10.7	8.3	4.2	8.3	0.0	0.0
Claresholm	0.0	0.6	5.0	4.5	2.6	0.0	1.4	1.1
Coaldale	7.3	7.6	3.0	1.6	0.0	0.0	8.0	0.0
Crowsnest Pass	12.2	15.4	8.0	9.1	18.3	13.5	16.7	6.4
Didsbury	0.0	9.3	6.8	11.2	13.9	1.4	0.0	2.2
Drayton Valley	3.1	10.0	33.4	14.0	17.7	21.1	12.8	3.8
Drumheller	4.4	6.6	8.8	9.6	18.2	17.4	5.7	0.8
Eckville	0.0	3.7	8.0	10.0	3.4	4.8	6.7	0.0
Edson	4.5	5.6	16.7	6.5	9.3	1.6	4.3	1.9
Fairview	4.5	9.4	17.6	9.0	7.4	5.8	1.7	0.0
Falher	0.0	15.8	15.4	10.2	15.5	4.2	11.3	7.8
Fort Macleod	10.0	7.5	22.4	9.1	14.5	7.7	1.7	0.0
Fox Creek	7.4	5.1	13.8	4.6	0.8	51.9	57.7	48.9
Grande Cache	20.0	40.6	46.8	63.6	43.2	56.2	15.4	7.7
Grimshaw	6.2	5.0	22.4	16.3	13.5	8.3	8.3	5.3
Hanna	2.2	16.5	2.3	23.3	9.6	16.1	8.3	5.8
High Prairie	4.7	3.0	14.9	4.5	5.4	5.6	10.8	1.7
Hinton	2.7	7.8	16.8	4.0	3.8	12.1	10.5	1.6
Innisfail	3.0	7.5	13.1	5.5	4.7	0.6	3.3	0.4
Mayerthorpe	0.0	9.1	18.8	3.6	0.0	0.0	0.0	3.1
McLennan	0.0	0.0	0.0	0.0	3.7	0.0	4.2	3.6
Millet	3.3	22.6	7.4	3.7	11.1	15.8	0.0	0.0
Nanton	0.0	3.7	11.1	2.2	0.0	7.1	2.0	0.0
Olds	1.8	2.5	17.5	6.1	5.0	4.9	2.6	1.0
Peace River	1.7	4.1	23.1	18.6	16.3	15.0	12.8	11.1
Penhold	0.0	3.8	0.0	11.1	26.8	14.3	0.0	0.0

Pincher Creek	2.4	2.4	4.1	1.4	1.5	6.3	3.3	0.0
Ponoka	0.8	0.4	9.8	7.9	6.5	10.2	4.1	1.9
Provost	4.4	6.7	20.0	0.0	29.0	9.8	19.2	4.4
Raymond	8.7	20.0	4.3	0.0	20.0	20.0	0.0	10.5
Rimbey	0.0	15.4	3.8	5.7	0.0	2.4	2.8	0.0
Rocky Mtn. House	2.5	9.1	26.0	24.6	17.4	24.7	16.1	10.0
Sexsmith	3.1	14.1	17.5	1.6	0.0	0.0	-	0.0
Slave Lake	0.5	9.1	10.8	11.1	6.1	0.0	6.8	2.0
Smoky Lake	6.9	3.4	3.4	4.5	0.0	21.2	6.1	0.0
Spirit River	3.3	3.1	9.4	10.7	9.1	10.5	10.5	7.1
St. Paul	1.7	7.2	6.9	5.3	13.2	17.2	17.2	15.6
Stettler	1.5	10.1	18.5	15.1	16.4	15.1	14.0	0.9
Sundre	3.3	9.7	5.7	9.9	11.3	1.4	2.6	0.0
Swan Hills	28.1	41.6	54.0	42.1	63.4	52.1	31.8	20.0
Taber	8.0	7.9	9.0	5.6	7.4	1.8	4.4	1.9
Tofield	0.0	3.6	2.0	4.3	13.8	0.0	0.0	0.0
Two Hills	0.0	3.8	42.9	45.0	45.0	2.8	3.1	0.0
Valleyview	2.5	11.9	16.7	15.4	20.8	20.0	11.1	0.0
Vegreville	1.3	10.7	13.8	11.4	18.1	8.0	17.5	2.0
Vermilion	1.1	6.9	15.8	7.1	9.2	8.7	16.1	14.8
Vulcan	9.8	0.0	0.0	0.0	0.0	0.0	6.9	0.0
Wainwright	7.2	15.4	24.0	24.1	19.2	12.6	12.9	4.7
Westlock	3.1	2.8	10.1	16.2	9.2	16.3	23.6	4.0
Whitecourt	0.4	2.7	11.9	14.0	-	-	-	5.2

Appendix I: Rental Rates by Bedroom Type and Overall Vacancy Rates by Community

Community	Unit Type	2014	2015	2016	2017	2018	2021	2022	2023	% change (2022 – 2023)
Athabasca	1 - Bedroom	792	809	851	841	831	840	852	858	0.70%
	2 - Bedroom	926	951	959	966	958	912	931	935	0.43%
	3 - Bedroom	947	998	973	953	975	1,026	980	998	1.84%
	Bachelor	549	549	681	725	725	706	719	806	12.10%
	Overall Vacancy Rate (%)	5.2	4.4	17.9	13.3	21.1	15.5	9.5	21.1	122.11%
Banff	1 - Bedroom	953	987	1,094	1,131	1,224	1,318	1,435	1,592	10.94%
	2 - Bedroom	1,189	1,262	1,429	1,567	1,747	1,592	1,734	1,833	5.71%
	3 - Bedroom	1,270	1,313	1,359	1,463	1,613	1,716	1,805	1,883	4.32%
	4+ Bedroom	1,950	2,000	2,050	3,057	3,657	2,600	2,975	4,100	37.82%
	Bachelor	787	809	850	876	890	964	810	1,095	35.19%
	Overall Vacancy Rate (%)	0.0	0.3	0.0	0.6	1.1	3.2	0.3	0.8	166.67%
Barrhead	1 - Bedroom	649	690	669	678	690	712	706	752	6.52%
	2 - Bedroom	720	750	768	776	786	806	798	832	4.26%
	3 - Bedroom	992	1,007	1,023	936	980	900	900	1,074	19.33%
	Bachelor	515	532	476	441	504	571	498	517	3.82%
	Overall Vacancy Rate (%)	2.5	1.2	6.7	12.1	5.8	3.0	1.4	1.6	14.29%
Bassano	1 - Bedroom	440	470	375	400	447	-	475	-	-
	2 - Bedroom	508	559	607	556	650	-	560	665	18.75%
	3 - Bedroom	592	677	600	600	600	656	706	820	16.15%
	Overall Vacancy Rate (%)	4.9	12.5	4.5	13.3	12.5	0.0	0.0	0.0	0.0%

Community	Unit Type	2014	2015	2016	2017	2018	2021	2022	2023	% change (2022 – 2023)
Beaverlodge	1 - Bedroom	696	742	740	772	765	858	846	821	-2.96%
	2 - Bedroom	854	869	853	813	853	903	902	904	0.22%
	3 - Bedroom	972	947	969	886	991	1,042	1,070	975	-8.88%
	Bachelor	-	-	-	-	-	-	-	975	-
	Overall Vacancy Rate (%)	0.0	2.9	25.0	11.4	10.3	19.7	17.1	1.0	-94.15%
Black Diamond	1 - Bedroom	1,038	1,038	1,038	1,038	1,038	895	1,300	1,225	-5.77%
	2 - Bedroom	1,073	1,112	1,135	1,125	1,158	1,014	1,500	1,500	0.00%
	3 - Bedroom	883	928	968	963	981	1,023	1,037	1,130	8.97%
	Overall Vacancy Rate (%)	3.1	0.0	0.0	0.0	0.0	2.2	0.0	0.0	0.0%
Blackfalds	1 - Bedroom	825	-	-	855	-	-	-	-	-
	2 - Bedroom	951	933	929	895	864	-	904	-	-
	3 - Bedroom	1,123	1,279	1,185	1,171	1,173	1,223	1,285	-	-
	Overall Vacancy Rate (%)	1.8	7.1	18.9	6.5	4.3	0.0	2.6	-	-
Bonnyville	1 - Bedroom	1,221	954	847	861	873	791	872	933	7.00%
	2 - Bedroom	1,357	1,146	975	1,046	1,024	965	963	1,097	13.91%
	3 - Bedroom	1,266	1,248	1,147	1,270	1,275	1,260	972	1,315	35.29%
	Bachelor	1,120	828	728	750	743	703	692	847	22.40%
	Overall Vacancy Rate (%)	5.5	22.4	50.0	19.3	28.3	15.1	18.8	6.2	-67.02%
Bow Island	1 - Bedroom	540	553	625	590	593	-	-	673	-
	2 - Bedroom	635	656	662	671	674	-	635	789	24.25%
	3 - Bedroom	620	658	-	683	750	-	-	725	-
	Bachelor	-	588	-	-	-	-	-	-	-
	Overall Vacancy Rate (%)	0.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0%

Community	Unit Type	2014	2015	2016	2017	2018	2021	2022	2023	% change (2022 – 2023)
Bowden	1 - Bedroom	618	679	664	654	654	687	694	730	5.19%
	2 - Bedroom	796	810	815	768	758	829	853	900	5.51%
	Bachelor	505	525	513	436	436	545	615	615	0.00%
	Overall Vacancy Rate (%)	8.6	3.2	16.1	29.0	6.5	12.5	0.0	0.0	0.00%
Bruderheim	1 - Bedroom	1,695	1,695	1,695	1,695	1,495	1,250	1,250	1,250	0.00%
	2 - Bedroom	1,895	1,895	1,895	1,649	1,470	1,245	1,245	1,245	0.00%
	3 - Bedroom	-	-	-	495	495	495	495	500	1.01%
	Bachelor	-	-	-	-	695	700	700	706	0.86%
	Overall Vacancy Rate (%)	33.3	86.7	29.4	50.0	45.0	38.8	45.0	31.3	-30.44%
Cardston	1 - Bedroom	663	600	750	804	750	750	-	700	-
	2 - Bedroom	738	738	820	839	898	975	871	992	13.89%
	3 - Bedroom	850	850	850	900	900	-	900	1,000	11.11%
	Overall Vacancy Rate (%)	16.7	16.7	7.4	7.4	22.2	40.0	0.0	10.5	-
Carstairs	1 - Bedroom	708	715	758	788	698	738	-	950	-
	2 - Bedroom	840	882	885	836	848	862	863	865	0.23%
	3 - Bedroom	856	720	720	896	840	840	840	840	0.00%
	Overall Vacancy Rate (%)	0.0	3.6	10.7	8.3	4.2	8.3	0.0	0.0	0.00%
Claresholm	1 - Bedroom	558	577	576	613	632	632	870	951	9.31%
	2 - Bedroom	678	675	680	688	698	703	832	1,007	21.03%
	3 - Bedroom	650	739	732	738	754	775	875	981	12.11%
	4+ Bedroom	-	800	800	850	858	-	-	925	-
	Bachelor	538	538	538	575	563	587	590	818	38.64%
	Overall Vacancy Rate (%)	0.0	0.6	5.0	4.5	2.6	0.0	1.4	1.1	-21.43%

Community	Unit Type	2014	2015	2016	2017	2018	2021	2022	2023	% change (2022 – 2023)
Coaldale	1 - Bedroom	518	516	503	725	725	736	764	782	2.36%
	2 - Bedroom	706	712	696	755	806	853	810	867	7.04%
	3 - Bedroom	745	775	850	883	900	1,000	-	1,533	-
	4+ Bedroom	-	-	-	-	-	-	1,795	1,795	0.00%
	Overall Vacancy Rate (%)	7.3	7.6	3.0	1.6	0.0	0.0	8.0	0.0	-
Crowsnest Pass	1 - Bedroom	555	555	592	568	624	660	527	677	28.46%
	2 - Bedroom	638	634	634	669	664	820	650	828	27.38%
	3 - Bedroom	845	866	875	900	907	1,125	-	-	-
	4+ Bedroom	1,400	1,200	-	-	-	-	-	-	-
	Bachelor	300	300	300	380	-	487	380	523	37.63%
	Overall Vacancy Rate (%)	12.2	15.4	8.0	9.1	18.3	13.5	16.7	6.4	-61.68%
Didsbury	1 - Bedroom	698	733	736	741	742	710	1,000	836	-16.40%
	2 - Bedroom	970	999	1,068	1,029	1,035	625	1,203	1,239	2.99%
	3 - Bedroom	887	928	915	853	930	940	961	1,175	22.27%
	Overall Vacancy Rate (%)	0.0	9.3	6.8	11.2	13.9	1.4	0.0	2.2	-
Drayton Valley	1 - Bedroom	856	852	772	745	740	774	811	849	4.69%
	2 - Bedroom	1,035	1,041	922	872	888	871	903	943	4.43%
	3 - Bedroom	1,168	1,248	1,120	1,046	1,067	1,031	1,125	1,140	1.33%
	Bachelor	712	770	668	669	644	633	700	650	-7.14%
	Overall Vacancy Rate (%)	3.1	10.0	33.4	14.0	17.7	21.1	12.8	3.8	-70.31%

Community	Unit Type	2014	2015	2016	2017	2018	2021	2022	2023	% change (2022 – 2023)
Drumheller	1 - Bedroom	736	737	740	729	734	719	800	862	7.75%
	2 - Bedroom	746	769	772	771	775	804	845	944	11.72%
	3 - Bedroom	710	750	750	730	750	758	825	892	8.12%
	Bachelor	486	544	556	600	613	613	-	600	-
	Overall Vacancy Rate (%)	4.4	6.6	8.8	9.6	18.2	17.4	5.7	0.8	-85.96%
Eckville	1 - Bedroom	500	-	500	-	500	500	-	500	-
	2 - Bedroom	646	713	701	859	752	700	775	868	12.00%
	3 - Bedroom	715	780	842	853	868	884	806	927	15.01%
	Overall Vacancy Rate (%)	0.0	3.7	8.0	10.0	3.4	4.8	6.7	0.0	-
Edson	1 - Bedroom	854	884	881	848	846	906	910	1,028	12.97%
	2 - Bedroom	1,026	1,030	1,023	1,017	1,021	1,045	1,008	1,162	15.28%
	3 - Bedroom	1,256	1,276	1,225	1,240	1,240	1,194	1,213	1,300	7.17%
	Bachelor	808	823	777	730	750	780	800	963	20.38%
	Overall Vacancy Rate (%)	4.5	5.6	16.7	6.5	9.3	1.6	4.3	1.9	-55.81%
Fairview	1 - Bedroom	623	714	688	699	691	711	745	819	9.93%
	2 - Bedroom	705	788	792	784	758	828	851	861	1.18%
	3 - Bedroom	758	754	793	741	780	825	725	800	10.34%
	Bachelor	-	600	600	600	600	650	700	800	14.29%
	Overall Vacancy Rate (%)	4.5	9.4	17.6	9.0	7.4	5.8	1.7	0.0	-
Falher	1 - Bedroom	579	648	705	707	732	699	738	769	4.20%
	2 - Bedroom	781	799	813	832	821	830	819	871	6.35%
	3 - Bedroom	659	801	857	868	886	900	907	914	0.77%
	Bachelor	350	350	450	-	525	500	550	600	9.09%
	Overall Vacancy Rate (%)	0.0	15.8	15.4	10.2	15.5	4.2	11.3	7.8	-30.97%

Community	Unit Type	2014	2015	2016	2017	2018	2021	2022	2023	% change (2022 – 2023)
Fort Macleod	1 - Bedroom	655	661	652	691	638	621	742	792	6.74%
	2 - Bedroom	773	786	835	811	816	850	898	946	5.35%
	3 - Bedroom	788	788	930	-	1,110	1,250	1,220	1,486	21.80%
	4+ Bedroom	1,200	1,200	1,200	-	1,200	1,275	1,288	1,250	-2.95%
	Bachelor	700	638	556	560	560	700	800	800	0.00%
	Overall Vacancy Rate (%)	10.0	7.5	22.4	9.1	14.5	7.7	1.7	0.0	-
Fox Creek	1 – Bedroom	846	879	871	946	1,023	859	897	1,083	20.74%
	2 - Bedroom	1,013	1,130	1,102	1,118	1,588	1,343	1,719	1,882	9.48%
	3 - Bedroom	1,259	1,529	1,528	1,828	1,961	1,886	2,300	1,532	-33.39%
	4+ Bedroom	2,800	-	-	-	-	-	-	-	-
	Bachelor	733	783	750	967	-	900	1,050	-	-
	Overall Vacancy Rate (%)	7.4	5.1	13.8	4.6	0.8	51.9	57.7	48.9	-15.25%
Grande Cache	1 - Bedroom	746	757	665	575	599	625	683	743	8.78%
	2 - Bedroom	886	894	780	645	662	740	786	900	14.50%
	3 - Bedroom	1,164	1,152	1,009	773	897	800	1,345	1,128	-16.13%
	Bachelor	546	588	583	-	500	-	642	650	1.25%
	Overall Vacancy Rate (%)	20.0	40.6	46.8	63.6	43.2	56.2	15.4	7.7	-50.00%
Grimshaw	1 - Bedroom	837	891	859	700	921	933	940	928	-1.28%
	2 - Bedroom	1,014	1,023	992	891	953	983	987	1,019	3.24%
	3 - Bedroom	850	1,000	950	-	-	-	-	-	-
	Overall Vacancy Rate (%)	6.2	5.0	22.4	16.3	13.5	8.3	8.3	5.3	-36.14%

Community	Unit Type	2014	2015	2016	2017	2018	2021	2022	2023	% change (2022 – 2023)
Hanna	1 - Bedroom	575	575	567	543	564	-	650	586	-9.85%
	2 - Bedroom	668	655	664	720	693	641	741	799	7.83%
	3 - Bedroom	681	672	656	656	678	645	640	977	52.66%
	Overall Vacancy Rate (%)	2.2	16.5	2.3	23.3	9.6	16.1	8.3	5.8	-30.12%
High Level	1 - Bedroom	749	737	774	779	821	878	817	963	17.87%
	2 - Bedroom	895	910	921	938	969	1,028	1,042	1,119	7.39%
	3 - Bedroom	1,085	1,091	1,045	1,136	1,073	1,350	1,237	1,329	7.44%
	Bachelor	667	667	650	600	667	733	-	733	-
	Overall Vacancy Rate (%)	4.4	9.3	5.4	12.4	7.8	2.2	4.9	0.8	-83.67%
High Prairie	1 - Bedroom	651	693	701	662	736	806	793	858	8.20%
	2 - Bedroom	791	846	846	880	911	1,002	964	1,072	11.20%
	3 - Bedroom	1,075	1,113	1,113	1,123	1,125	1,250	1,254	1,220	-2.71%
	Bachelor	506	593	621	636	642	696	693	695	0.29%
	Overall Vacancy Rate (%)	4.7	3.0	14.9	4.5	5.4	5.6	10.8	1.7	-84.26%
Hinton	1 - Bedroom	860	898	907	889	958	873	879	1,129	28.44%
	2 - Bedroom	987	1,011	1,027	1,021	1,101	1,045	1,023	1,297	26.78%
	3 - Bedroom	1,086	1,094	1,084	1,109	1,112	991	1,057	1,275	20.62%
	Bachelor	591	608	860	892	898	741	748	735	-1.74%
	Overall Vacancy Rate (%)	2.7	7.8	16.8	4.0	3.8	12.1	10.5	1.6	-84.76%

Community	Unit Type	2014	2015	2016	2017	2018	2021	2022	2023	% change (2022 – 2023)
Innisfail	1 - Bedroom	730	786	794	781	774	753	796	823	3.39%
	2 - Bedroom	776	798	807	794	805	799	818	885	8.19%
	3 - Bedroom	858	947	1,076	1,020	941	1,084	1,112	1,113	0.09%
	4+ Bedroom	-	-	-	-	-	-	1,800	1,900	5.56%
	Bachelor	761	875	875	875	875	875	875	895	2.29%
	Overall Vacancy Rate (%)	3.0	7.5	13.1	5.5	4.7	0.6	3.3	0.4	-87.88%
Jasper	1 - Bedroom	811	842	878	908	924	1,061	1,078	1,632	51.39%
	2 - Bedroom	997	1,024	1,063	1,044	1,093	1,245	1,319	1,834	39.04%
	3 - Bedroom	1,169	1,211	1,248	1,131	1,196	1,335	1,563	1,325	-15.23%
	4+ Bedroom	1,302	1,252	1,390	-	-	-	-	-	-
	Bachelor	710	733	777	803	850	911	922	1,683	82.54%
	Overall Vacancy Rate (%)	0.0	0.2	0.4	0.0	0.0	0.0	0.0	0.0	0.0%
Mayerthorpe	1 - Bedroom	630	667	638	645	650	665	700	725	3.57%
	2 - Bedroom	686	732	732	751	752	755	784	817	4.21%
	3 - Bedroom	850	-	-	-	850	-	850	1,150	35.29%
	Overall Vacancy Rate (%)	0.0	9.1	18.8	3.6	0.0	0.0	0.0	3.1	-
McLennan	1 - Bedroom	678	678	682	685	684	684	711	816	14.77%
	2 - Bedroom	732	732	740	740	742	744	740	842	13.78%
	Overall Vacancy Rate (%)	0.0	0.0	0.0	0.0	3.7	0.0	4.2	3.6	-14.29%
Millet	1 - Bedroom	659	705	703	695	721	825	855	863	0.94%
	2 - Bedroom	873	945	968	936	925	912	914	945	3.39%
	Overall Vacancy Rate (%)	3.3	22.6	7.4	3.7	11.1	15.8	0.0	0.0	-

Community	Unit Type	2014	2015	2016	2017	2018	2021	2022	2023	% change (2022 – 2023)
Nanton	1 - Bedroom	800	800	985	750	750	800	800	800	0.00%
	2 - Bedroom	764	749	749	766	777	821	830	865	4.22%
	3 - Bedroom	746	755	782	764	790	842	863	894	3.59%
	Bachelor	640	720	600	683	650	750	800	800	0.00%
	Overall Vacancy Rate (%)	0.0	3.7	11.1	2.2	0.0	7.1	2.0	0.0	-
Olds	1 - Bedroom	639	637	652	717	726	723	749	1,043	39.25%
	2 - Bedroom	812	845	856	830	854	823	866	966	11.55%
	3 - Bedroom	853	926	904	800	869	775	865	1,041	20.35%
	Bachelor	563	650	850	625	575	-	-	656	-
	Overall Vacancy Rate (%)	1.8	2.5	17.5	6.1	5.0	4.9	2.6	1.0	-61.54%
Peace River	1 - Bedroom	943	928	909	888	906	942	877	900	2.62%
	2 - Bedroom	1,030	1,073	1,030	1,092	1,080	1,134	1,065	1,092	2.54%
	3 - Bedroom	1,217	1,291	1,185	1,169	1,209	1,207	1,184	1,217	2.79%
	Bachelor	679	702	766	639	812	698	550	847	54.00%
	Overall Vacancy Rate (%)	1.7	4.1	23.1	18.6	16.3	15.0	12.8	11.1	-13.28%
Penhold	1 - Bedroom	631	646	646	715	690	-	-	-	-
	2 - Bedroom	973	989	908	1,053	1,044	1,144	941	1,227	30.39%
	3 - Bedroom	850	850	900	1,428	1,487	1,195	931	1,291	38.67%
	Overall Vacancy Rate (%)	0.0	3.8	0.0	11.1	26.8	14.3	0.0	0.0	0.0%
Pincher Creek	1 - Bedroom	663	671	681	636	681	600	725	791	9.10%
	2 - Bedroom	680	685	685	728	738	695	789	906	14.83%
	3 - Bedroom	-	1,105	1,031	900	900	-	1,100	1,210	10.00%
	Overall Vacancy Rate (%)	2.4	2.4	4.1	1.4	1.5	6.3	3.3	0.0	-

Community	Unit Type	2014	2015	2016	2017	2018	2021	2022	2023	% change (2022 – 2023)
Ponoka	1 - Bedroom	615	644	677	663	706	761	799	822	2.88%
	2 - Bedroom	747	785	785	784	784	837	877	933	6.39%
	3 - Bedroom	1,005	1,005	1,067	1,134	1,099	1,191	1,210	1,262	4.30%
	Bachelor	548	545	625	681	687	685	706	759	7.51%
	Overall Vacancy Rate (%)	0.8	0.4	9.8	7.9	6.5	10.2	4.1	1.9	-53.66%
Provost	1 - Bedroom	797	804	598	581	584	730	818	871	6.48%
	2 - Bedroom	725	721	737	703	743	748	813	853	4.92%
	3 - Bedroom	600	600	-	750	600	638	675	675	0.00%
	4+ Bedroom	800	800	800	850	800	800	-	1,000	-
	Overall Vacancy Rate (%)	4.4	6.7	20.0	0.0	29.0	9.8	19.2	4.4	-77.08%
Raymond	1 - Bedroom	560	560	560	-	-	550	538	600	11.52%
	2 - Bedroom	657	685	682	712	716	731	665	872	31.13%
	3 - Bedroom	800	-	825	850	-	-	-	1,000	-
	Overall Vacancy Rate (%)	8.7	20.0	4.3	0.0	20.0	20.0	0.0	10.5	-
Rimbey	1 - Bedroom	638	681	648	627	624	706	703	781	11.10%
	2 - Bedroom	773	836	843	802	804	881	854	960	12.41%
	3 - Bedroom	1,300	1,400	1,100	1,200	-	1,375	1,375	1,358	-1.24%
	4+ Bedroom	1,300	1,350	1,300	1,350	1,350	1,400	1,400	1,500	7.14%
	Overall Vacancy Rate (%)	0.0	15.4	3.8	5.7	0.0	2.4	2.8	0.0	-
Rocky Mountain House	1 - Bedroom	775	798	775	748	747	727	845	1,297	53.49%
	2 - Bedroom	880	910	876	868	881	862	927	1,247	34.52%
	3 - Bedroom	1,009	1,068	1,048	1,031	1,096	1,124	1,029	1,213	17.88%
	Bachelor	914	964	920	859	839	450	800	-	-
	Overall Vacancy Rate (%)	2.5	9.1	26.0	24.6	17.4	24.7	16.1	10.0	-37.89%

Community	Unit Type	2014	2015	2016	2017	2018	2021	2022	2023	% change (2022 – 2023)
Sexsmith	1 - Bedroom	700	765	820	780	680	0	-	0	-
	2 - Bedroom	967	988	905	876	883	928	-	954	-
	3 - Bedroom	1,295	1,242	1,111	1,160	1,226	1,200	-	1,456	-
	4+ Bedroom	1,450	1,425	1,400	1,400	1,400	0	-	0	-
	Overall Vacancy Rate (%)	3.1	14.1	17.5	1.6	0.0	0.0	-	0.0	-
Slave Lake	1 - Bedroom	1,009	1,042	1,045	1,071	1,025	895	1,036	1,076	3.86%
	2 - Bedroom	1,158	1,152	1,188	1,254	1,331	1,055	1,314	1,307	-0.53%
	3 - Bedroom	1,298	1,289	1,298	1,294	1,317	1,206	1,340	1,417	5.75%
	Bachelor	-	-	1,200	1,300	1,300	1,200	1,300	1,300	0.00%
	Overall Vacancy Rate (%)	0.5	9.1	10.8	11.1	6.1	0.0	6.8	2.0	-70.59%
Smoky Lake	1 - Bedroom	850	850	836	971	971	837	909	890	-2.09%
	2 - Bedroom	1,140	1,090	1,080	1,110	1,100	1,241	1,217	1,104	-9.29%
	3 - Bedroom	1,040	940	1,020	1,040	1,040	1,100	888	950	6.98%
	Overall Vacancy Rate (%)	6.9	3.4	3.4	4.5	0.0	21.2	6.1	0.0	-
Spirit River	1 - Bedroom	666	750	748	745	734	855	885	810	-8.47%
	2 - Bedroom	700	809	809	827	827	847	857	725	-15.40%
	3 - Bedroom	1,013	1,025	933	920	950	975	1,000	1,050	5.00%
	Bachelor	575	625	550	625	625	-	-	-	-
	Overall Vacancy Rate (%)	3.3	3.1	9.4	10.7	9.1	10.5	10.5	7.1	-32.38%

Community	Unit Type	2014	2015	2016	2017	2018	2021	2022	2023	% change (2022 – 2023)
St. Paul	1 - Bedroom	808	843	829	859	837	854	882	892	1.13%
	2 - Bedroom	842	877	874	894	862	917	965	989	2.49%
	3 - Bedroom	984	1,014	1,049	1,143	989	1,140	1,160	1,125	-3.02%
	4+ Bedroom	1,400	1,400	1,375	1,375	1,300	-	1,300	-	-
	Bachelor	560	579	617	642	667	-	690	750	8.70%
	Overall Vacancy Rate (%)	1.7	7.2	6.9	5.3	13.2	17.2	17.2	15.6	-9.30%
Stettler	1 - Bedroom	608	638	673	639	672	734	770	806	4.68%
	2 - Bedroom	704	741	767	727	738	812	857	969	13.07%
	3 - Bedroom	887	894	880	883	921	975	1,210	1,310	8.26%
	Bachelor	448	454	582	480	581	620	598	655	9.53%
	Overall Vacancy Rate (%)	1.5	10.1	18.5	15.1	16.4	15.1	14.0	0.9	-93.57%
Sundre	1 - Bedroom	705	845	828	850	852	800	836	915	9.45%
	2 - Bedroom	877	870	910	919	921	938	975	1,025	5.13%
	3 - Bedroom	750	750	750	800	800	1,050	1,050	1,050	0.00%
	Bachelor	765	860	851	857	857	861	675	890	31.85%
	Overall Vacancy Rate (%)	3.3	9.7	5.7	9.9	11.3	1.4	2.6	0.0	-
Swan Hills	1 - Bedroom	574	557	577	579	579	650	638	743	16.46%
	2 - Bedroom	787	791	828	696	680	663	920	942	2.39%
	3 - Bedroom	952	983	993	804	875	863	971	1,020	5.05%
	Bachelor	600	508	509	-	468	-	400	557	39.25%
	Overall Vacancy Rate (%)	28.1	41.6	54.0	42.1	63.4	52.1	31.8	20.0	-37.11%

Community	Unit Type	2014	2015	2016	2017	2018	2021	2022	2023	% change (2022 – 2023)
Taber	1 - Bedroom	594	606	635	670	686	669	730	792	8.49%
	2 - Bedroom	740	756	771	778	794	793	852	960	12.68%
	3 - Bedroom	881	941	940	991	969	943	1,045	1,093	4.59%
	Bachelor	500	575	525	575	575	650	695	625	-10.07%
	Overall Vacancy Rate (%)	8.0	7.9	9.0	5.6	7.4	1.8	4.4	1.9	-56.82%
Tofield	1 - Bedroom	638	613	612	627	550	550	550	675	22.73%
	2 - Bedroom	902	863	852	802	813	738	740	788	6.49%
	3 - Bedroom	919	937	902	909	911	925	968	885	-8.57%
	Bachelor	575	500	500	450	450	500	500	500	0.00%
	Overall Vacancy Rate (%)	0.0	3.6	2.0	4.3	13.8	0.0	0.0	0.0	0.00%
Two Hills	1 - Bedroom	611	638	660	673	673	548	616	690	12.01%
	2 - Bedroom	738	800	807	775	775	708	751	863	14.91%
	Overall Vacancy Rate (%)	0.0	3.8	42.9	45.0	45.0	2.8	3.1	0.0	-
Valleyview	1 - Bedroom	819	859	900	717	813	900	900	900	0.00%
	2 - Bedroom	861	917	835	767	1,016	1,100	1,000	962	-3.80%
	3 - Bedroom	953	1,038	932	888	956	-	950	1,100	15.79%
	Bachelor	642	650	670	660	690	750	750	750	0.00%
	Overall Vacancy Rate (%)	2.5	11.9	16.7	15.4	20.8	20.0	11.1	0.0	-
Vegreville	1 - Bedroom	794	775	760	709	718	733	731	742	1.50%
	2 - Bedroom	877	868	864	824	815	819	832	917	10.22%
	3 - Bedroom	1,023	1,047	1,008	976	914	1,104	975	1,051	7.79%
	4+ Bedroom	1,225	1,300	1,350	1,363	1,363	1,350	1,380	1,450	5.07%
	Bachelor	654	686	639	605	610	475	618	645	4.37%
	Overall Vacancy Rate (%)	1.3	10.7	13.8	11.4	18.1	8.0	17.5	2.0	-88.57%

Community	Unit Type	2014	2015	2016	2017	2018	2021	2022	2023	% change (2022 – 2023)
Vermilion	1 - Bedroom	732	774	715	743	735	756	806	830	2.98%
	2 - Bedroom	843	884	864	872	896	927	885	976	10.28%
	3 - Bedroom	946	964	978	975	982	995	1,001	1,053	5.19%
	4+ Bedroom	1,000	1,000	1,000	1,000	1,000	1,500	1,500	-	-
	Bachelor	463	463	413	438	438	-	550	625	13.64%
	Overall Vacancy Rate (%)	1.1	6.9	15.8	7.1	9.2	8.7	16.1	14.8	-8.07%
Vulcan	1 - Bedroom	600	735	700	750	775	800	900	985	9.44%
	2 - Bedroom	725	770	758	788	802	872	915	956	4.48%
	3 - Bedroom	744	725	725	725	725	-	744	750	0.81%
	Bachelor	-	-	-	-	-	-	-	-	-
	Overall Vacancy Rate (%)	9.8	0.0	0.0	0.0	0.0	0.0	6.9	0.0	-
Wainwright	1 - Bedroom	736	735	737	716	738	740	782	884	13.04%
	2 - Bedroom	940	930	940	960	926	880	992	1,043	5.14%
	3 - Bedroom	989	1,001	1,056	1,037	1,024	1,084	1,198	1,202	0.33%
	Bachelor	682	429	429	524	446	450	434	538	23.96%
	Overall Vacancy Rate (%)	7.2	15.4	24.0	24.1	19.2	12.6	12.9	4.7	-63.57%
Westlock	1 - Bedroom	730	765	747	760	753	775	768	769	0.13%
	2 - Bedroom	807	835	841	839	853	881	881	890	1.02%
	3 - Bedroom	926	951	970	934	998	972	963	1,101	14.33%
	Bachelor	617	575	575	600	600	613	525	-	-
	Overall Vacancy Rate (%)	3.1	2.8	10.1	16.2	9.2	16.3	23.6	4.0	-83.05%

Community	Unit Type	2014	2015	2016	2017	2018	2021	2022	2023	% change (2022 – 2023)
Whitecourt	1 - Bedroom	844	867	872	858	-	-	-	940	-
	2 - Bedroom	1,022	1,041	1,047	1,048	-	-	-	1,097	-
	3 - Bedroom	1,177	1,222	1,348	1,361	-	-	-	1,456	-
	Bachelor	568	561	561	584	-	-	-	641	-
	Overall Vacancy Rate (%)	0.4	2.7	11.9	14.0	-	-	-	5.2	-

Appendix J: Summaries of Individual Communities

Number of Rental Units Identified	219
Number of Units Accounted for by Survey	209
Response Rate (%)	95.4%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	806	858	935	998	-
Range	800-825	750-1,000	850-1,300	940-1,600	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	4	0	0	2	203	209
Vacancies	0	0	0	0	44	44
Percentage	0.0%	0.0%	0.0%	0.0%	21.7%	21.1%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Row-House	Store-Top	Other	Total
Number of Units	36	103	62	6	2	209
Vacancies	0	28	16	0	0	44
Percentage	0.0%	27.2%	25.8%	0.0%	0.0%	21.1%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	4	54	77	74	0	209
Vacancies	0	10	20	14	0	44
Percentage	0.0%	18.5%	26.0%	18.9%	0.0%	21.1%

Number of Rental Units Identified	370
Number of Units Accounted for by Survey	370
Response Rate (%)	100%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	1,095	1,592	1,833	1,883	4,100
Range	825-1,300	1,000-2,350	900-3,150	1,405-2,700	2,100-4,900

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	35	38	297	370
Vacancies	0	0	0	0	3	3
Percentage	0.0%	0.0%	0.0%	0.0%	1.0%	0.8%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Row-House	Store-Top	Other	Total
Number of Units	15	159	81	58	57	370
Vacancies	0	0	0	3	0	3
Percentage	0.0%	0.0%	0.0%	5.2%	0.0%	0.8%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	32	100	164	67	7	370
Vacancies	0	1	2	0	0	3
Percentage	0.0%	1.0%	1.2%	0.0%	0.0%	0.8%

Number of Rental Units Identified	309
Number of Units Accounted for by Survey	307
Response Rate (%)	99.4%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	517	752	832	1,074	-
Range	375-800	500-1,100	675-1,200	800-1,250	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	16	12	0	0	279	307
Vacancies	1	0	0	0	4	5
Percentage	6.3%	0.0%	0.0%	0.0%	1.4%	1.6%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Row-House	Store-Top	Other	Total
Number of Units	67	193	4	4	39	307
Vacancies	2	2	0	0	1	5
Percentage	3.0%	1.0%	0.0%	0.0%	2.6%	1.6%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	14	104	171	18	0	307
Vacancies	2	1	2	0	0	5
Percentage	14.3%	1.0%	1.2%	0.0%	0.0%	1.6%

Number of Rental Units Identified	24
Number of Units Accounted for by Survey	21
Response Rate (%)	87.5%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	-	-	665	820	-
Range	-	-	600-825	730-900	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	0	21	21
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Total
Number of Units	21	21
Vacancies	0	0
Percentage	0.0%	0.0%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	0	0	17	4	0	21
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number of Rental Units Identified	102
Number of Units Accounted for by Survey	102
Response Rate (%)	100%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	975	821	904	975	-
Range	975-975	750-900	750-1,025	600-1,100	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	0	102	102
Vacancies	0	0	0	0	1	1
Percentage	0.0%	0.0%	0.0%	0.0%	1.0%	1.0%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Row-House	Other	Total
Number of Units	20	65	6	11	102
Vacancies	1	0	0	0	1
Percentage	5.0%	0.0%	0.0%	0.0%	1.0%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	1	28	64	9	0	102
Vacancies	0	0	1	0	0	1
Percentage	0.0%	0.0%	1.6%	0.0%	0.0%	1.0%

Number of Rental Units Identified	22
Number of Units Accounted for by Survey	21
Response Rate (%)	95.5%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	-	1,225	1,500	1,130	-
Range	-	1,200-1,300	1,500-1,500	950-1,400	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	3	1	17	21
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Store-Top	Total
Number of Units	15	6	21
Vacancies	0	0	0
Percentage	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	0	4	2	15	0	21
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number of Rental Units Identified	562
Number of Units Accounted for by Survey	536
Response Rate (%)	95.4%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	847	933	1,097	1,315	-
Range	785-935	650-1,150	450-1,550	800-1,600	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	20	0	0	168	348	536
Vacancies	1	0	0	18	14	33
Percentage	5.0%	0.0%	0.0%	10.7%	4.0%	6.2%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Row-House	Other	Total
Number of Units	15	367	14	140	536
Vacancies	0	27	0	6	33
Percentage	0.0%	7.4%	0.0%	4.3%	6.2%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	23	111	366	36	0	536
Vacancies	1	9	22	1	0	33
Percentage	4.3%	8.1%	6.0%	2.8%	0.0%	6.2%

Number of Rental Units Identified	34
Number of Units Accounted for by Survey	34
Response Rate (%)	100%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	-	673	789	725	-
Range	-	650-695	635-850	725-725	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	0	34	34
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Other	Total
Number of Units	4	24	6	34
Vacancies	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	0	12	20	2	0	34
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number of Rental Units Identified	24
Number of Units Accounted for by Survey	24
Response Rate (%)	100%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	615	730	900	-	-
Range	615-615	600-910	705-1,150	-	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	4	20	24
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Total
Number of Units	12	12	24
Vacancies	0	0	0
Percentage	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	1	7	16	0	0	24
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number of Rental Units Identified	80
Number of Units Accounted for by Survey	80
Response Rate (%)	100%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	706	1,250	1,245	500	-
Range	700-725	1,250-1,250	405-1,350	500-500	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	80	0	80
Vacancies	0	0	0	25	0	25
Percentage	0.0%	0.0%	0.0%	31.3%	0.0%	31.3%

Number and Percentage of Vacancies by Type of Building

	Row-House	Store-Top	Other	Total
Number of Units	8	4	68	80
Vacancies	6	0	19	25
Percentage	75.0%	0.0%	27.9%	31.3%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	4	36	36	4	0	80
Vacancies	0	10	12	3	0	25
Percentage	0.0%	27.8%	33.3%	75.0%	0.0%	31.3%

Number of Rental Units Identified	19
Number of Units Accounted for by Survey	19
Response Rate (%)	100%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	-	700	992	1,000	-
Range	-	700-700	800-1,200	1,000-1,000	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	0	19	19
Vacancies	0	0	0	0	2	2
Percentage	0.0%	0.0%	0.0%	0.0%	10.5%	10.5%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Row-House	Total
Number of Units	8	11	19
Vacancies	0	2	2
Percentage	0.0%	18.2%	10.5%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	0	4	13	2	0	19
Vacancies	0	0	2	0	0	2
Percentage	0.0%	0.0%	15.4%	0.0%	0.0%	10.5%

Number of Rental Units Identified	16
Number of Units Accounted for by Survey	15
Response Rate (%)	93.8%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	-	950	865	840	-
Range	-	950-950	800-995	840-840	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	0	15	15
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Total
Number of Units	3	12	15
Vacancies	0	0	0
Percentage	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	0	11	3	1	0	15
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number of Rental Units Identified	182
Number of Units Accounted for by Survey	175
Response Rate (%)	96.2%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	818	951	1,007	981	925
Range	650-850	525-1,050	650-1,250	825-1,100	925-925

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	18	157	175
Vacancies	0	0	0	0	2	2
Percentage	0.0%	0.0%	0.0%	0.0%	1.3%	1.1%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Row-House	High-Rise	Other	Total
Number of Units	36	101	6	18	14	175
Vacancies	1	0	0	0	1	2
Percentage	2.8%	0.0%	0.0%	0.0%	7.1%	1.1%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	18	26	113	12	6	175
Vacancies	0	1	1	0	0	2
Percentage	0.0%	3.8%	0.9%	0.0%	0.0%	1.1%

Number of Rental Units Identified	45
Number of Units Accounted for by Survey	41
Response Rate (%)	91.1%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	-	782	867	1,533	1,795
Range	-	700-825	700-1,450	1,500-1,600	1,795-1,795

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	0	41	41
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Row-House	Other	Total
Number of Units	4	10	27	41
Vacancies	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	0	10	25	3	3	41
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number of Rental Units Identified	47
Number of Units Accounted for by Survey	47
Response Rate (%)	100%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	523	677	828	-	-
Range	460-650	525-975	600-1,000	-	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	0	47	47
Vacancies	0	0	0	0	3	3
Percentage	0.0%	0.0%	0.0%	0.0%	6.4%	6.4%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Store-Top	Total
Number of Units	4	17	26	47
Vacancies	0	0	3	3
Percentage	0.0%	0.0%	11.5%	6.4%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	3	23	21	0	0	47
Vacancies	0	3	0	0	0	3
Percentage	0.0%	13.0%	0.0%	0.0%	0.0%	6.4%

Number of Rental Units Identified	89
Number of Units Accounted for by Survey	89
Response Rate (%)	100%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	-	836	1,239	1,175	-
Range	-	785-1,100	650-1,500	600-1,500	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	8	0	81	89
Vacancies	0	0	0	0	2	2
Percentage	0.0%	0.0%	0.0%	0.0%	2.5%	2.2%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Row-House	Total
Number of Units	28	35	26	89
Vacancies	1	0	1	2
Percentage	3.6%	0.0%	3.8%	2.2%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	0	31	22	36	0	89
Vacancies	0	0	0	2	0	2
Percentage	0.0%	0.0%	0.0%	5.6%	0.0%	2.2%

Number of Rental Units Identified	224
Number of Units Accounted for by Survey	212
Response Rate (%)	94.6%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	650	849	943	1,140	-
Range	500-800	625-1,000	700-1,400	1,000-1,200	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	4	208	212
Vacancies	0	0	0	0	8	8
Percentage	0.0%	0.0%	0.0%	0.0%	3.8%	3.8%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Row-House	Store-Top	Total
Number of Units	23	173	7	9	212
Vacancies	0	8	0	0	8
Percentage	0.0%	4.6%	0.0%	0.0%	3.8%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	4	65	128	15	0	212
Vacancies	2	1	5	0	0	8
Percentage	50.0%	1.5%	3.9%	0.0%	0.0%	3.8%

Number of Rental Units Identified	252
Number of Units Accounted for by Survey	238
Response Rate (%)	94.4%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	600	862	944	892	-
Range	600-600	700-1,300	700-1,500	725-1,225	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	32	206	238
Vacancies	0	0	0	0	2	2
Percentage	0.0%	0.0%	0.0%	0.0%	1.0%	0.8%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Row-House	Store-Top	Other	Total
Number of Units	16	169	36	7	10	238
Vacancies	0	2	0	0	0	2
Percentage	0.0%	1.2%	0.0%	0.0%	0.0%	0.8%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	1	76	155	6	0	238
Vacancies	0	1	1	0	0	2
Percentage	0.0%	1.3%	0.6%	0.0%	0.0%	0.8%

Number of Rental Units Identified	29
Number of Units Accounted for by Survey	29
Response Rate (%)	100%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	-	500	868	927	-
Range	-	500-500	600-1,100	725-1,100	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	0	29	29
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Row-House	Store-Top	Total
Number of Units	16	6	6	1	29
Vacancies	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	0	2	16	11	0	29
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number of Rental Units Identified	417
Number of Units Accounted for by Survey	417
Response Rate (%)	100%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	963	1,028	1,162	1,300	-
Range	850-1,000	800-1,325	850-1,700	1,200-1,500	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	20	0	0	0	397	417
Vacancies	2	0	0	0	6	8
Percentage	10.0%	0.0%	0.0%	0.0%	1.5%	1.9%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Row-House	High-Rise	Other	Total
Number of Units	83	263	8	35	28	417
Vacancies	2	4	0	0	2	8
Percentage	2.4%	1.5%	0.0%	0.0%	7.1%	1.9%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	8	87	283	39	0	417
Vacancies	1	3	3	1	0	8
Percentage	12.5%	3.4%	1.1%	2.6%	0.0%	1.9%

Number of Rental Units Identified	40
Number of Units Accounted for by Survey	40
Response Rate (%)	100%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	800	819	861	800	-
Range	800-800	600-850	500-950	650-900	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	0	40	40
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Total
Number of Units	16	24	40
Vacancies	0	0	0
Percentage	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	1	13	22	4	0	40
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number of Rental Units Identified	52
Number of Units Accounted for by Survey	51
Response Rate (%)	98.1%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	600	769	871	914	-
Range	600-600	650-950	700-1,250	700-1,600	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	0	51	51
Vacancies	0	0	0	0	4	4
Percentage	0.0%	0.0%	0.0%	0.0%	7.8%	7.8%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Other	Total
Number of Units	8	38	5	51
Vacancies	1	2	1	4
Percentage	12.5%	5.3%	20.0%	7.8%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	2	18	24	7	0	51
Vacancies	1	1	1	1	0	4
Percentage	50.0%	5.6%	4.2%	14.3%	0.0%	7.8%

Number of Rental Units Identified	89
Number of Units Accounted for by Survey	82
Response Rate (%)	92.1%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	800	792	946	1,486	1,250
Range	800-800	650-850	800-1,250	1,000-1,725	1,250-1,250

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	8	5	23	46	82
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Row-House	Store-Top	Other	Total
Number of Units	21	24	3	5	29	82
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	2	12	46	19	3	82
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number of Rental Units Identified	92
Number of Units Accounted for by Survey	90
Response Rate (%)	97.8%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	-	1,083	1,882	1,532	-
Range	-	850-1,200	700-2,400	900-2,100	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	24	66	90
Vacancies	0	0	0	19	25	44
Percentage	0.0%	0.0%	0.0%	79.2%	37.9%	48.9%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Other	Total
Number of Units	32	34	24	90
Vacancies	9	16	19	44
Percentage	28.1%	47.1%	79.2%	48.9%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	0	3	59	28	0	90
Vacancies	0	1	34	9	0	44
Percentage	0.0%	33.3%	57.6%	32.1%	0.0%	48.9%

Number of Rental Units Identified	156
Number of Units Accounted for by Survey	156
Response Rate (%)	100%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	650	743	900	1,128	-
Range	650-650	725-775	775-1,100	825-1,200	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	0	156	156
Vacancies	0	0	0	0	12	12
Percentage	0.0%	0.0%	0.0%	0.0%	7.7%	7.7%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Row-House	Total
Number of Units	8	74	74	156
Vacancies	0	1	11	12
Percentage	0.0%	1.4%	14.9%	7.7%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	6	34	34	82	0	156
Vacancies	0	0	1	11	0	12
Percentage	0.0%	0.0%	2.9%	13.4%	0.0%	7.7%

Number of Rental Units Identified	57
Number of Units Accounted for by Survey	57
Response Rate (%)	100%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	-	928	1,019	-	-
Range	-	700-1,100	800-1,100	-	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	12	45	57
Vacancies	0	0	0	0	3	3
Percentage	0.0%	0.0%	0.0%	0.0%	6.7%	5.3%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Other	Total
Number of Units	24	24	9	57
Vacancies	1	2	0	3
Percentage	4.2%	8.3%	0.0%	5.3%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	0	9	48	0	0	57
Vacancies	0	1	2	0	0	3
Percentage	0.0%	11.1%	4.2%	0.0%	0.0%	5.3%

Number of Rental Units Identified	72
Number of Units Accounted for by Survey	69
Response Rate (%)	95.8%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	-	586	799	977	-
Range	-	500-700	450-1,000	750-1,200	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	0	69	69
Vacancies	0	0	0	0	4	4
Percentage	0.0%	0.0%	0.0%	0.0%	5.8%	5.8%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Row-House	Other	Total
Number of Units	21	42	2	4	69
Vacancies	0	0	0	4	4
Percentage	0.0%	0.0%	0.0%	100.0%	5.8%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	0	7	52	10	0	69
Vacancies	0	4	0	0	0	4
Percentage	0.0%	57.1%	0.0%	0.0%	0.0%	5.8%

Number of Rental Units Identified	267
Number of Units Accounted for by Survey	263
Response Rate (%)	98.5%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	733	963	1,119	1,329	-
Range	675-850	800-1,100	900-1,450	800-2,000	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	4	0	4	255	263
Vacancies	0	0	0	1	1	2
Percentage	0.0%	0.0%	0.0%	25.0%	0.4%	0.8%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Row-House	Other	Total
Number of Units	39	135	45	44	263
Vacancies	2	0	0	0	2
Percentage	5.1%	0.0%	0.0%	0.0%	0.8%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	3	41	141	78	0	263
Vacancies	0	0	1	1	0	2
Percentage	0.0%	0.0%	0.7%	1.3%	0.0%	0.8%

Number of Rental Units Identified	123
Number of Units Accounted for by Survey	121
Response Rate (%)	98.4%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	695	858	1,072	1,220	-
Range	550-900	560-1,000	840-1,300	1,100-1,500	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	10	111	121
Vacancies	0	0	0	0	2	2
Percentage	0.0%	0.0%	0.0%	0.0%	1.8%	1.7%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Row-House	Store-Top	Other	Total
Number of Units	16	71	13	5	16	121
Vacancies	0	0	0	2	0	2
Percentage	0.0%	0.0%	0.0%	40.0%	0.0%	1.7%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	10	66	40	5	0	121
Vacancies	0	0	2	0	0	2
Percentage	0.0%	0.0%	5.0%	0.0%	0.0%	1.7%

Number of Rental Units Identified	496
Number of Units Accounted for by Survey	494
Response Rate (%)	99.6%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	735	1,129	1,297	1,275	-
Range	550-1,400	750-1,600	800-1,750	1,000-1,700	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	11	0	0	32	451	494
Vacancies	0	0	0	0	8	8
Percentage	0.0%	0.0%	0.0%	0.0%	1.8%	1.6%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Row-House	Store-Top	Total
Number of Units	36	392	61	5	494
Vacancies	0	6	2	0	8
Percentage	0.0%	1.5%	3.3%	0.0%	1.6%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	28	158	268	40	0	494
Vacancies	2	2	2	2	0	8
Percentage	7.1%	1.3%	0.7%	5.0%	0.0%	1.6%

Number of Rental Units Identified	252
Number of Units Accounted for by Survey	250
Response Rate (%)	99.2%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	895	823	885	1,113	1,900
Range	895-895	675-1,050	500-1,295	775-1,850	1,900-1,900

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	4	28	218	250
Vacancies	0	0	0	0	1	1
Percentage	0.0%	0.0%	0.0%	0.0%	0.5%	0.4%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Store-Top	Other	Total
Number of Units	91	116	4	39	250
Vacancies	1	0	0	0	1
Percentage	1.1%	0.0%	0.0%	0.0%	0.4%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	17	44	154	33	2	250
Vacancies	0	0	0	1	0	1
Percentage	0.0%	0.0%	0.0%	3.0%	0.0%	0.4%

Number of Rental Units Identified	277
Number of Units Accounted for by Survey	277
Response Rate (%)	100%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	1,683	1,632	1,834	1,325	-
Range	755-1,702	860-2,022	975-2,331	1,150-1,500	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	0	277	277
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Building

	Walk-Up	Store-Top	Total
Number of Units	271	6	277
Vacancies	0	0	0
Percentage	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	147	94	34	2	0	277
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number of Rental Units Identified	34
Number of Units Accounted for by Survey	32
Response Rate (%)	94.1%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	-	725	817	1,150	-
Range	-	700-750	700-950	1,150-1,150	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	0	32	32
Vacancies	0	0	0	0	1	1
Percentage	0.0%	0.0%	0.0%	0.0%	3.1%	3.1%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Total
Number of Units	14	18	32
Vacancies	1	0	1
Percentage	7.1%	0.0%	3.1%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	0	6	24	2	0	32
Vacancies	0	0	1	0	0	1
Percentage	0.0%	0.0%	4.2%	0.0%	0.0%	3.1%

Number of Rental Units Identified	28
Number of Units Accounted for by Survey	28
Response Rate (%)	100%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	-	816	842	-	-
Range	-	775-1,200	840-850	-	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	0	28	28
Vacancies	0	0	0	0	1	1
Percentage	0.0%	0.0%	0.0%	0.0%	3.6%	3.6%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Store-Top	Total
Number of Units	4	23	1	28
Vacancies	1	0	0	1
Percentage	25.0%	0.0%	0.0%	3.6%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	0	13	15	0	0	28
Vacancies	0	1	0	0	0	1
Percentage	0.0%	7.7%	0.0%	0.0%	0.0%	3.6%

Number of Rental Units Identified	19
Number of Units Accounted for by Survey	18
Response Rate (%)	94.7%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	-	863	945	-	-
Range	-	800-900	850-1,100	-	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	18	0	18
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Total
Number of Units	4	14	18
Vacancies	0	0	0
Percentage	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	0	4	14	0	0	18
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number of Rental Units Identified	54
Number of Units Accounted for by Survey	54
Response Rate (%)	100%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	800	800	865	894	-
Range	800-800	800-800	625-1,050	750-1,100	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	4	0	0	50	54
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Row-House	Store-Top	Total
Number of Units	32	16	6	54
Vacancies	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	3	2	33	16	0	54
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number of Rental Units Identified	207
Number of Units Accounted for by Survey	205
Response Rate (%)	99%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	656	1,043	966	1,041	-
Range	600-825	630-1,350	670-1,350	675-1,200	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	4	201	205
Vacancies	0	0	0	0	2	2
Percentage	0.0%	0.0%	0.0%	0.0%	1.0%	1.0%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Store-Top	Other	Total
Number of Units	128	66	6	5	205
Vacancies	2	0	0	0	2
Percentage	1.6%	0.0%	0.0%	0.0%	1.0%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	4	12	154	35	0	205
Vacancies	0	0	2	0	0	2
Percentage	0.0%	0.0%	1.3%	0.0%	0.0%	1.0%

Number of Rental Units Identified	698
Number of Units Accounted for by Survey	683
Response Rate (%)	97.9%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	847	900	1,092	1,217	-
Range	500-1,100	650-1,500	650-1,800	900-1,600	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	89	594	683
Vacancies	0	0	0	17	59	76
Percentage	0.0%	0.0%	0.0%	19.1%	9.9%	11.1%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Row-House	High-Rise	Store-Top	Other	Total
Number of Units	48	449	77	71	6	32	683
Vacancies	5	46	4	3	1	17	76
Percentage	10.4%	10.2%	5.2%	4.2%	16.7%	53.1%	11.1%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	19	183	373	108	0	683
Vacancies	1	23	46	6	0	76
Percentage	5.3%	12.6%	12.3%	5.6%	0.0%	11.1%

Number of Rental Units Identified	37
Number of Units Accounted for by Survey	36
Response Rate (%)	97.3%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	-	-	1,227	1,291	-
Range	-	-	825-1,900	900-1,625	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	13	23	36
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Row-House	Total
Number of Units	23	13	36
Vacancies	0	0	0
Percentage	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	0	0	28	8	0	36
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number of Rental Units Identified	84
Number of Units Accounted for by Survey	78
Response Rate (%)	92.9%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	-	791	906	1,210	-
Range	-	675-825	700-1,245	975-1,500	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	0	78	78
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Row-House	Store-Top	Total
Number of Units	48	21	2	7	78
Vacancies	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	0	8	60	10	0	78
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number of Rental Units Identified	221
Number of Units Accounted for by Survey	207
Response Rate (%)	93.7%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	759	822	933	1,262	-
Range	695-775	600-1,025	750-1,375	900-1,500	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	8	17	182	207
Vacancies	0	0	0	0	4	4
Percentage	0.0%	0.0%	0.0%	0.0%	2.2%	1.9%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Row-House	Store-Top	Total
Number of Units	42	156	7	2	207
Vacancies	2	2	0	0	4
Percentage	4.8%	1.3%	0.0%	0.0%	1.9%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	5	46	135	21	0	207
Vacancies	2	0	0	2	0	4
Percentage	40.0%	0.0%	0.0%	9.5%	0.0%	1.9%

Number of Rental Units Identified	45
Number of Units Accounted for by Survey	45
Response Rate (%)	100%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	-	871	853	675	1,000
Range	-	625-1,200	600-1,500	675-675	1,000-1,000

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	6	39	45
Vacancies	0	0	0	0	2	2
Percentage	0.0%	0.0%	0.0%	0.0%	5.1%	4.4%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Store-Top	Other	Total
Number of Units	8	27	4	6	45
Vacancies	2	0	0	0	2
Percentage	25.0%	0.0%	0.0%	0.0%	4.4%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	0	13	30	1	1	45
Vacancies	0	0	2	0	0	2
Percentage	0.0%	0.0%	6.7%	0.0%	0.0%	4.4%

Number of Rental Units Identified	19
Number of Units Accounted for by Survey	19
Response Rate (%)	100%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	-	600	872	1,000	-
Range	-	600-600	625-1,100	1,000-1,000	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	0	19	19
Vacancies	0	0	0	0	2	2
Percentage	0.0%	0.0%	0.0%	0.0%	10.5%	10.5%

Number and Percentage of Vacancies by Type of Building

	Row-House	Store-Top	Other	Total
Number of Units	9	4	6	19
Vacancies	0	2	0	2
Percentage	0.0%	50.0%	0.0%	10.5%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	0	2	16	1	0	19
Vacancies	0	2	0	0	0	2
Percentage	0.0%	100.0%	0.0%	0.0%	0.0%	10.5%

Number of Rental Units Identified	58
Number of Units Accounted for by Survey	58
Response Rate (%)	100%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	-	781	960	1,358	1,500
Range	-	650-950	775-1,200	1,325-1,425	1,500-1,500

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	0	58	58
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Store-Top	Total
Number of Units	33	20	5	58
Vacancies	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	0	16	38	3	1	58
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number of Rental Units Identified	262
Number of Units Accounted for by Survey	259
Response Rate (%)	98.9%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	-	1,297	1,247	1,213	-
Range	-	720-2,195	600-2,595	900-1,700	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	21	238	259
Vacancies	0	0	0	2	24	26
Percentage	0.0%	0.0%	0.0%	9.5%	10.1%	10.0%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Row-House	Other	Total
Number of Units	32	142	7	78	259
Vacancies	0	16	2	8	26
Percentage	0.0%	11.3%	28.6%	10.3%	10.0%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	0	78	157	24	0	259
Vacancies	0	12	13	1	0	26
Percentage	0.0%	15.4%	8.3%	4.2%	0.0%	10.0%

Number of Rental Units Identified	28
Number of Units Accounted for by Survey	28
Response Rate (%)	100%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	-	-	954	1,456	-
Range	-	-	870-995	1,145-1,700	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	4	0	0	24	28
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Total
Number of Units	4	24	28
Vacancies	0	0	0
Percentage	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	0	0	21	7	0	28
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number of Rental Units Identified	362
Number of Units Accounted for by Survey	348
Response Rate (%)	96.1%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	1,300	1,076	1,307	1,417	-
Range	1,300-1,300	800-1,800	950-2,100	1,000-1,900	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	184	164	348
Vacancies	0	0	0	5	2	7
Percentage	0.0%	0.0%	0.0%	2.7%	1.2%	2.0%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Row-House	Store-Top	Other	Total
Number of Units	20	39	78	6	205	348
Vacancies	1	0	0	0	6	7
Percentage	5.0%	0.0%	0.0%	0.0%	2.9%	2.0%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	2	130	117	99	0	348
Vacancies	0	4	2	1	0	7
Percentage	0.0%	3.1%	1.7%	1.0%	0.0%	2.0%

Number of Rental Units Identified	35
Number of Units Accounted for by Survey	33
Response Rate (%)	94.3%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	-	890	1,104	950	-
Range	-	525-1,100	950-1,300	950-950	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	8	0	25	33
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Other	Total
Number of Units	10	14	9	33
Vacancies	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	0	17	12	4	0	33
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number of Rental Units Identified	15
Number of Units Accounted for by Survey	14
Response Rate (%)	93.3%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	-	810	725	1,050	-
Range	-	700-925	700-750	1,000-1,250	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	0	14	14
Vacancies	0	0	0	0	1	1
Percentage	0.0%	0.0%	0.0%	0.0%	7.1%	7.1%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Store-Top	Total
Number of Units	8	4	2	14
Vacancies	0	0	1	1
Percentage	0.0%	0.0%	50.0%	7.1%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	0	5	4	5	0	14
Vacancies	0	1	0	0	0	1
Percentage	0.0%	20.0%	0.0%	0.0%	0.0%	7.1%

Number of Rental Units Identified	266
Number of Units Accounted for by Survey	263
Response Rate (%)	98.9%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	750	892	989	1,125	-
Range	700-850	750-940	780-1,167	950-1,250	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	0	263	263
Vacancies	0	0	0	0	41	41
Percentage	0.0%	0.0%	0.0%	0.0%	15.6%	15.6%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Row-House	Other	Total
Number of Units	23	229	3	8	263
Vacancies	4	37	0	0	41
Percentage	17.4%	16.2%	0.0%	0.0%	15.6%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	3	61	179	20	0	263
Vacancies	0	13	26	2	0	41
Percentage	0.0%	21.3%	14.5%	10.0%	0.0%	15.6%

Number of Rental Units Identified	223
Number of Units Accounted for by Survey	218
Response Rate (%)	97.8%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	655	806	969	1,310	-
Range	650-675	650-950	600-1,350	1,100-1,450	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	4	0	4	210	218
Vacancies	0	0	0	0	2	2
Percentage	0.0%	0.0%	0.0%	0.0%	1.0%	0.9%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Row-House	Store-Top	Total
Number of Units	24	169	18	7	218
Vacancies	0	2	0	0	2
Percentage	0.0%	1.2%	0.0%	0.0%	0.9%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	5	49	134	30	0	218
Vacancies	0	1	1	0	0	2
Percentage	0.0%	2.0%	0.7%	0.0%	0.0%	0.9%

Number of Rental Units Identified	59
Number of Units Accounted for by Survey	59
Response Rate (%)	100%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	890	915	1,025	1,050	-
Range	800-895	700-1,000	1,000-1,100	1,050-1,050	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	33	26	59
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Other	Total
Number of Units	8	18	33	59
Vacancies	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	18	23	14	4	0	59
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number of Rental Units Identified	93
Number of Units Accounted for by Survey	90
Response Rate (%)	96.8%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	557	743	942	1,020	-
Range	450-650	600-850	795-1,100	800-1,200	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	27	0	0	63	90
Vacancies	0	6	0	0	12	18
Percentage	0.0%	22.2%	0.0%	0.0%	19.0%	20.0%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Row-House	High-Rise	Total
Number of Units	8	50	17	15	90
Vacancies	0	16	2	0	18
Percentage	0.0%	32.0%	11.8%	0.0%	20.0%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	15	33	32	10	0	90
Vacancies	0	9	7	2	0	18
Percentage	0.0%	27.3%	21.9%	20.0%	0.0%	20.0%

Number of Rental Units Identified	217
Number of Units Accounted for by Survey	213
Response Rate (%)	98.2%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	625	792	960	1,093	-
Range	625-625	625-950	600-1,400	850-1,325	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	12	0	12	189	213
Vacancies	0	0	0	0	4	4
Percentage	0.0%	0.0%	0.0%	0.0%	2.1%	1.9%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Row-House	Store-Top	Other	Total
Number of Units	54	87	30	24	18	213
Vacancies	1	3	0	0	0	4
Percentage	1.9%	3.4%	0.0%	0.0%	0.0%	1.9%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	1	51	127	34	0	213
Vacancies	0	2	1	1	0	4
Percentage	0.0%	3.9%	0.8%	2.9%	0.0%	1.9%

Number of Rental Units Identified	29
Number of Units Accounted for by Survey	29
Response Rate (%)	100%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	500	675	788	885	-
Range	500-500	550-800	600-1,100	825-950	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	0	29	29
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Store-Top	Other	Total
Number of Units	12	11	6	29
Vacancies	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	1	8	15	5	0	29
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number of Rental Units Identified	37
Number of Units Accounted for by Survey	34
Response Rate (%)	91.9%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	-	690	863	-	-
Range	-	650-800	750-945	-	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	0	34	34
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Other	Total
Number of Units	13	16	5	34
Vacancies	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	0	12	22	0	0	34
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number of Rental Units Identified	24
Number of Units Accounted for by Survey	24
Response Rate (%)	100%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	750	900	962	1,100	-
Range	750-750	900-900	950-1,100	1,050-1,150	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	0	24	24
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Other	Total
Number of Units	4	15	5	24
Vacancies	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	2	3	13	6	0	24
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number of Rental Units Identified	207
Number of Units Accounted for by Survey	205
Response Rate (%)	99.0%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	645	742	917	1,051	1,450
Range	575-650	675-795	700-1,100	875-1,100	1,450-1,450

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	0	205	205
Vacancies	0	0	0	0	4	4
Percentage	0.0%	0.0%	0.0%	0.0%	2.0%	2.0%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Row-House	Other	Total
Number of Units	55	139	5	6	205
Vacancies	0	4	0	0	4
Percentage	0.0%	2.9%	0.0%	0.0%	2.0%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	15	73	94	19	4	205
Vacancies	2	0	2	0	0	4
Percentage	13.3%	0.0%	2.1%	0.0%	0.0%	2.0%

Number of Rental Units Identified	109
Number of Units Accounted for by Survey	108
Response Rate (%)	99.1%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	625	830	976	1,053	-
Range	550-700	750-950	925-1,250	1,045-1,100	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	0	108	108
Vacancies	0	0	0	0	16	16
Percentage	0.0%	0.0%	0.0%	0.0%	14.8%	14.8%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Store-Top	Total
Number of Units	54	46	8	108
Vacancies	14	0	2	16
Percentage	25.9%	0.0%	25.0%	14.8%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	2	19	60	27	0	108
Vacancies	0	0	8	8	0	16
Percentage	0.0%	0.0%	13.3%	29.6%	0.0%	14.8%

Number of Rental Units Identified	37
Number of Units Accounted for by Survey	37
Response Rate (%)	100%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	-	985	956	750	-
Range	-	775-1,050	750-1,225	725-825	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	0	37	37
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Other	Total
Number of Units	12	17	8	37
Vacancies	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	0	5	28	4	0	37
Vacancies	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Number of Rental Units Identified	333
Number of Units Accounted for by Survey	295
Response Rate (%)	88.6%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	538	884	1,043	1,202	-
Range	500-650	450-1,400	800-1,350	800-1,600	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	5	19	50	221	295
Vacancies	0	0	0	0	14	14
Percentage	0.0%	0.0%	0.0%	0.0%	6.3%	4.7%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Row-House	Store-Top	Other	Total
Number of Units	24	148	76	2	45	295
Vacancies	1	13	0	0	0	14
Percentage	4.2%	8.8%	0.0%	0.0%	0.0%	4.7%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	4	88	132	71	0	295
Vacancies	0	7	6	1	0	14
Percentage	0.0%	8.0%	4.5%	1.4%	0.0%	4.7%

Number of Rental Units Identified	250
Number of Units Accounted for by Survey	249
Response Rate (%)	99.6%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	-	769	890	1,101	-
Range	-	675-820	725-1,200	920-1,350	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	0	0	4	245	249
Vacancies	0	0	0	0	10	10
Percentage	0.0%	0.0%	0.0%	0.0%	4.1%	4.0%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Row-House	Other	Total
Number of Units	24	199	20	6	249
Vacancies	0	10	0	0	10
Percentage	0.0%	5.0%	0.0%	0.0%	4.0%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	0	59	160	30	0	249
Vacancies	0	2	8	0	0	10
Percentage	0.0%	3.4%	5.0%	0.0%	0.0%	4.0%

Number of Rental Units Identified	761
Number of Units Accounted for by Survey	725
Response Rate (%)	95.3%

Weighted Average and Rental Range by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom
Average	641	940	1,097	1,456	-
Range	425-750	800-1,150	575-1,500	1,000-1,700	-

Number and Percentage of Vacancies by Age of Building

	< 6 Months	7 - 23 Months	2 - 5 Years	5 - 10 Years	10+ Years	Total
Number of Units	0	26	0	116	583	725
Vacancies	0	0	0	0	38	38
Percentage	0.0%	0.0%	0.0%	0.0%	6.5%	5.2%

Number and Percentage of Vacancies by Type of Building

	Four-Plex	Walk-Up	Row-House	Other	Total
Number of Units	107	510	26	82	725
Vacancies	1	37	0	0	38
Percentage	0.9%	7.3%	0.0%	0.0%	5.2%

Number and Percentage of Vacancies by Type of Unit

	Bachelor	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ Bedroom	Total
Number of Units	12	185	386	142	0	725
Vacancies	0	20	14	4	0	38
Percentage	0.0%	10.8%	3.6%	2.8%	0.0%	5.2%

From: [Jenny Wallace](#)
To: [Bassano CAO](#)
Cc: [Lisa Tiffin](#)
Subject: EXTERNAL - RE: 2023 Maternity Clinic
Date: Friday, February 2, 2024 11:28:09 AM
Attachments: [image002.png](#)
[Joint Shared Services Committee Notes - December 13, 2022.pdf](#)

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

Hi Amanda,

Please refer to 6.g) Maternity Clinic in the attached minutes. The Committee members advised that if they had not already included their respective share of the cost in their 2023 Operating Budget, they would have it included.

Jenny

From: Bassano CAO <cao@bassano.ca>
Sent: February 2, 2024 11:09 AM
To: Jenny Wallace <JWallace@brooks.ca>
Subject: 2023 Maternity Clinic

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

Hi Jenny,

Can you please forward me the JSS motion that states municipalities will continue to fund the maternity clinic. I only have it showing for 2022 and we just received the 2023 invoice.

Thank you,

Amanda



Amanda Davis, MBA
Chief Administrative Officer | Town of Bassano
Tel: (403) 641-3788 Fax: (403) 641-2585
cao@bassano.ca

County of Newell/City of Brooks
JOINT SHARED SERVICES COMMITTEE



DECEMBER 13, 2022

BROOKS FIREHALL – 1:00 P.M.

NOTES

Present:

County of Newell

Councillor Greg Skriver
Councillor Neil Johnson
Matt Fenske, CAO

City of Brooks

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

Village of Duchess

Councillor Tony Steidel

Town of Bassano

Mayor Irv Morey

Others

Brent Schroeder, EID
Selena McLean-Moore, Alberta Jobs, Economy and
Innovation

Village of Rosemary

Mayor Yoko Fujimoto
Sharon Zacharias, CAO

1. CALL TO ORDER

G. Skriver chaired the meeting, and called the meeting to order at 1:01 p.m.

2. AGENDA ADDITIONS/DELETIONS

Addition: 6.g. Maternity Clinic.

3. APPROVAL OF AGENDA

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

MOTION CARRIED

4. APPROVAL OF PREVIOUS MINUTES

MOVED by N. Johnson that the Minutes of the Joint Shared Services Committee Meeting held November 15, 2022 be adopted.

MOTION CARRIED

5. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the Minutes.

6. BUSINESS

a) Delegation:

• Eastern Irrigation District (EID) Update

B. Schroeder provided an update on the following:

- Jason Hale resigned from the EID Board of Directors. The election will be held tomorrow to fill this vacancy in Division One (Gem/Bassano);
- Tracy Hemsing is now the Chair of the EID Board of Directors;
- Snake Lake Expansion;
- EIDnet; and,
- The operation of the campground.

There was discussion about how the group camping area at Kinbrook needs to be brought back on stream, and how the delay is related to getting an updated agreement.

• Alberta, Jobs, Economy and Innovation

S. McLean-Moore, Regional Economic Development Specialist for the South, presented the following information:

- Her role with the Government and stakeholders; and that she also works closely with Invest Alberta to assist them in making connections;
- Trends she is seeing in Rural Alberta with the biggest challenges around workforce and housing. She spoke about attainable housing, which is where people can afford housing but there is no housing available for them. S. Zacharias brought up the challenges that the Alberta New Home Warranty Program has created for home builders;
- REDI's are getting an increase in funding for the 2023 – 2024 fiscal year;
- Watch for the launch of the Economic Development in Rural Alberta Plan;
- The new Alberta Affordable Housing Partnership Program announced last week; and,
- Her plan to put together an economic development stakeholder meeting in the next couple of months where she can bring in experts on certain subjects.

G. Skriver thanked S. Mclean-Moore for her presentation.

b) Doctor Recruitment and Retention

L. Tiffin advised that Dr. Brenden Currin was unable to attend the meeting. L. Tiffin provided an update as follows:

- Despite wait times in other hospitals across the Province, the wait times at the Brooks hospital are nowhere near like what other hospitals are facing;
- The walk-in clinic at the Brooks Shoppers Drug Mart has opened;
- The Brooks Newell Region was able to support the owners of Shoppers Drug Mart in recruiting three new pharmacists through the Rural Renewal Stream to work in their pharmacy; and
- Working on the annual Christmas baskets for the physicians.

I. Morey provided an update on the status of the physicians they recruited to Bassano. L. Tiffin will check into whether a request came from a new Doctor in Bassano for the housing subsidy.

c) **RhPAP**

G. Skriver advised that the Committee members received a RhPAP update through email.

d) **Economic Development Report**

M. Iwaasa spoke to the following items from the report:

- NewGrow 2022;
- Brooks Newell Innovation Network;
- Workforce Development and AAIP; and,
- Other Activities.

e) **Veterinarian Recruitment**

L. Tiffin advised that there is no new information to share at this time; other than BAPS has been working with a veterinarian service located in Dunmore, Alberta.

f) **Regional Pathway**

M. Iwaasa advised that fund raising is on-going. J. Wallace advised that the EcoBrooks Committee is sponsoring one or two interpretative signs for the pathway at a maximum of \$5,000, and that any remaining funds can be used to sponsor garbage receptacles.

g) **Maternity Clinic**

L. Tiffin advised that once the City receives the fourth quarter invoice for the clerical position at the maternity clinic, she will send an invoice to each municipality for their respective share of costs for 2022 (\$0.48 cents per capita). She inquired whether each municipality has or will be including their respective share of the cost in their 2023 Operating Budget. The Committee members advised that if they already haven't included their respective share in their budgets, they will include it. There was discussion about how important the maternity clinic is to the Region as is retaining obstetrics here.

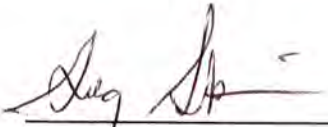
7. **NEXT MEETING**

The next meeting will be held on Tuesday, January 10, 2023 at 1:00 p.m. in the Brooks Fire Hall.

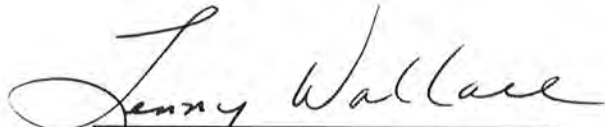
8. **ADJOURNMENT**

MOVED by J. Goodnough that the meeting adjourn at 2:14 p.m.

MOTION CARRIED



Signature of Chairman



Signature of Recording Secretary

INVOICE

CITY OF BROOKS

201 1 AVE W - - BOX 879

BROOKS, AB - T1R 1B7

Phone: (403) 362-3333

Fax: (403) 362-4787



Customer Number : TOW023

Invoice Number : 27838

Invoice Date : 31-Dec-2023

Customer P.O. No. :

Due Date : **01-Mar-2024**

TOWN OF BASSANO

PO BOX 299

BASSANO AB T0J 0B0

Product	Description	Quantity	Unit Price	Amount
	2023 MATERNITY CLINIC COSTS	1.0000	416.9200	\$416.92

ST Registration Number : 108125345RT0001

A 3% SERVICE CHARGE WILL BE APPLIED
TO ALL OVERDUE INVOICES

Total Gross \$416.92

GST \$0.00

Total Invoice \$416.92

Please return this portion with your payment

Customer Number : TOW023
Customer Name : TOWN OF BASSANO
PO BOX 299
BASSANO AB T0J 0B0

Invoice Number : 27838
Invoice Date : 31-Dec-2023
Invoice Amount : \$416.92
Amount Paid :

CITY OF BROOKS
201 1 AVE W - - BOX 879
BROOKS, AB - T1R 1B7



Maternity Clinic Administration Costs - Municipal Allocations

Municipality	Population (2021)	Total Invoiced Amount	Rate	Invoice Total (2023 Year)
City of Brooks	14924	\$8,581.21	0.342864	\$5,116.91
County of Newell	7465		0.342864	\$2,559.48
Town of Bassano	1216		0.342864	\$416.92
Village of Duchess	1053		0.342864	\$361.04
Village of Rosemary	370		0.342864	\$126.86
Total	25028			\$8,581.21

General Ledger Detail



Date : Jan 31, 2024 Time : 3:03 pm

iscal Year : 2023
 eriod : 1 to 12
 ccount : 01-2-110000-770 To 01-2-110000-770

Application : All
 Sorted by : Default

Account Code	Account Name	YTD Budget-FB	Opening Balance	Debit	Credit	Balance
UND 1						
LASS 2	EXPENSES	Created	Voucher	Per App Ref #		
ATEGORY 110000	LEGISLATIVE SERVICES					
-2-110000-770	GRANTS TO ORGANIZATIONS	0	0.00			0.00
Cost Center 1 RECO	Recoverable Costs - Snow & Clean Up					
-May-23 ALB108;16442;REIMBURSE AHS MATERNITY CLINIC STAFFING COSTS;F	17-May-23 435	5 AP	70292	2,878.44		
I-Oct-23 ALB080;16600;MATERNITY STAFFING COSTS JULY 1 - SEPT 30 2023;MA	26-Oct-23 987	10 AP	70666	2,866.60		
I-Oct-23 ALB080;16602;MATERNITY CLINIC STAFFING COSTS APRIL 1 - JUNE 30	26-Oct-23 987	10 AP	70666	2,836.17		
	Cost Center Total			0.00	8,581.21	0.00
01-2-110000-770	Account Total			0.00	8,581.21	0.00
	Category Total	0	0.00	8,581.21	0.00	8,581.21
	EXPENSES Total	0	0.00	8,581.21	0.00	8,581.21
	GENERAL OPERATING FUND Total	0	0.00	8,581.21	0.00	8,581.21
	REPORT TOTAL	0	0.00	8,581.21	0.00	8,581.21

Total Cost: 8,581.21
 Total Population: 25,028
 Per capita: 0.34286439

TOB48/23 Moved by COUNCILLOR MILLER that council approves the Town of Bassano's audited financial statement for the period ending December 31, 2022 as amended. CARRIED
Wasserman departed at 6:34 p.m.

TOB49/23 Moved by DEPUTY MAYOR SLOMP to recess the meeting at 6:35 p.m. CARRIED

TOB50/23 Moved by COUNCILLOR JONES to reconvene the meeting at 6:38 p.m. CARRIED

6. UNFINISHED BUSINESS

6.1 BUILD Bassano – Residential Vacant Land Development Incentive Policy P-TOB/66-004-23 - Draft

TOB51/23 Moved by COUNCILLOR JONES that council approves the BUILD Bassano – Residential Vacant Land Development Incentive Policy P-TOB/66-004-23 as amended. CARRIED

7. NEW BUSINESS

7.1 Bassano & District Centennial Arena – Facility Upgrades – Tender Results

TOB52/23 Moved by COUNCILLOR WETZSTEIN first, that council awards the Bassano & District Centennial Arena Basement Upgrades Project – Ventilation Portion (TOB-REC249-001) to Armor Building Systems Ltd. in the amount of \$37,501.64 including GST. Second, that council awards the Bassano & District Centennial Arena Basement Upgrades Project – Fireproofing Portion (TOB-REC249-002) to Armor Building Systems Ltd. in the amount of \$57,952.44 including GST. The projects will be funded where applicable from the Recreation & Culture Reserve. CARRIED

7.2 Land Lease – Pt. 15-21-18 W4M

TOB53/23 Moved by COUNCILLOR WETZSTEIN that council offers a one-year lease to Kyle Christman on Pt. 15-21-18 W4M at the original lease rate and location of \$0.50/calf cow from 2020, the last time the lands were grazed with the Town formally tendering the lands in 2024. CARRIED


7.3 Community Hall – Fundraiser Rental Rates

An open discussion was held regarding fundraiser rental rates at the Community Hall.

7.4 Request for Subdivision – Plan 051 3203; Block 2; Lot 5

TOB54/23 Moved by DEPUTY MAYOR SLOMP that council directs administration to proceed with the sale and closure of the undeveloped alley east of Plan 051 3203; Block 2; Lot 5 between 4th Avenue and 3rd Avenue. The sale price shall be \$1.50/square foot. The purchasers are responsible for all subdivision and consolidation costs. CARRIED


Mayor
04/11/23


CAO
04/11/23

8. BOARD AND COMMITTEE REPORTS

- 8.1 – 8.6 Written board and committee reports were presented and discussed.
- TOB55/23 Moved by MAYOR MOREY that the Town contributes its portion to pay for the Brooks Maternity Clinic for clerical staffing costs for the period of October – December 2021 and January – March 2022 in the amount of \$393.42 as agreed through Joint Shared Services. CARRIED
- TOB56/23 Moved by COUNCILLOR JONES to recess the meeting at 7:58 p.m. CARRIED
- TOB57/23 Moved by COUNCILLOR JONES to reconvene the meeting at 8:02 p.m. CARRIED
- TOB58/23 Moved by COUNCILLOR JONES to accept the Board and Committee reports as attached to and forming parts of these minutes. CARRIED

9. CAO REPORTS

9.1 Operations Report

A written CAO report was provided for the period ending March 10, 2023.

9.2 Financial Statements

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

9.3 Cheque Listings

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

9.4 FCSS Report

An FCSS Director's report for the month ending February 28, 2023 was presented.


9.5 CPO Report

A CPO report for the month ending February 28, 2023 was presented.


9.6 RCMP Report

None

- TOB59/23 Moved by COUNCILLOR WETZSTEIN that the CAO report for the period ending March 10, 2023 is approved as presented and discussed as attached to and forming parts of these minutes. CARRIED



Mayor
04/11/23



CAO
04/11/23

10. CORRESPONDENCE

- 10.1 Newell Regional Solid Waste Management minutes of February 23, 2023 were reviewed.
- 10.2 Notice from the Government of Alberta announcing 2023 grant allocations.
- 10.3 2023 Government Budget Announcement – Bassano Project Funding for Future Planning was reviewed.
- 10.4 Alberta Precision Laboratories announcement to transition to DynaLIFE Medical Labs.
- 10.5 Letter of concern from resident, Dale Luchuck regarding the Town’s intention to charge an ECO fee on utility notices for residents that want to receive paper bills.
- 10.6 Oldman River Regional Services Commission – 2023 Spring Periodical on Campgrounds.
- 10.7 Letter from the Bassano Elks requesting that the Town donates the Community Hall on May 6, 2023, for a Spring Craft Sale. The event is intended to raise funds to replace the roof on the Elks Hall.

TOB60/23 Moved by **COUNCILLOR MILLER** that the Town reduces the rental rate to \$100 at the Community Hall for the Bassano Elks in support of the Spring Craft Sale on May 6, 2023 (or an alternate date) with funds going towards the replacement of the roof on the Elks Hall. Renters are required to sign the rental agreement and adhere to all facility protocols.

CARRIED

- 10.8 Joint Shared Services meeting notes of February 14, 2023 were reviewed.
- 10.9 Notification that the Bassano Recreation Complex Management Board was formally dissolved.
- 10.10 Alberta Municipalities, Director Towns South provided a written update for the period of January and February 2023 on advocacy efforts.
- 10.11 Newell Housing Foundations minutes of February 7, 2023 were reviewed.
- 10.12 Letter from the Bassano 4H Club seeking a donation of Community Hall for the annual beef on a bun operations fundraiser.


TOB61/23 Moved by **COUNCILLOR WETZSTEIN** that the Community Hall rental for the Bassano 4H Club annual beef on a bun is charged at the Main Hall and Kitchen for Meeting rate of \$303.87.

CARRIED

- 10.13 A request to declare June 5-11, 2023 to be Seniors’ Week in Bassano.



Mayor
04/11/23



CAO
04/11/23

TOB62/23 Moved by COUNCILLOR JONES that council proclaims June 5-11, 2023 as Seniors' Week in Bassano.

CARRIED

TOB63/23 Moved by COUNCILLOR MILLER to accept the correspondence and to file the items as information.

CARRIED

11. CLOSED SESSION

None

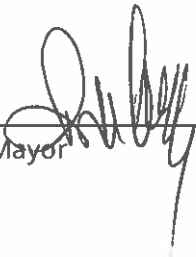
12. ROUND TABLE

A round table discussion ensued.

13. ADJOURNMENT

TOB64/23 Moved by MAYOR MOREY for adjournment of the regular council meeting of March 13, 2023 at 8:35 p.m.


CARRIED




Mayor



Chief Administrative Officer



Mayor
04/11/23



CAO
04/11/23