



COUNCIL AGENDA

Meeting: April 8, 2024 6:30 p.m. – 9:30 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 March 11, 2024 Regular Meeting

5. DELEGATIONS

- 5.1 PACE Canada LP, Rhonda Barron – 6:30 p.m.
- 5.2 Public Hearing – Land Use Bylaw Amendment 937/24 – 7:00 p.m.

6. UNFINISHED BUSINESS

- 6.1 BUILD Bassano – 2024 Development Projects
- 6.2 Public Lands Watering Policy P-TOB41/001-22
- 6.3 BARRA – Capital Asset
- 6.4 2024 Municipal Budget Finalization

7. NEW BUSINESS

8. BOARD & COMMITTEE REPORTS

- 8.1 Mayor I. Morey
- 8.2 Deputy Mayor Slomp
 - Newell Housing Foundation – March 19, 2024
 - Newell Regional Solid Waste – March 28, 2024
- 8.3 Councillor K. Jones
- 8.4 Councillor M. Wetzstein
- 8.5 Councillor S. Miller
 - Bassano Memorial Library – March 19, 2024
 - Shortgrass Library Systems – March 20, 2024
 - Brooks Region Tourism – March 27, 2024

9. CAO REPORT

- 9.1 CAO Operations Report

- 9.2 Financial Statement for the months ending February 29, 2024
- 9.3 Cheque listing for the months ending February 29, 2024
- 9.4 FCSS Report for the period ending March 31, 2024
- 9.5 Recreation & Community Services Liaison Report for the period ending March 31, 2024
- 9.6 CPO Report for the periods ending February 29, 2024
- 9.7 RCMP Report – none

10. CORRESPONDENCE

- 10.1 BARRA – Financial Statements for the Period Ending December 31, 2023
- 10.2 Newell Housing Foundation Minutes – February 6, 2024
- 10.3 Notification from Alberta Municipal Affairs regarding the Assessment Model Review – March 18, 2024
- 10.4 Notification from Alberta Municipal Affairs regarding the Provincial Education Credit Program Extension.
- 10.5 Address from Alberta Environment and Protected Areas regarding water sharing negotiations.
- 10.6 Newell Housing Foundation Minutes – March 19, 2024
- 10.7 Joint Shared Services Notes – March 12, 2024

11. CLOSED SESSION

- 11.1 None

12. ROUND TABLE

13. ADJOURNMENT



**MINUTES OF THE REGULAR MEETING OF THE TOWN OF BASSANO
HELD IN PERSON ON MARCH 11, 2024 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	Israel Wasserman, Auditor (virtual) Cpl. Clayton Mamchur, Bassano RCMP Sandra Stanway, Brooks Bulletin (virtual)
------------------	--

1. CALL TO ORDER

Mayor Morey called the meeting to order at 6:35 p.m.

2. EXCUSED FROM MEETING

- John Slomp
- Sydney Miller

3. ADOPTION OF AGENDA

TOB18/24 Moved by **COUNCILLOR JONES** that the agenda is approved as presented with the following additions, 10.10 Bassano Arts Council – 2024 DamFest and 11.1 Closed Session, Land.

CARRIED

4. ADOPTION OF MINUTES

4.1 Adoption of minutes from the regular meeting of February 5, 2024

TOB19/24 Moved by **COUNCILLOR WETZSTEIN** that the February 5, 2024 minutes are approved as presented.

CARRIED

5. DELEGATIONS

5.1 JDP Wasserman, Israel Wasserman, Auditor – 2023 Audited Financial Statement

Wasserman entered the meeting at 6:37 p.m.

Councillor Miller entered the meeting at 6:49 p.m.

Wasserman presented to Town of Bassano's audited financial statement for the year ending December 31, 2023. A Q&A session ensued.

TOB20/24 Moved by **COUNCILLOR WETZSTEIN** that the Town of Bassano's audited financial statement for the year ending December 31, 2023 is approved as presented.

CARRIED

Wasserman departed the meeting at 7:00 p.m.

5.2 Bassano RCMP, Cpl. Mamchur

Cpl. Mamchur entered the meeting at 7:27 p.m.

Cpl. Mamchur presented the 2023 – Q3 RCMP stats. A Q&A session ensued.

Cpl. Mamchur departed the meeting at 7:53 p.m.

6. UNFINISHED BUSINESS

6.1 STARS – Financial Contribution Request

TOB21/24 Moved by **COUNCILLOR MILLER** that the Town provides a financial contribution of \$1.00 per capita to STARS for 2024. Council will assess the continuation of a financial contribution annually during budget deliberations. In addition to the financial contribution, council invites STARS to attend the annual Small Town Smoke Down BBQ Competition with a fundraising booth at no charge forming an extended partnership.

CARRIED

TOB22/24 Moved by **COUNCILLOR JONES** to recess the meeting at 7:25 p.m.

CARRIED

TOB23/24 Moved by **MAYOR MOREY** to reconvene the meeting at 7:27 p.m.

CARRIED

6.2 BUILD Bassano – 2024 Development Projects

TOB24/24 Moved by **COUNCILLOR WETZSTEIN** that as a continuation of the BUILD Bassano – 2024 Development Projects:

1. Council gives first reading to Land Use Bylaw Amendment 937/24 as presented.
2. That only one serviceable Residential Manufactured lot is created at 822 – 5A Avenue (Plan 151 0415; Block 52; Lot 6PUL) with the intention of encouraging higher density development.
3. That council directs administration to engage the potential buyer seeking a 5 acre parcel south of the tracks and to develop an area that accommodates the sale ensuring the proposed development has estate assessment. Negotiation is dependent upon several variables including municipal service capacity,

development standards, and the cost allocation of consolidating what was planned as two lots.

4. That council acknowledges the airport subdivision and development area is added to the BUILD Bassano – 2024 Development Project portfolio.
5. Finally, that council sets an interim budget of \$75,000 for the BUILD Bassano – 2024 Development Projects bundle for planning and design. The budget allocation is directed from the Land and Development Reserve.

CARRIED

7. NEW BUSINESS

7.1 (33) 2024 Airport Budget Review

The 2024 airport budget was presented and discussed.

7.2 (72b) 2024 Parks & Recreation Department Budget Review

The 2024 parks and recreation department budget was presented and discussed.

8. BOARD AND COMMITTEE REPORTS

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

TOB25/24 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 February 29, 2024.

9.2 Financial Statements

A financial statement for the months ending December 31, 2023 and January 31, 2024 were presented.

9.3 Cheque Listings

A cheque listing for the months ending December 31, 2023 and January 31, 2024 were presented.

9.4 FCSS Report

An FCSS Director's report for the month ending February 29, 2024 was presented.

TOB26/24 Moved by **MAYOR MOREY** that council appoints Matt Kelly as a volunteer member of the FCSS board effective immediately as recommended by Advisory Board.

CARRIED

9.5 Recreation & Community Services Liaison Report

A Recreation and Community Services Liaison report for the month ending February 29, 2024 was presented.

9.6 CPO Report

A CPO Report for the period ending February 29, 2024 was presented.

9.7 RCMP Report

None

TOB27/24 Moved by **COUNCILLOR WETZSTEIN** that the CAO report for the period ending February 29, 2024 is approved as presented and discussed as attached to and forming parts of these minutes.

CARRIED

10. CORRESPONDENCE

10.1 The Fallen Heros Foundation sought a financial contribution from the Town as part of the Hometown Heros Project.

10.2 Newell Housing Foundation minutes of January 8, 2024 were reviewed.

10.3 The National Police Federation sought a letter of support from the Town to lobby for additional financial supports for RCMP from the provincial government.

10.4 BARRA Annual General Meeting minutes of February 13, 2024 were reviewed.

10.5 The Brooks & District Resiliency Committee sought a proclamation from the Town for April 14-20, 2024 as Resiliency Week.

TOB28/24 Moved by **COUNCILLOR MILLER** that the council proclaims April 14-20, 2024 as Resiliency Week in Bassano.

CARRIED

10.6 Alberta Emergency Management Agency's quarterly management newsletter was reviewed.

10.7 Alberta Municipal Affairs invites municipalities to complete a survey pertaining to the Intermunicipal Collaboration Frameworks by April 12, 2024.

10.8 Joint Shared Services meeting notes of February 13, 2024 were reviewed.

10.9 Alberta Municipal Affairs invites submissions for the 2024 Minister's Awards for Municipal and Public Library Excellence by April 15, 2024.

10.10 The Bassano Arts Council sought partnership with the Town of Bassano to apply for and Alberta Culture Days grant to host the 2024 DamFest.

TOB29/24 Moved by **COUNCILLOR WETZSTEIN** that the Town partners with the Bassano Arts Council to host 2024 DamFest and provides letters in support for an application to Alberta Culture Days grant program.

CARRIED

TOB30/24 Moved by **COUNCILLOR JONES** to accept the correspondence and to file the items as information.

CARRIED

TOB31/24 Moved by **COUNCILLOR MILLER** to recess the meeting at 8:40 p.m.

CARRIED

TOB32/24 Moved by **COUNCILLOR MILLER** to reconvene the meeting at 8:45 p.m.

CARRIED

11. CLOSED SESSION

TOB33/24 Moved by **COUNCILLOR JONES** to enter a closed session at 8:45 p.m. to discuss land matters in accordance with the *Freedom of Information and Privacy Act (FOIP) Section 25 (1)(c)* with all persons excluded except Town Council and CAO Davis.

CARRIED

TOB34/24 Moved by **MAYOR MOREY** to revert to a regular meeting at 8:53 p.m.

CARRIED

TOB35/24 Moved by **COUNCILLOR JONES** to accept closed session discussion regarding land matters as information.

CARRIED

12. ROUND TABLE

A round table discussion was held.

13. ADJOURNMENT

TOB36/24 Moved by **MAYOR MOREY** for adjournment of the regular council meeting of March 11, 2024 at 8:54 p.m.

CARRIED

Mayor

Chief Administrative Officer



DELEGATION

Meeting: April 8, 2023

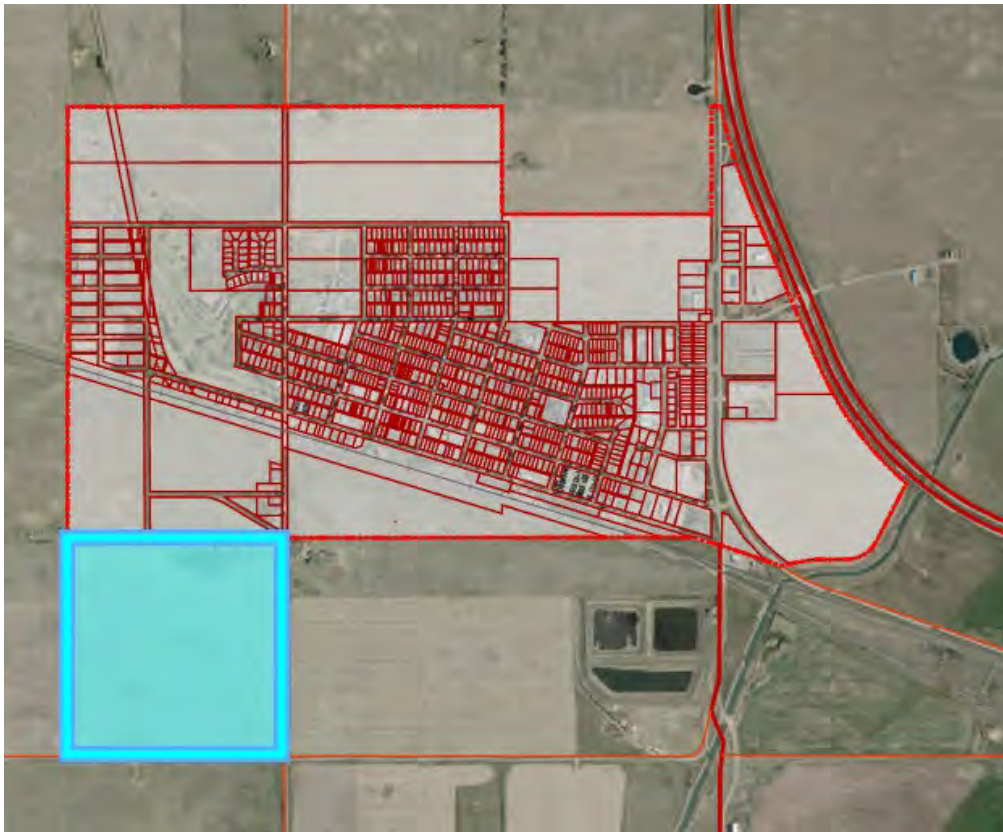
Agenda Item: 5.1

SUBJECT: PACE Canada LP – Rhonda Barron (virtual)

Delegation time: 6:30 p.m. – 6:45 p.m.

On November 20, 2023, PACE Canada LP representative Claude Mindorff attended as the council meeting as a delegate to present preliminary information of their interest to construct a solar farm development within the town's corporate limits, SE ¼ 18-21-18 W4M. With the recent lifting of the renewable energy moratorium, PACE looks to advance their project in Bassano. Before facilitating their first town hall meeting, I recommended that PACE re-address the council on the project.

The purpose of this delegation is to provide an update to the council on actions PACE intends to take to advance their commercial solar farm project, shown below.



Action required:

- None – this presentation is for information

Attachments:

1. Bassano Solar Farm Presentation for April 8, 2024

Prepared by: Amanda Davis, CAO

Bassano A SOLAR FARM PROPOSAL

Bassano, Alberta

Presentation to Bassano Council



PACE

PACE CANADA LP

Monday April 8, 2024

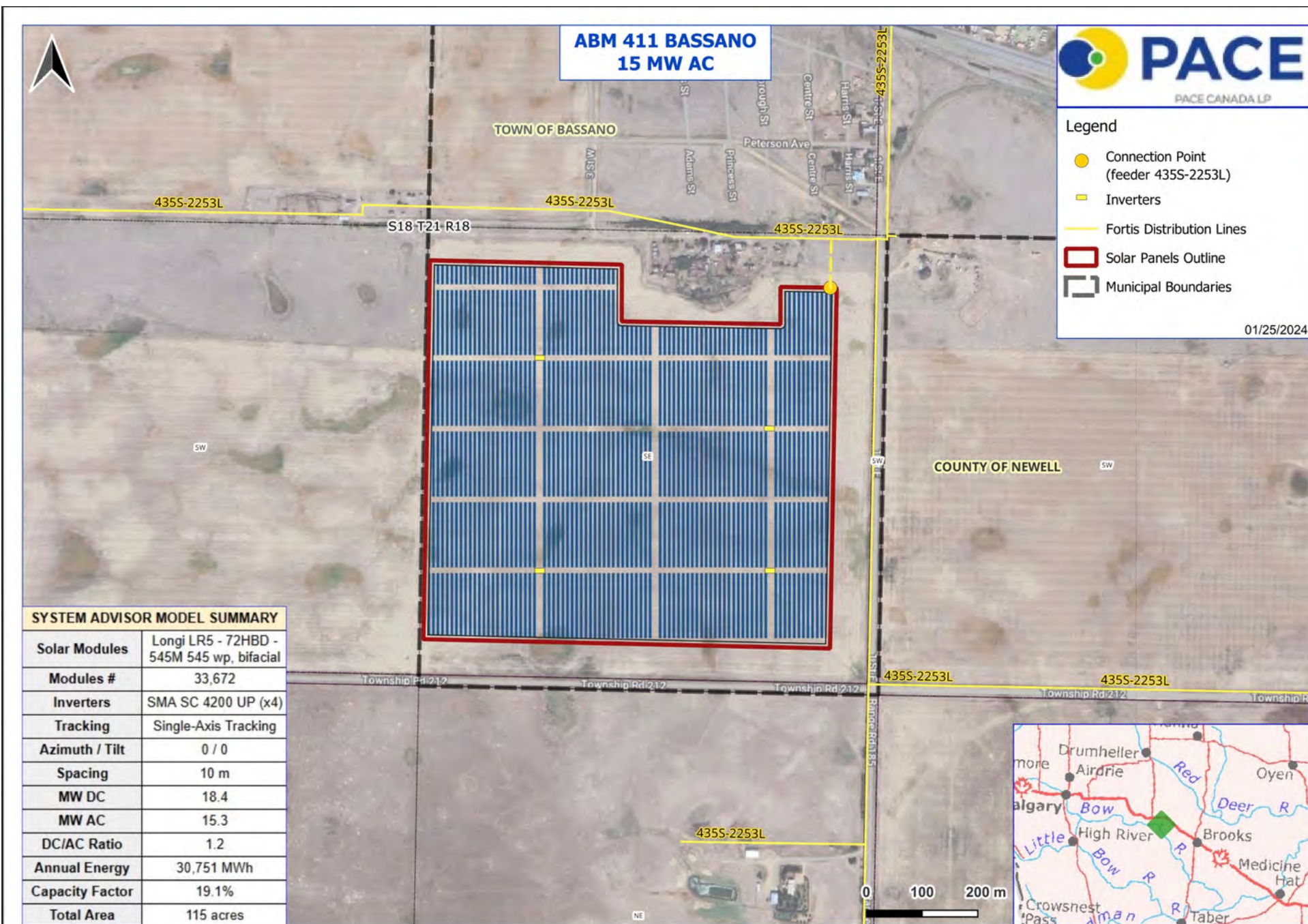
Land Acknowledgement



As we gather here today, I would like to respectfully acknowledge that we are in Treaty 7 Territory and a traditional meeting ground and home for the Blackfoot Confederacy, the Tsuut'ina, the Stoney, Ochethi Sakowin, the Métis, and many other people who make these great lands their home.

I want to acknowledge these people who are with us today and have gone before us. They bring a rich and beautiful culture from which we can learn. Their presence continues to enrich our Alberta communities. We pay our respect and reaffirm our relationship with one another.

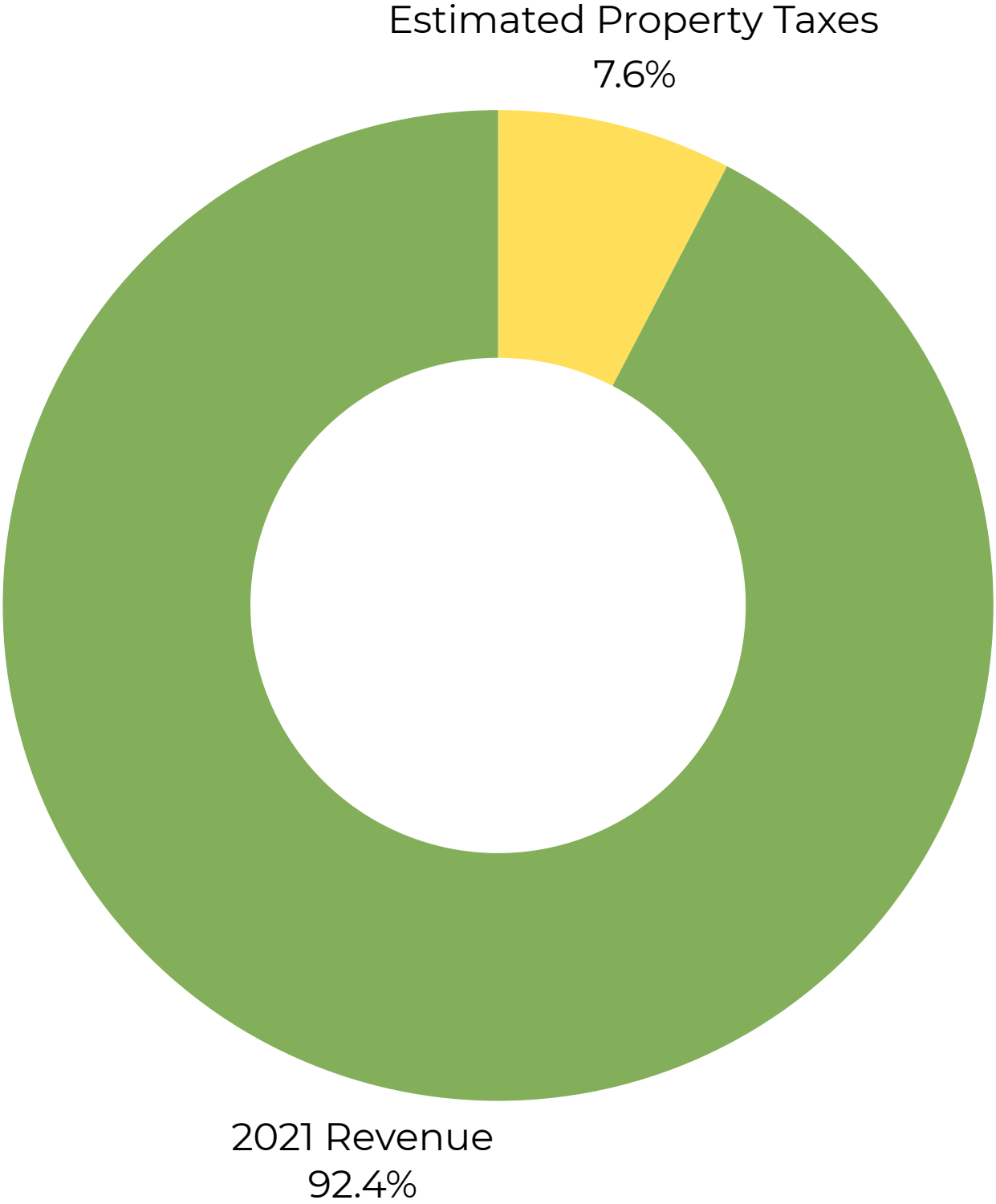
Project Details



- 15 Mega Watts Alternating Current
- 115 acres
- 33,672 bi-facial solar panels
- Single axis trackers
- 4 SMA SC 4200 UP Inverters
- Fortis Bassano 435S/25 kv

Solar Benefits

Economic



Significant contributions to the municipal tax base every year.

- Estimated property taxes for the proposed solar farm is \$286,000. This represents approximately 7.6% of Bassano’s current revenue (2021).

Solar Benefits

Economic



PACE solar farms generate non-traditional revenue for struggling farmers.

- Close to half of Canadian farmers are over 55 and looking to make succession plans, but the large majority don't have anyone lined-up to take over.
- Farm debt has doubled since 2000 and in 2022 stood at \$106 B.
- Canadian farming is in jeopardy, and we need innovative revenue solutions to protect the livelihood of our farmers and future food production in Canada.



Solar Benefits

Economic



PACE's project will generate approximately 100 temporary construction jobs over a 10-12 month period and contribute to the multiplier effect.

- Local hiring strategy
- Multiplier effect and benefits to the local economy.

Solar Benefits

Economic



The project will generate 2 full-time equivalent operation and maintenance positions.

- Local hiring strategy

Solar Benefits

Environmental



PACE's solar farms play a critical role in helping Canada achieve its goal of a net zero electrical grid by 2035.

- The Bassano solar farm will reduce carbon emissions by 14,700 tonnes every year AND 382,000 tonnes over the 30 year initial life time of the project.
- It will generate enough energy to power 2,800 homes.



Solar Benefits

Environmental



PACE solar farms allow for continued agricultural activities through the practice of agrivoltaics.

- The Government of Alberta and the Alberta Utilities Commission supports the practice of agrivoltaics on Alberta's farmland.



Solar Benefits

Environmental



PACE solar farms improve soil health. PACE is conducting industry-leading research to develop best practices that:

- Reduced soil erosion
- Reduced soil disturbance
- Create and rejuvenate habitat
- Facilitate groundwater recharge
- Increase overall biodiversity
- Increase food production and nutrient value

Solar Benefits

Environmental



PACE solar farms increase biodiversity. We are conducting industry-leading research to develop best practices to:

- Increase perennial vegetation, increase carbon stores.
- Increase vegetation to improve soil health and soil structure.
- When site is used primarily for grazing, the lack of soil disturbance may increase wildlife access i.e. passerines (perching birds and song birds) small mammals and predators.
- Passive sequestration of carbon.

Solar Benefits

Community Benefits Agreement



PACE agrees to donate \$20k per year to support community initiatives and programs.

- Arts and culture in Caroline
- School programs in Youngstown
- Hockey program in Brooks
- Economic development initiatives

*Solar generation at Bassano recreational facilities as a sustainable approach to CBA.



Questions?



Common Stakeholder Concerns

Public Involvement Program



- Glint & Glare
- Noise
- View impact
- Property devaluation
- Fire and safety
- Clean-up costs - Decommissioning
- Use of agricultural lands
- Disbelief in the efficacy of renewable energy

Requried Studies



- Solar Glare Hazard Assessment
- Noise Impact Assessment
- Environmental Assessment

Agricultural Lands



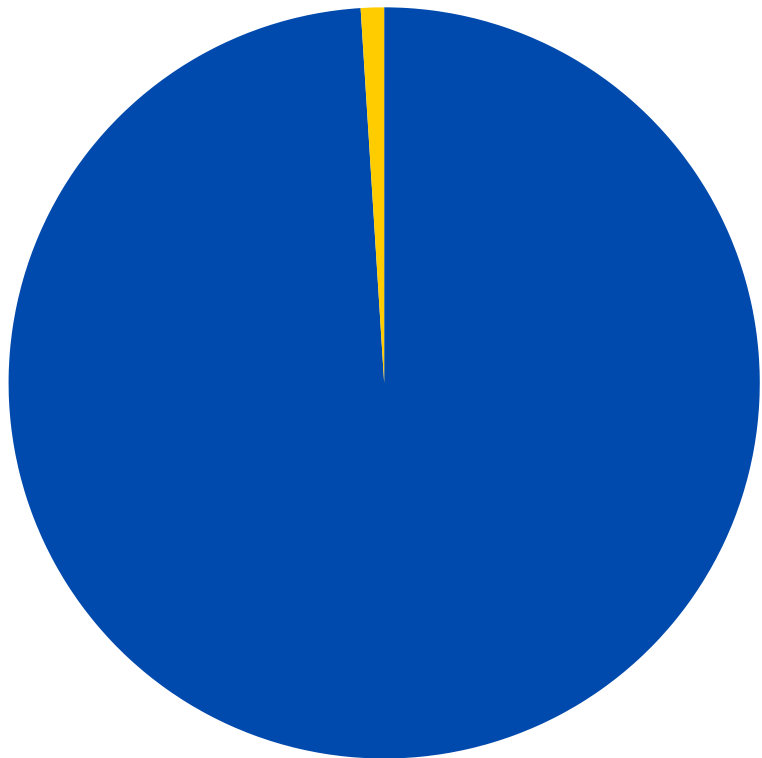
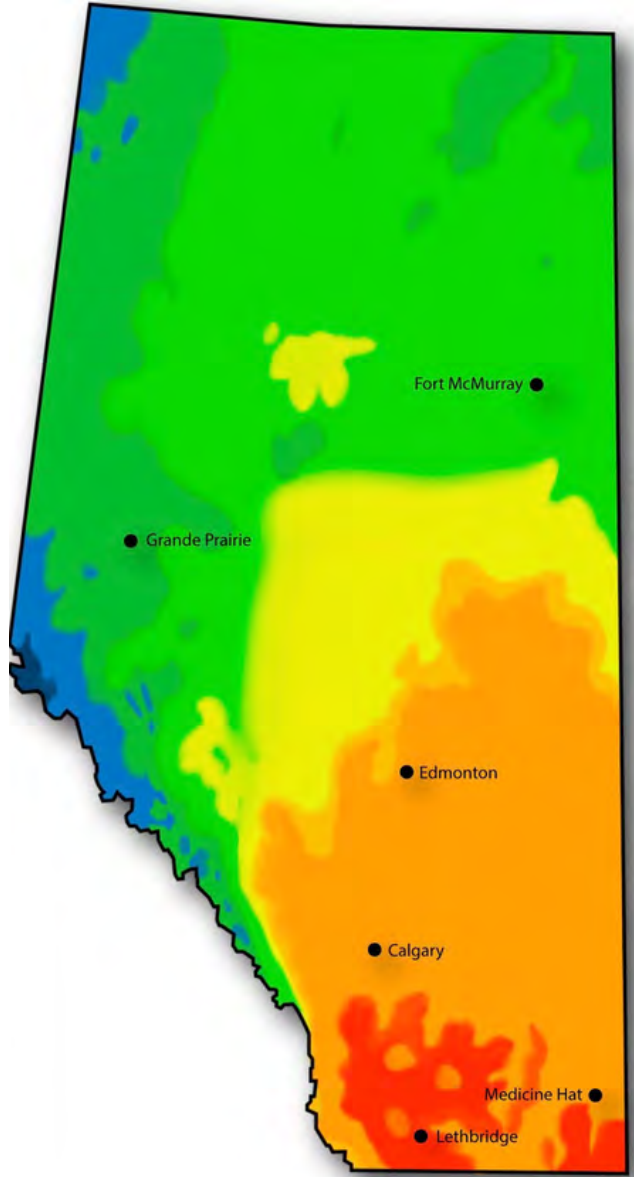
Agricultural Lands

1400 kWh solar energy / kW-yr

1350 kWh solar energy / kW-yr

Alberta's Agricultural lands - 49.2 million acres in 2021

Land needed for renewables to achieve 'net zero' by 2035 (0.8%)



**The real cause for the loss of agr. lands in AB:
Alberta:**

- Urban expansion
- Rural residential subdivisions
- Oil and gas

Land use planning hub. (March 19, 2021). From farm to garden. <https://landusehub.ca/urban-agriculture>.
Jamil, U.; Bonnington, A.; Pearce, J.M. The Agrivoltaic Potential of Canada. Sustainability 2023, 15, 3228. <https://doi.org/10.3390/su15043228>
Hastings, Sara, Ishaque, Simon & L'hermie, Guillaume. October 2023. School of Public Policy. Farms, or solar farms? University of Calgary. Retrieved, <https://www.policyschool.ca/wp-content/uploads/2023/10/EE-TRENDS-SOLAR-OCT.pdf>

Land Suitability Rating System



100% of the land is Class 4 with severe agricultural limitations.

Farm Plan for Agrivoltaic Sites



- PACE partners with Agrivoltaics Canada and colleges and universities to promote Agrivoltaics on our solar farm sites.
- PACE develops a 7-year Farm Plan for all of our Agrivoltaic sites.
- Soil samples and analysis are taken prior to construction that exceeds the new requirements of the Alberta Utilities Commission.
- We develop suitable crop rotations and support farmers in transitioning to organic products which is typically a three year process.
- PACE has hired two Agrologists to develop Farm Plan Developments.
- PACE has hired a senior wildlife biologist and soil scientist to become our first Sustainable Development Advisor.

Clean-up Costs



The AUC requires developers to provide details on how they will ensure funds are available to cover the clean-up cost at the end of the project's lifetime.



- PACE begins investing in a fund through a central bank in year one on a per megawatt basis.
- The clean-up fund is built into the landowner lease agreement, where the landowner is named beneficiary should PACE become insolvent.
- The equipment has a salvage value of 25% of its cost.
- The total clean-up costs, including a surplus, will be reached by year 9 and account for inflation increases.

Emergency Response Plan (ERP)



PACE develops a site-specific Emergency Response Plan and engages local fire authorities to gather feedback and ensure a mutual understanding and agreement of the ERP should a fire incident or injury occur.

Levelized Cost of Energy

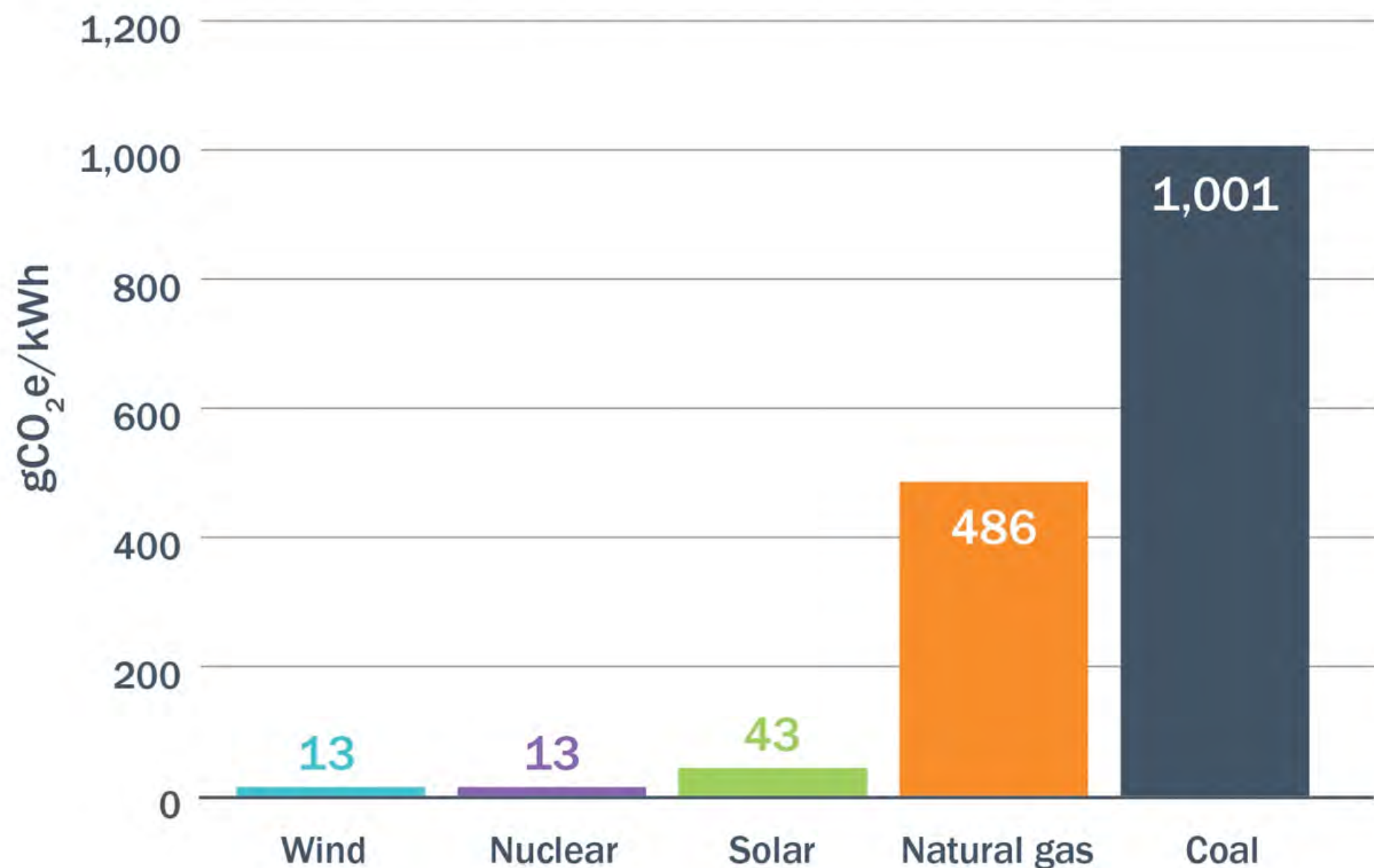
Levelized Cost of Energy Comparison—Unsubsidized Analysis

Selected renewable energy generation technologies are cost-competitive with conventional generation technologies under certain circumstances



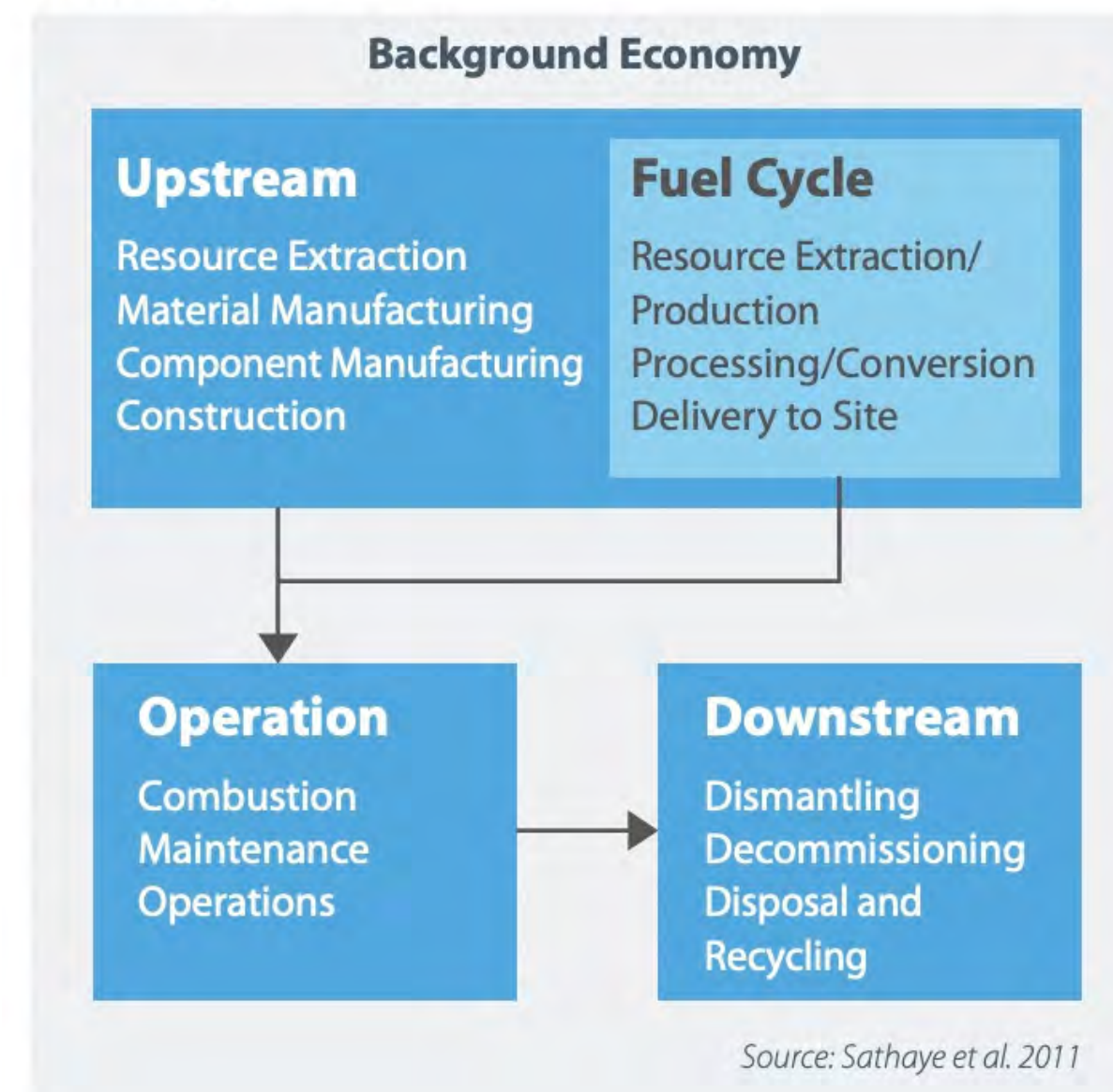
Lifecycle GHG Emissions by Energy Type

Median total life-cycle emissions



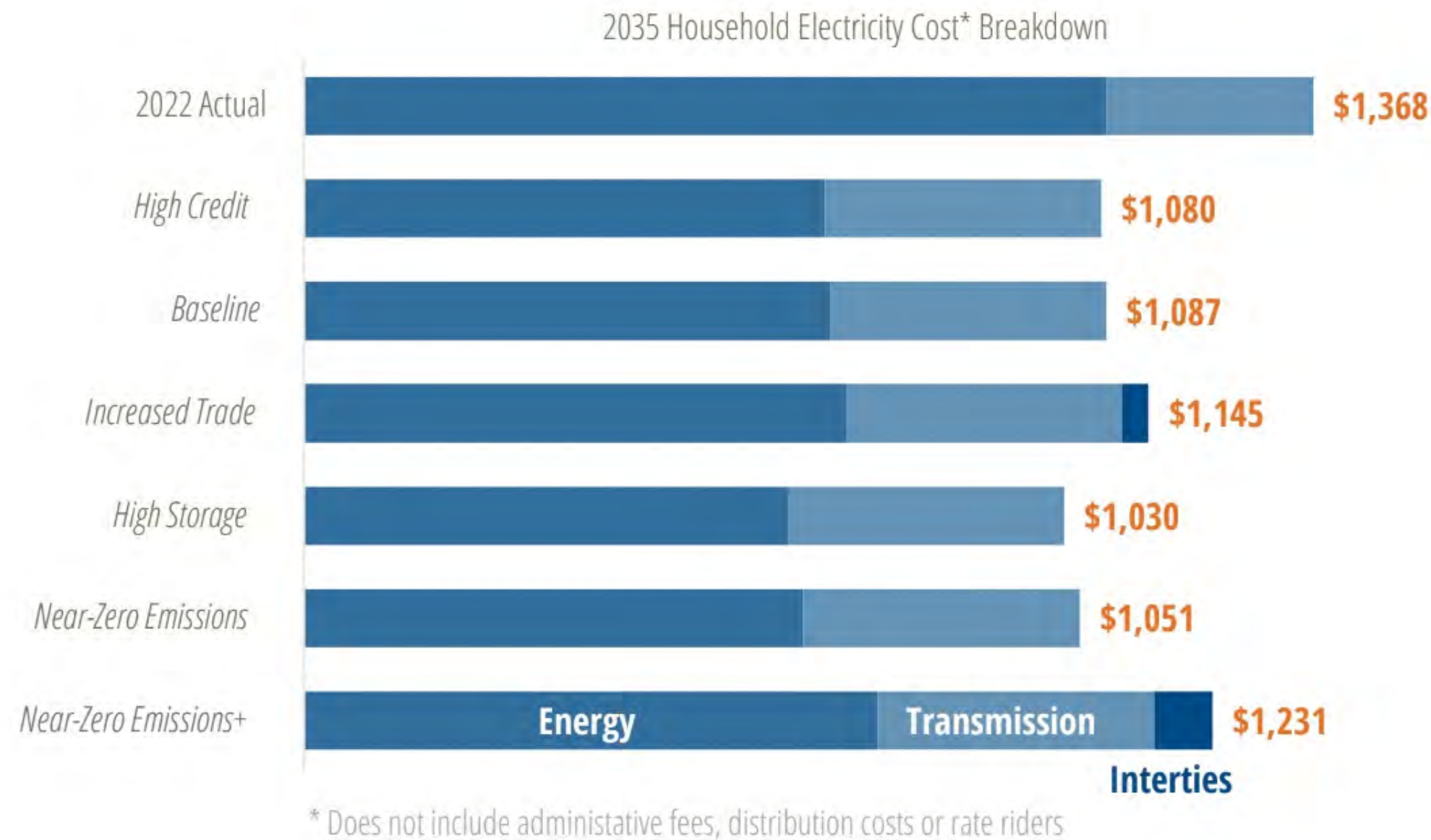
Source: NREL

Figure 1. Generalized life cycle stages for energy technologies



Source: Sathaye et al. 2011

How solar and wind effect the cost of electricity



The rapid expansion of solar and wind energy in Alberta will offset the cost of maintaining and expanding transmission infrastructure. The cost of electricity will be cheaper for consumer households in 2035 than it was in 2022.

Figure 16. Contributing factors in 2035 household cost estimates by scenario

Pembina Institute. June 29, 2023. Will Noel and Binu Jeyakumar. Zeroing In Pathways to an affordable net-zero grid in Alberta. Retrieved from <https://www.pembina.org/pub/zeroing-in>



Property Values



A complex issue which can depend on several factors:

- Size of the solar farm.
- Proximity of homes.
- Local real estate market.
- Community attitudes towards renewable energy.

Research findings are mixed:

- No negative impact on property values.
- Other studies show a slight decline in property values ranging from 1% to 2.5% on the high-end.
- In general, the closer the homes are to the solar farm, the more significant the potential impact on property values.

Some factors can offset negative impacts

- Providing economic benefits to the community, such as job creation or lower energy costs may offset any negative impact on property values.

Contact Information



Claude Mindorff
Director of Development
PACE Canada LP
claudio.mindorff@pathfinderce.com

Rhonda Barron
Project & Communications Coordinator
PACE Canada LP
rhonda.barron@pathfinderce.com
587-860-0772



PUBLIC HEARING

Meeting: April 8, 2023
 Agenda Item: 5.2

SUBJECT: Land Use Bylaw Amendment 937/24

Public Hearing time: 7:00 p.m.

A public hearing will be called to order for the proposed Land Use Bylaw amendment 937/24 following the passing of 1st reading at the March 11, 2024 meeting.

The purpose of this bylaw is to re-district 822 – 5A Avenue from PUL to residential. Council gave first reading of the bylaw to re-district the property to Residential Manufactured (RM). However, with the decision to maintain one large parcel for higher density development, it is recommended to be districted as Medium Density Residential (R2). The possible bylaw revision must be discussed at the public hearing.

MEDIUM DENSITY RESIDENTIAL (R2)

R2

SECTION 1: PURPOSE

- 1.1 OVERVIEW: This district is intended to support the development of medium density residential neighbourhoods that provide a larger mix of housing options.
- 1.2 MIX OF USES: This district allows for predominantly residential uses, with home occupation uses that maintain the residential look and feel of the street. Residential uses are meant to be medium density, meaning more than one dwelling per parcel of land.
- 1.3 SITE AND BUILDING FORM: Homes shall be oriented to the primary street network and should provide a safe walking environment for pedestrians. On-site vehicle parking may be on a parking pad/lot and/or in a garage (detached or attached) depending on the street context and type of housing. More variety in housing form is expected as there may be single detached houses, two-unit dwellings, row housing, apartment buildings or other medium density housing forms in this district.

SECTION 2: USES

PERMITTED USES	DISCRETIONARY USES (DEVELOPMENT OFFICER)
<ul style="list-style-type: none"> • Accessory structure • Accessory use • Alternative energy, individual • Apartment building • Home occupation 1 • Rowhouse • Sign – Class A • Two unit dwelling 	<ul style="list-style-type: none"> • Backyard suite • Bed and Breakfast • Dwelling group • Essential utility • Home occupation 2 • Modular home • Moved-in building • Moved-in dwelling • Secondary suite • Seniors Supportive Housing Facility • Shipping container, temporary • Sign for home occupation 2 • Single-unit dwelling • Tourist home
DISCRETIONARY USES (MPC)	
<ul style="list-style-type: none"> • Group care facility • Parks and playgrounds • Religious assembly 	

SECTION 3: MINIMUM LOT DIMENSIONS

Use	Minimum Lot Size					
	Width		Length		Area	
	m	ft	m	ft	m ²	ft ²
Single unit dwelling ¹	15.2	50	45.7	150	696.7	7500
Two unit dwelling (side by side lots, per unit)	9.1	30	45.7	150	415.9	4500
Two unit dwelling (up and down lots)	15.2	50	45.7	150	696.7	7500
Rowhouse (interior unit)	7.6	25	45.7	150	347.3	3750
Rowhouse (end unit)	9.1	30	45.7	150	415.9	4500
All other uses	As required by the Development Authority					

(1) For the purpose of this table, Single unit dwelling includes Stick built dwelling, Modular Home, and Moved-in Dwelling

SECTION 4: MINIMUM SETBACKS

Use	Minimum Setbacks							
	Front		Secondary Front		Side		Rear	
	m	ft	m	ft	m	ft	m	ft
Single unit dwelling ¹	7.6	25	3.8	12.5	1.5	5	4.5	15
Two unit dwelling	7.6	25	3.8	12.5	1.5	5	4.5	15
Accessory structure	7.6	25	3.8	12.5	1.5	5	1.5	5
All other uses	As required by the Development Authority							

(1) For the purpose of this table, Single unit dwelling includes Stick built dwelling, Modular Home, and Moved-in Dwelling

Versus,

RESIDENTIAL MANUFACTURED HOME (RM)

RM

SECTION 1: PURPOSE

- 1.1 **OVERVIEW:** This district is intended to support manufactured home subdivisions on individual titled lots, as well as comprehensively planned manufactured home communities.
- 1.2 **MIX OF USES:** This district allows for manufactured homes, with limited home occupation uses. Manufactured home communities may also include shared community amenities such as a hall, playground or recreation facility.
- 1.3 **SITE AND BUILDING FORM:** Whether manufactured homes are on individually titled lots or unsubdivided as part of a manufactured home community, each home will be individually serviced. On-site vehicle parking may be on a parking pad and/or in a garage (attached or detached). Lots and home sizes may be smaller than what is allowed in other land use districts. Consistent landscaping, setback and other land use regulation standards shall be applied to ensure orderly development.

SECTION 2: USES

PERMITTED USES	DISCRETIONARY USES (DEVELOPMENT OFFICER)
<ul style="list-style-type: none"> • Accessory structure • Accessory use • Alternative energy, individual • Home occupation 1 • Manufactured home • Sign – Class A • Single-unit dwelling 	<ul style="list-style-type: none"> • Essential utility • Home occupation 2 • Modular home • Moved-in building • Moved-in dwelling • Row house • Seniors Supportive Housing Facility • Sign for home occupation 2 • Two unit dwelling
DISCRETIONARY USES (MPC)	
<ul style="list-style-type: none"> • Manufactured home community • Parks and playgrounds 	

SECTION 3: MINIMUM LOT DIMENSIONS

Use	Minimum Lot Size					
	Width		Length		Area	
	m	ft	m	ft	m ²	ft ²
Single unit dwelling ¹	7.6	25	22.9	75	174.2	1875
Manufactured home	7.6	25	22.9	75	174.2	1875
Manufactured home community	N/A		N/A		8093.7	87120
All other uses	As required by the Development Authority					

(1) For the purpose of this table, Single unit dwelling includes Stick built dwelling, Modular Home, and Moved-in Dwelling

SECTION 4: MINIMUM SETBACKS

Use	Minimum Setbacks							
	Front		Secondary Front		Side		Rear	
	m	ft	m	ft	m	ft	m	ft
Single unit dwelling ¹	7.6	25	3.8	12.5	1.5	5	4.5	15
Manufactured home	7.6	25	3.8	12.5	1.5	5	4.5	15
Accessory structure	N/A		3.8	12.5	1.5	5	1.5	5
Manufactured home community	As required by the Development Authority							
All other uses	As required by the Development Authority							

(1) For the purpose of this table, Single unit dwelling includes Stick built dwelling, Modular Home, and Moved-in Dwelling

Attachments:

1. LUB Amendment 937/24 – Proposed
2. Public Notice of Hearing

Prepared by: Amanda Davis, CAO and Diane Horvath, Planner



BYLAW NO. 937/24
Land Use Bylaw Amendment
of the
TOWN OF BASSANO

BEING A BYLAW OF THE TOWN OF BASSANO IN THE PROVINCE OF ALBERTA, TO AMEND BYLAW NO. 921/21, BEING THE MUNICIPAL LAND USE BYLAW.

WHEREAS the Town of Bassano Council wishes to redesignate lands within the municipality as shown on the map in Schedule 'A' attached hereto and legally described as:

LOT 6 PUL, BLOCK 52, PLAN 151 0415
WITHIN THE NORTHEAST SECTION 17, TOWNSHIP 21, RANGE 18, WEST OF THE 4TH
MERIDIAN

AND WHEREAS the purpose of proposed Bylaw No. 937/24 is to redesignate the above-noted lands from "Public and Institutional - PI" to "Residential Manufactured Home- RM".

AND WHEREAS the municipality must prepare an amending bylaw and provide for its consideration at a public hearing.

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, Statutes of Alberta, Chapter M-26, 2000, as amended, the Council of the Town of Bassano in the Province of Alberta duly assembled does hereby enact the following:

1. Lands, illustrated on the map in Schedule 'A' and legally described above shall be redesignated.
2. The Land Use District Map shall be amended to reflect this redesignation.
3. Bylaw No. 921/21 is hereby amended and consolidated.
4. This bylaw shall come into effect upon third and final reading hereof.

This bylaw comes into effect upon third and final reading hereof.

READ a **first** time this 11 day of March, 2024.

READ a **second** time this __ day of _____, 2024.

READ a **third** time and passed this __ day of _____, 2024

Mayor – Irvin Morey

Chief Administrative Officer – Amanda Davis



**LAND USE DISTRICT REDESIGNATION
SCHEDULE 'A'**

Aerial Photo Date: May 27, 2021



FROM: Public and Institutional - PI

TO: Residential Manufactured Home - RM

LOT 6PUL, BLOCK 52, PLAN 1510415 WITHIN

NE 1/4 SEC 17, TWP 21, RGE18 , W 4 M

MUNICIPALITY: TOWN OF BASSANO

DATE: FEBRUARY 13, 2024

Bylaw #: _____

Date: _____



MAP PREPARED BY:
 OLDMAN RIVER REGIONAL SERVICES COMMISSION
 3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
 TEL. 403-329-1344
 "NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



**NOTICE OF PUBLIC HEARING
TOWN OF BASSANO
IN THE PROVINCE OF ALBERTA**

PROPOSED BYLAW NO. 937/24

**To be held at 7:00 p.m. on April 8, 2024
Town of Bassano Council Chambers
502 2nd Ave.**

PURSUANT to sections 216.4, 606, and 692 of the Municipal Government Act, Statutes of Alberta, Chapter M-26, 2000, as amended, the Council of the Town of Bassano in the Province of Alberta hereby gives notice of its intention to consider Bylaw No. 937/24 being an amendment to the existing municipal Land Use Bylaw No. 921/21.

The land that is the subject to the proposed land use bylaw amendment is legally described as

**LOT 6PUL, BLOCK 52, PLAN 151 0415
WITHIN THE NORTHEAST SECTION 17, TOWNSHIP 21, RANGE 18, WEST OF THE 4TH MERIDIAN**

and this land is also shown on the map in Schedule "A" attached hereto.

AND WHEREAS the purpose of proposed Bylaw No. 937/24 is to redesignate the above-noted lands from "Public and Institutional - PI" to "Residential Manufactured Home- RM".

THEREFORE, TAKE NOTICE THAT a public hearing to contemplate the proposed Bylaw No. 937/24 will be held in the Town of Bassano Council Chambers at 7:00 p.m. on the 8th day of April, 2024. A copy of the proposed bylaw may be inspected at the Town of Bassano office during normal business hours.

AND FURTHER TAKE NOTICE THAT anyone wishing to make a presentation regarding the proposed bylaw should contact the Chief Administrative Officer no later than 4:00 p.m. on the 8th day of April, 2024. Both written and/or verbal presentations may be given at the public hearing.

DATED at the Town of Bassano in the Province of Alberta this 22nd day of March 2024.

Amanda Davis
Chief Administrative Officer
Town of Bassano
502 2nd Ave
Bassano, Alberta T0J 0B0



REQUEST FOR DECISION

Meeting: April 8, 2024
Agenda Item: 6.1

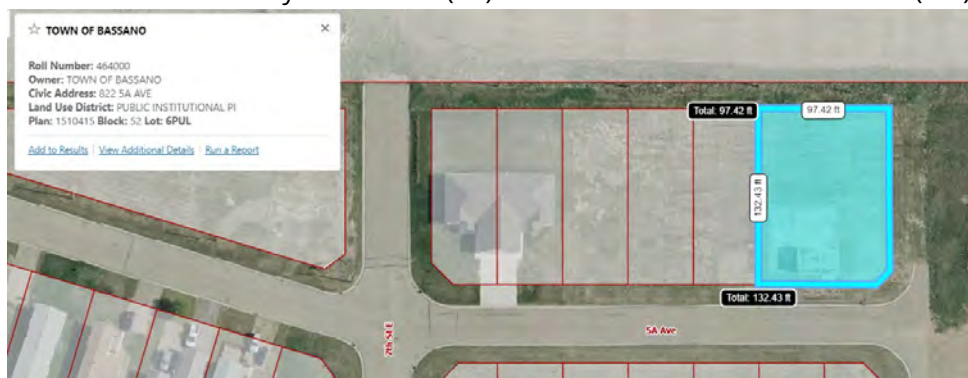
SUBJECT: BUILD Bassano – 2024 Development Projects

BACKGROUND

Several actions have taken place as directed by council regarding the BUILD Bassano – 2024 Development Projects. Actionable items are outlined below for each of the project parts since the March 11 meeting.

PART I – Demolition and Site Remediation of 822 – 5A Avenue

1. Council will have attended to the Public Hearing regarding the proposed Land Use Bylaw Amendment 937/24. Pending the outcome of this discussion, council may proceed to give second and third reading of the bylaw. Prior its passing, to align with council's vision to accommodate higher density development on this lot, the bylaw should be amended to reflect Medium Density Residential (R2) versus Residential Manufactured (RM).



2. Once the bylaw is passed, administration can submit a request to have the PUL discharged from title.
3. Administration and public works are seeing what assets may be salvageable for municipal works from the building. The chain link fence is in great condition and could be offered to the off-leash dog park committee for their spring project. There are some old diesel motors/generators that will be placed online for sale (unknown working condition).

PART 2 – 5A Avenue Triangle

1. A subdivision application was submitted to ORRSC to create 4-new parcels. After the subdivision process is completed, a new Land Use Bylaw amendment will be prepared to zone the new properties to include three RM lots, and one R2 lot.



PART III – Large Lot Subdivision (South of Tracks)

1. MPE completed the initial water model for this area. With the existing infrastructure in Bassano, only Priority Zone 1 is feasible to develop at this time. A utility stub is not being considered for Priority Zone 2 or 3 as a result.

Using data from the 2018 Infrastructure Master Plan the system pressure ranges appeared to be below typical guidelines such as those published by AEPA and the City of Lethbridge (3 psi low in the average day scenario, up to 8 psi low under peak hour demand). Additional services will reduce the pressure slightly throughout the Town but is unlikely to cause a significant or noticeable decline in service pressure.

Priority Zone 1

- Assumed the lots will be developed as shown on the concept from ORRSC w/ 12-20 larger lots.
- Impacts to the existing system are minimal under average day, maximum day, peak hour, and fire flow conditions.
- The available service pressure in the area is a few psi lower than other areas of Town under a Peak Hour condition.
- Available fire flow in the proposed development area is approximately 2,300 L/min. The minimum recommended by the Fire Underwriters survey and building code is 3,800 L/min. Note that AEPA guidelines leave the decision of providing fire protection to the discretion of the municipality.

This information was taken into consideration and discussed in depth with engineering, planners, public works, insurance, and a realtor. The lower water pressure can be managed with onsite storage as happens in many acreage subdivisions (e.g. use of trick tanks). This is not an impediment to the development of this area, and we've proceeded accordingly with planning.



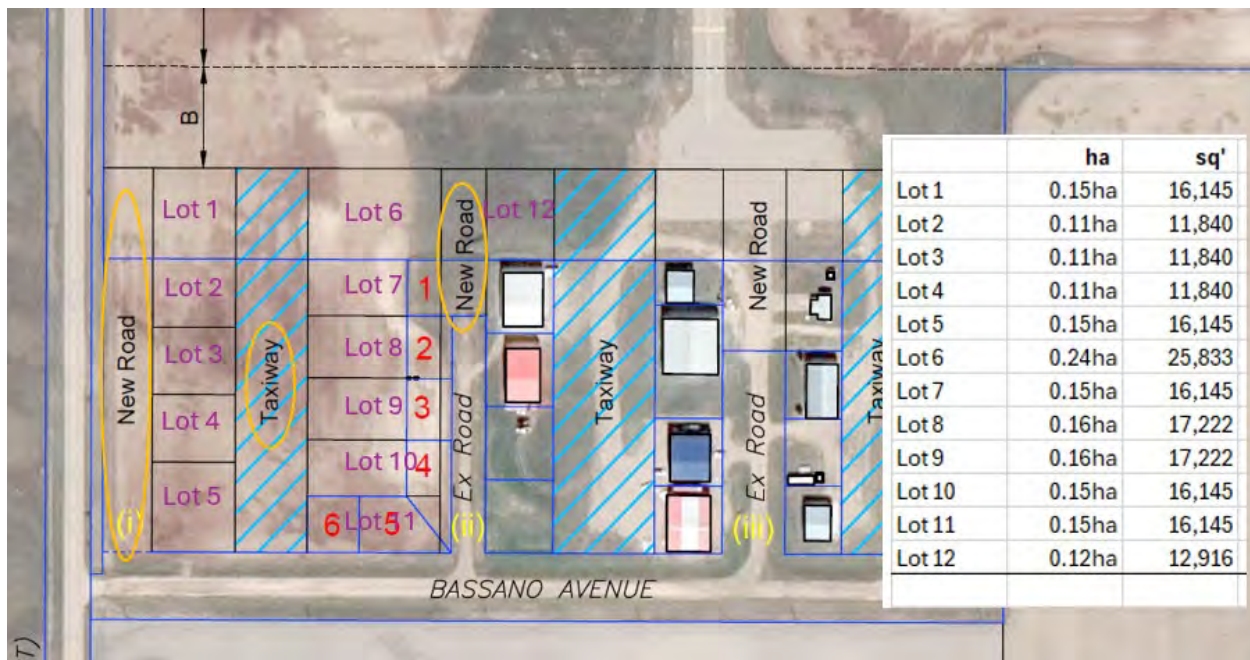
2. The Town has completed the line locate in the area. MPE was directed to complete a topographic survey of the lands once the area is completely devoid of snow/standing water. In addition, they are preparing three proposals, one for a stormwater management plan, a second for geotechnical, and a third for septic field suitability.
3. The potential buyer of the 5-acre parcel was notified that the town will enter negotiations for a sale. Before lot prices can be established, we must continue with feasibility planning. The buyer was satisfied with this response.

PART IV – Airport Subdivision

1. On March 28, 2024 the annual delegation took place with county council for recreation and the airport under the Intermunicipal Collaboration Framework. The following supplemental information was provided related to a capital investment for the airport subdivision.

“The Bassano Airport is an economic driver, and recreational asset. It is used by private flyers, for industry, and for healthcare reasons. Improving development practices and growth objectives resulted in the parties hiring ISL Engineering to complete an Airport Concept Plan in 2022. The Area Concept Plan was completed in 2023 and approved by the councils, followed by an application for subdivision.

With those tasks out of the way, we propose to advance the development of an airport subdivision by creating new lots this year. The project scope includes the creation of a new road and taxiway to accommodate 12 new hanger lots (marked at Lot 1-12 on the below diagram), plus the extension of an exiting road to access a Lot 12 (marked in yellow). We intend to partially service the lots with gas and power. Purchasers would have the option to access water for an additional cost.



The Bassano Airport provides a non-standard offering because hanger lots are sold, meaning buyers receive a titled property. Many other airports across Alberta lease/rent hanger lots. This provides an advantage, but also leaves few comparisons for lot prices. Thus, construction costs will influence lot prices. Lots will be competitively priced to ensure the development is fully funded along with a minimum construction timeline (e.g. 12-months from the date of purchase or the land is forfeited and recovered by the municipality). With no lots available at the Bassano airport for development, we currently have a waitlist of three interested builders.

In consultation with the County staff, we estimated capital project costs at \$100,000. The Town proposes a 50/50 cost share of the capital expenditures on the Airport Subdivision development. Land sales would offset the capital contributions by the municipalities overtime to be fully funded.

To gain economies of scale, the town intends to bundle this project with its BUILD Bassano – 2024 Development Projects. The bundled package consists of four projects that we aim to tender/construct this fall:

- Part 1- Demolition and remediation of 822 – 5A Avenue (former water storage site and cistern) – to be municipally serviced and rezoned for higher density infill development.
- Part 2 - Subdivide and service four smaller infill parcels for residential development at 702 – 5A Avenue.
- Part 3 – Plan and construct (pending feasibility) of up for 12 2-3 acre large lot residential parcels south of the tracks.
- Part 4 – Development of the Bassano Airport subdivision.

Other Comments

1. The airport land is owned by the town within the county. Land development increases the county tax base and improves economics in the region.
2. The airport is under the 50/50 cost share for operational expenses per the Intermunicipal Collaboration Framework.
3. This project is a continuation of planned development at the airport that started in 2021.
4. A new land use district is planned to simplify development for investors.
5. Over time the airport could be built to offer fuel or to support enhanced tourism objectives.
6. This has been a joint project between the parties. An agreement may be required to outline any final terms about the development.”

The county has not yet committed to a capital investment for the airport subdivision development. Town council may choose to continue with the project regardless of a cost share with is land and development reserve funds.

OPTIONS

#1 – That as a continuation of the BUILD Bassano – 2024 Development Projects:

1. Council gives second reading to Land Use Bylaw Amendment 937/24 as amended.
2. That council gives third reading to Land Use Bylaw Amendment 937/24.
3. That the town continues to plan the airport subdivision and development with the understanding that the county may not be a capital partner.

#2 – That as a continuation of the BUILD Bassano – 2024 Development Projects:

1. Council gives second reading to Land Use Bylaw Amendment 937/24.
2. That council gives third reading to Land Use Bylaw Amendment 937/24.
3. That the town continues to plan the airport subdivision and development with the understanding that the county may not be a capital partner.

#3 – That as a continuation of the BUILD Bassano – 2024 Development Projects:

1. Council gives second reading to Land Use Bylaw Amendment 937/24 as amended.
2. That council gives third reading to Land Use Bylaw Amendment 937/24.
3. That the town withholds further plans to develop the airport subdivision until confirmation of the county's financial partnership.

CAO COMMENTS

Each phase of the BUILD Bassano - 2024 Development Projects has multiple steps to determine their feasibility. Necessary information should be available over the next few months for a council decision. Pending a green light, the aim is for fall construction.

ALIGNMENT TO STRATEGIC PLAN

G2

RECOMMENDATION

#1 – That as a continuation of the BUILD Bassano – 2024 Development Projects:

1. Council gives second reading to Land Use Bylaw Amendment 937/24 as amended.
2. That council gives third reading to Land Use Bylaw Amendment 937/24.
3. That the town continues to plan the airport subdivision and development with the understanding that the county may not be a capital partner.

Prepared by: Amanda Davis, CAO

Attachments:

1. Land Use Bylaw Amendment 937/24 - Proposed



BYLAW NO. 937/24
Land Use Bylaw Amendment
of the
TOWN OF BASSANO

BEING A BYLAW OF THE TOWN OF BASSANO IN THE PROVINCE OF ALBERTA, TO AMEND BYLAW NO. 921/21, BEING THE MUNICIPAL LAND USE BYLAW.

WHEREAS the Town of Bassano Council wishes to redesignate lands within the municipality as shown on the map in Schedule 'A' attached hereto and legally described as:

LOT 6 PUL, BLOCK 52, PLAN 151 0415
WITHIN THE NORTHEAST SECTION 17, TOWNSHIP 21, RANGE 18, WEST OF THE 4TH
MERIDIAN

AND WHEREAS the purpose of proposed Bylaw No. 937/24 is to redesignate the above-noted lands from "Public and Institutional - PI" to "Medium Density Residential - RM".

AND WHEREAS the municipality must prepare an amending bylaw and provide for its consideration at a public hearing.

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, Statutes of Alberta, Chapter M-26, 2000, as amended, the Council of the Town of Bassano in the Province of Alberta duly assembled does hereby enact the following:

1. Lands, illustrated on the map in Schedule 'A' and legally described above shall be redesignated.
2. The Land Use District Map shall be amended to reflect this redesignation.
3. Bylaw No. 921/21 is hereby amended and consolidated.
4. This bylaw shall come into effect upon third and final reading hereof.

This bylaw comes into effect upon third and final reading hereof.

READ a **first** time this 11 day of March, 2024.

READ a **second** time this __ day of _____, 2024.

READ a **third** time and passed this __ day of _____, 2024

Mayor – Irvin Morey

Chief Administrative Officer – Amanda Davis



**LAND USE DISTRICT REDESIGNATION
SCHEDULE 'A'**

Aerial Photo Date: May 27, 2021



FROM: Public and Institutional - PI

TO: Residential Manufactured Home - RM

LOT 6PUL, BLOCK 52, PLAN 1510415 WITHIN

NE 1/4 SEC 17, TWP 21, RGE18 , W 4 M

MUNICIPALITY: TOWN OF BASSANO

DATE: FEBRUARY 13, 2024

Bylaw #: _____

Date: _____



MAP PREPARED BY:
 OLDMAN RIVER REGIONAL SERVICES COMMISSION
 3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
 TEL. 403-329-1344
 "NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



REQUEST FOR DECISION

Meeting: April 8, 2024
Agenda Item: 6.2

SUBJECT: Public Lands Watering Policy P-TOB41/001-22

BACKGROUND

This RFD is divided into two parts. The first part addresses the community garden watering schedule, and the second part addressed watering of public lands with an impending drought.

Part I – Community Garden

At the November 20, 2023 meeting, council reviewed the annual water consumption for the period related to public plans. At the same meeting, notification was received that Bassano Royal Purple was giving up the community garden asset. Council invited FCSS to take over the community garden which they have agreed to do. A community garden policy was developed for the board's consideration at their April 8, 2024 meeting as attached.

The community garden will serve multiple function. First, it offers an affordable space for people to rent raised garden plots, it offers intergenerational program options for FCSS, and finally, any boxes that are not rented will be planted and maintained by FCSS with vegetables provided in the Christmas Hampers.

The town has been fielding calls regarding the community garden watering schedule. Past users had unlimited time/access to water. Last year it was restricted for part of the season to two hours per day, three days a-week. Amended to four hours per day, three days per week. Going into the 2024 planting season, the plot purchasers request clarification on the watering schedule.

Unless directed otherwise, no change to the community garden watering schedule is recommended.

- Monday, Wednesday, Friday between 6:00 a.m. – 8:00 a.m. and 6:00 p.m. and 8:00 p.m.

Part II – Watering of Public Lands

It is our understanding going into the summer season that limited water will be used on public lands while still following the public lands water policy. A few revisions are proposed to clarify why the town's rationale for watering (see the documented tracked changes).

- 3A Triangle will not be watered
- Cenotaph will be watered and maintained out of respect for the fallen.

If severe drought ensues, the watering of public lands will be reduced or eliminated completely. Council may choose to add a clause to the policy giving operations authority to reduce water during a drought to prevent the topic from recurring on the agenda.

OPTIONS

#1 – That the Public Lands Watering Schedule Policy P-TOB247/22 is approved as amended on April 8, 2024.

#2 – That the Public Lands Watering Schedule Policy P-TOB247/22 is approved with revisions (state revisions).

CAO COMMENTS

The annual weed maintenance contract was executed with the County of Newell per the Beautify Bassano Initiative. We discussed challenges with kochia weeds with Will Schaap, Manager of Agriculture Services. As with last year, kochia and other weeds are becoming resistant to approved chemicals, the drought is also making them more hearty.

Weed spraying will limit growth but it is unlikely that weeds in town will be fully controlled again this season. It is somewhat beyond our control. Besides spraying them and cutting them down, that is the extent of control at this time.

ALIGNMENT TO STRATEGIC PLAN

G2

RECOMMENDATION

Prepared by: Amanda Davis, CAO

Attachments:

1. Public Lands Watering Policy P-TOB41/001-22



Policy Title	Public Lands Watering Schedule Policy
Authority	Public Works and Parks/Recreation
Approved (Dates/Motion #)	TOB247/22
Policy Number	P-TOB41/001-22
Review	November 1 Annually
Reviewed by/date	November 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 tents have a suitable space
3 rd Avenue Triangle	This area shall not be watered. 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, and out of respect for the monument and meaning of the area.

END OF POLICY



OPEN DISCUSSION

Meeting: April 8, 2024

Agenda Item: 6.3

SUBJECT: BARRA – Capital Asset

BACKGROUND

The open discussion will introduce:

1. Confirmed dissolution of BARRA and the transition of recycling services to Newell Regional Landfill, and Newell Recycling Association.
2. Notification of capital asset disposal.

Part I

BARRA, the volunteer led, not-for-profit recycling organization filed their cessation, and chose to dissolve after establishing new agreements with Newell Regional Landfill (NRL) and Newell Recycling Association (NRA) to take over service provisions in Bassano. The cost to operate BARRA, and reduced volunteer capacity were two key factors that led to this decision. Cost efficiencies could be realized by collaborating with NRL and NRA while providing recycling services in Bassano, and thus, they devised a plan to start the process beginning in late 2023.

At this time, we understand the recycling service will have paper and cardboard bins placed at 701 – 1st Avenue (where the current drive through area is), with tin and electronics being moved to the transfer site. Recycling services will be managed/operated by NRL/NRA.

Part II

BARRA must dispose of its assets. The building would be suitable for public works with a few modifications. Council had approved an addition to the public works shop at 710 – 1st Avenue in 2023. Acquiring the BARRA building could be done in place of building an addition on the existing shop. Knowing this, the BARRA board requests a purchase price of \$50,000 from the town for the asset. A rationale was not provided with regards to the purchase price valuation.

If the town purchases this building, based on projected utility costs, insurance, and general maintenance, this would be a net increase of approximately \$20,000 - \$24,000 in operating costs per annum to be collected through taxation. When making a decision to acquire an entire shop, council must consider the ongoing financial commitment and the required tax collection.

Acquiring the BARRA building would enable public works to consolidate all its operations on 710 – 1st Avenue, while providing space to handle materials and equipment as planned for the addition in 2023. This would leave 317 – 2nd Avenue (the parks and recreation shop) vacant. This shop's annual

operating costs average \$6,000 - \$10,000. Carry costs may reduce be 10-20% while under utilized, but the building would require a new use. It is not feasible for the town to manage operating/capital costs of three public works buildings.

The shop at 317 – 2nd Avenue could be:

1. Converted for the Thrive Fitness Centre
 - a. It should be noted, administration has been encouraging all investors inquiring about development option in Bassano to start a private gym.
2. Leased, rented or sold. If selling is an option, this could impact the Pioneer Damsiters because they occupy 2/3 of the building.

If council decides purchasing the shop from BARRA is not feasible, a shop addition is still required for public works. The shop at 701 – 1st Avenue could be sold at market value because it is on its own parcel.



When considering the requested purchase price and aforementioned details, council must factor:

1. Carrying costs of the building and whether this can be handled by the tax base.
2. If the town is prepared to purchase the building from BARRA. And if so, does council require a formal assessment to determine a value?
 - a. If a formal assessment is not required, the terms council deems fair for a purchase price. Does council require a plan to identify how the \$50,000 (or whatever value is agreed upon) will be spent or distributed in Bassano?

3. Inviting members of BARRA as a delegate to provide recognition for the volunteer hours and dedication to recycling in Bassano. To discuss the capital purchase, and to provide for open dialogue around the future of recycling.
4. In the coming months, council will know the financial implications of recycling operations and will need to re-address the Utility Rates Bylaw recycling fee. The existing fee was collected to provide a small operating grant to BARRA and to support natural recycling in Bassano (e.g. tree maintenance, chipping).

Prepared by: Amanda Davis, CAO

Attachments:

1. BARRA Annual General Meeting Minutes – March 13, 2024

BARRA GENERAL MEETING

March 13, 2024

President Roger called the meeting to order at 7:00. Roger Newman, Jan Armstrong, Christine Petkau, Sydney Miller, Tom MacPhail and Alan Treiber were present.

Regrets - Raylene Augustine, Donna Smith.

Minutes: Minutes from last meeting were reviewed. Jan moved the minutes be adopted as read. Carried

Treasurer's Report:

Discussion:

Just paid \$10, 000 for insurance.

The Books were reviewed by Sabine Nasse. Financial statements attached.

Christine moved and Sydney seconded we accept the report as presented. Carried.

Christine moved and Jan seconded we give Sabine the same honorarium as we have in the past.

Carried

New/Old Business:

1. Cessation of BARRA: Jan has spoken to the Community Grants office regarding the sale of our building to confirm whether any monies are owing. They are looking into it and will get back to her.

Jan has talked to Service Alberta/Corporate Registry regarding the steps involved in dissolving our society. Once we dispose of all our assets we can dissolve. There is a form on line we can access.

2. Dispersal of Assets:

Roger has spoken to NRA and they are interested in our forklift for \$6500. It was agreed that this was a fair price. And Roger will offer it to them.

Two companies have expressed an interest in our balers. Discussions pending. These are 2 phase balers – not the more modern 3 phase balers.

Jan moved and Christine seconded that Roger be given the authority to accept a reasonable price for our assets and proceed with the sales. Carried

Roger will keep us informed

3. Building: Christine presented the 2022 General Assessment - \$147,000. Discussion.

Al confirmed that NRA is not interested in using our building.

Al moved and Tom seconded we ask for \$50,000 from the Town. Carried.

Once we have a settlement with the Town, we will ask NRL to order the bins. Christine will inform NRL of this decision.

4. Casino: Jan has filed the year end Casino report.

Next Meeting **April 10 at 7** at the Depot. As we gather more information, we will keep everyone informed by email.

President Roger adjourned the meeting at 8:15

Jan Armstrong, Secretary



OPEN DISCUSSION

Meeting: April 8, 2024

Agenda Item: 6.4

SUBJECT: 2024 Municipal Budget Finalization

BACKGROUND

During this open discussion, several draft budget documents will be reviewed with council to include:

1. Capital projects and reserve allocations
2. Capital and operating grants – proposed allocations
3. The final draft budget
4. Tax rate expectations

All material will be provided in printed for the discussion as a continuation of the budget review council started in November 2023. The outcome will enable administration to prepare the tax rate bylaw. A special meeting is required for council to pass its tax rate bylaw. The preferred date/time for the special meeting is April 22, 2024 at 6:30 p.m.

Prepared by: Amanda Davis, CAO

Attachments:

1. None

MARCH 2024 BOARD REPORTS

JOHN SLOMP

NEWELL HOUSING FOUNDATION MARCH 19, 2024

- 1) Orion LLP presented the audited financial statement. They said that everything was in order.
- 2) The cabinets in the kitchens and bathrooms of 11 community housing units are being replaced.
- 3) Attic insulation and electrical work on sprinklers is ongoing at Playfair Lodge.
- 4) The former dining room at Newbrook Lodge, which is currently used for recreation, is in the midst of a remodel.
- 5) Pam, the temporary rec coordinator covering maternity leave at Playfair is working out extremely well. The residents love her.
- 6) There are still issues with the emergency call system at Playfair.
- 7) One of the rooms at Dr. Scott apartments is under overhaul as the resident has moved into the lodge. Once completed, the unit is spoken for. The units are in high demand.
- 8) There are 6 people on the wait list for Pioneer Villas.
- 9) 165 households received rental assistance benefits in February for a total of \$83,659.00 in subsidies. The rental assistance benefit is now full. There is a wait list. With the budget increase from the government, we should be able to move some households from the waitlist to the program on April 1st. There was a budget increase of \$113,000.00. NHF will also be able to claim \$40.00/file, up from \$31.00/file.
- 10) There are still several people unable to find rentals, sleeping in their cars, trailers, or hotels.
- 11) The auditors were on site for 2 days for the hands on portion of the audit. They had scheduled 3 days but the books were done well and information readily available so they were able to finish early. This really speaks for the finance manager's efficiency.
- 12) A grant application was submitted to EcoBrooks and Elemental Energy Community Grant Program to xeriscape a few community housing yards.
- 13) Eamonn Trofimuk, the ministerial assistant from the office of the minister of seniors, community and social services was in the area on March 7th to discuss our need and other issues. He met with Amanda to discuss the small care home project and with the village of Dutchess to discuss housing needs. Eamonn was very impressed with NHF's operation.
- 14) A meeting is scheduled with Debra Reid-Mickler to discuss a partnership with NHF and the Village of Dutchess to apply for seed funding CMHC seed funding to look at replacement of the seniors self-contained units in Dutchess. The units are not very senior friendly so the thought is that new units could possibly be built for seniors and the existing units could be used for affordable housing.
- 15) The Playfair Lodge asked the residents to fill out a survey. 21% of the residents participated. 71% of the residents marked excellent/good. They feel comfortable and safe and most of them commented about how well they are treated. 29% of the residents marked average on a few things. Overall the residents are pleased with the service and enjoy living in the facility.

NRSWMA MEETING MARCH 28TH 2024

- 1) Design work is being done on a new $\frac{3}{4}$ msw cell. The project will be tendered mid May.
- 2) The new Hyundai loader has been ordered and will be delivered in August.
- 3) The board approved the purchase of a new Aljon packer at a price of \$1,200,000. They came in at a lower price than the other bidders and Hopf Mechanical has agreed to get trained up to do the warranty for Aljon, thereby eliminating the cost of mileage for repairs.
- 4) Associated Energy conducted a review of historical and current practices, closure/post closure costs. They also provided recommendations to the NRSWMA for the landfill. They based it on 2 scenarios, 1 being that when Remedx opens their landfill, all industrial revenues will be lost. The second being that NRSWMA will be able to retain 33% of its industrial revenue. They said that NRSWMA is in good financial position with regards to closure/post closure. The recommendation for scenario 1 would be to increase the industrial/commercial rate from \$50.00/tonne to \$70.00/tonne and increase the requisition from \$42.00 per capita to \$75.00 per capita. This would put the landfill more in line with other counties. The recommendation for scenario 2 would be to increase the ICI rate.

March Committee Reports
Councillor Sydney Miller

Bassano Library

19 March

- Going forward with addition to building – currently exploring options and working out plans
 - Looking for someone with the expertise to guide this process
- Disc golf continues to have good usage
- Shortgrass training on 15 April will have both library employees attending
- Working on framework for board to assess new applicants for suitability similar to FCSS's rubric
 - Response to mitigate risk with Take Back Alberta's goal of getting onto local boards – unknown if this actively happening in our community
- Criminal record check letter at Bassano RCMP office for board to complete
- Dam Disc Golf Stats for February

Rounds + Players

29 rounds scored on UDisc

5 UDisc players visited your course

Most active disc golfers

- landon86: **14 rounds**
- moostlander: **9 rounds**
- flyboy9000: **4 rounds**
- ianlisowski: **1 rounds**
- boogalafoo: **1 rounds**

23 hours were spent on your course with UDisc

Traffic + Tourism

February 18 was the busiest day of the month with **4** rounds played

Front 9 was your most played layout with **25** rounds played

2 players visited your course from over 50km/30+ miles away

0 players visited your course from over 250km/150+ miles away

0 players visited your course from over 500km/300+ miles away

Shortgrass Library

20 March

- Established a policy for email voting
- Policy updates continue
- 15 April training for member libraries is planned – many sessions will be beneficial to small rural libraries
- Vehicle is ordered

Brooks Region Tourism

27 March

- Calgary outdoor show was good – people are connecting well with the Not Drumheller Marketing
- Incorporating AI into marketing and website
- Sports congress in Winnipeg went well
- Additional funds from hotels DMF making it much easier to operate and plan
- Brochure map being created for entire region
 - **Make sure Bassano attractions will be listed**
- Love local campaign: It's all right here – no really. It's all right here.



MONTHLY CAO REPORT

Meeting: March 8, 2024

Agenda Item: 9.1

Report Period: March 1-31, 2024

Amanda Davis, Chief Administrative Officer

General Administration

- Administration is working on the final budget, capital plans, grant allocation, and tax rate bylaw for council.
- An updated 5-year power contract was signed with Alberta Municipalities at \$6.95/KwH (\$7.265 with fees) effective January 1, 2025. This 5-year contract for power only is a reduced by 30% from 2024.
- There have been consistent issues with the new photocopier purchased in 2022. A replacement will now be provided by the supplier, Digitex.
- To close of the financial audit, the town's portion of the Financial Information Return was provided to JDP Wasserman to provincial reporting.
- In 2019 as part of the financial restructuring, council was notified of unfunded cash reserves of \$567,126.94. As of 2024, the Capital Plan reserve is fully funded with the final entries:
 - In 2022/23 a transfer from bulk water sales of \$34,225 was allocated to the Capital Plan reserve with the intention of covering costs of the upgrade in 2023. With a significant increase in bulk water sales in 2023, this was not required, and the bulk water loading system upgrade was fully funded.
 - The 2023 bulk water sales incurred a higher surplus yet of \$165,000 that was transferred at year end.
 - The amendment to MSI operating for power expenses of \$85,605 required a general operating balance to be transferred for the same amount.
 - A final balance of \$77,215.80 was transferred from the general operating account in 2024 to bring the account to being fully cash funded.

- On March 28, 2024 Mayor Morey, Sydney Smith and I presented the 2023 recreation update and 2024 operating and capital plan to county council as attached. Final decisions on the request will be made by the county in April.
- It was mutually agreed by the Planning and Coordinating Group to terminate the consulting contract with RTEM Consulting for the development of the Regional Emergency Management Plan. The consultant was unable to meet the terms of the contract. I handled the termination and the group will be seeking a new consultant.
- The Prairie Sprinter transportation service ceased on March 31, 2024. This leave gap in transportation options for individuals in our region. Administration contacted Flix Bus, a new private transportation service that scheduled to start between major cities in Alberta on April 5, 2024 to inquire if they would extend their services on Highway 1 between Calgary and Medicine Hat with a stopping base in Bassano.

This response was received:

“Thank you for reaching out to us with your new route request for FlixBus. We greatly appreciate your interest in expanding our network and providing additional travel options for our passengers.

Your suggestion has been duly noted, and we will carefully evaluate its feasibility and potential viability within our existing route network. FlixBus is continuously striving to enhance our services and extend our reach to accommodate the diverse needs of our customers.

While we cannot guarantee immediate implementation of all suggested routes, please be assured that your feedback plays a crucial role in shaping our future operations. We aim to prioritize routes that demonstrate strong demand and align with our operational capabilities.

In the meantime, you can check the FlixBus website regarding new routes and connections.

We look forward to serving you in the future and providing you with a comfortable and convenient travel experience.”

General Public Works

- The annual dust abatement contract was executed with the County of Newell. The county is cognizant of the pro rodeo and will aim to apply the dust suppressant prior to the event.
- The weed spraying contract was executed with the County of Newell. We will all have challenges managing weeds this year as a result of the drought.

- Summer students interviews/hiring is underway.
- Ordered a batch of 56 garbage bins.
- Public works identified a Safety Codes violation regarding the discharge of effluent south of the tracks. Superior Safety Codes is handling the violation and the respective orders as directed by the town.

Capital Projects

WWTU - Wastewater Trunk Main Upgrades

- Submitted quarterly ICIP reporting for the projects.
- Working to draft an easement for the trunk main.
- Confirmation was received from Bullin Construction Co., that construction is slated for June.

BUILD Bassano – 2024 Development Projects

- Project updates are provided monthly as an agenda item.

Continuing Care Capital Program (CCCP) - Small Care Home

- Administration continues to facilitate/support/engage in the advancement of the small care home development under the CCCP program. Additional meetings have been arranged following a meeting with Minister Nixon of funding avenues. Updates will be provided when they become available. CAO Loewen, Newell Housing Foundation, Mayor Morey and I are attending another planning meeting on April 3, 2024 in Calgary regarding possible funding opportunities.

This project remains with the Newell Housing Foundation and is supported by the town and the county collaboratively.

Planning and Development

PERMIT NUMBER	LOCATION	DEVELOPMENT
TOB-D-05-24S	SE ¼ 18-21-18 W4<	Solar farm construction signage

Planning and development have been busy this reporting period. Highlights include:

- Check-ins with the lot purchasers. Two draft development permit applications were received that required revisions, and several meetings occurred with the purchasers.

Some of the builders have sought permission to reside on the property in holiday trailers during construction for residential and non-residential builds. **DISCUSSION Required.**

- Investors continue to inquire about purchasing land and buildings in Bassano. Several calls (3-5/week) and meetings have taken place to sell the BUILD Bassano goals.
- The province encouraged municipalities to register development information and contacts on their new site selection tool that promotes developing in Alberta. Bassano is registered.
- Two volunteer user groups are being supported for development projects. The library with preliminary planning of an addition, and the golf course for fuel tanks.
- Issued the public hearing documents for Bylaw 937/24.
- Reviewed and responded to the County of Newell that there were no immediate concerns with their proposed Land Use Bylaw amendment 2066-24 as no comments were received from town council.
- Hosted PACE Canada LP meeting to assist with their community development inquiries, and planning needs for permits.
- Working with Fortis Alberta after concerns were raised by a resident on 5th Avenue regarding the relocation of two power poles in their back alley. The resident expressed concerns that the poles would block her garage. This was investigated and there is no concern with placement of the poles. They are positioned on property line in accordance with Fortis standards.

Attachments

1. Action Items List – no action required
2. County of Newell – Mar. 28, 2024 Delegate Supplementals – no action required

**Town of Bassano
Council Meeting Action Items 2021-2024**

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	

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

**Town of Bassano
Council Meeting Action Items 2021-2024**

Davis, A.	Consult legal re: Roll 294000 and liabilities.	Under review
Smith, S.	By August 1, 2024 develop reoccurring policy for Christmas in the Campground support.	
Smith, S.	Letter to BHS re: benches - if there are grants we will direct them accordingly. Check with Jaime re: Tourism Grants.	

Feb. 5, 2024

Directed to	Action	Completed
Davis, A.	Water conservation planning with public works; check rain barrel program options.	
Davis, A.	Work with K. Jones re: town office flagpole.	

Mar. 11, 2024

Directed to	Action	Completed
DeMott, L.	Rotate minutes	Complete
DeMott, L.	Resolution index	Complete
Davis, A.	Notify auditor of approved FS	Complete - Mar. 12, 2024
DeMott, L.	Post FS to website, deliver copy to library, copies on front counter at signing.	Complete - Mar. 19, 2024
Davis, A.	Approved audited FS to county.	Complete - Mar. 19, 2024
Petkau, C.	Roll over GL after audit and complete final JEs.	
Davis, A.	Staff update re: RCMP temporary transition	Complete
Davis, A.	Notification to STARS re: 2024 allocation of \$1/capita and invitation to BBQ comp.	Complete - Mar. 12, 2024
Davis, A.	Add STARS to council budget.	Complete - Mar. 12, 2024
Davis, A.	Process 1st reading of Bylaw 937/24 and prepare public hearing.	Complete - Mar. 12, 2024
Davis, A.	Consult ORRSC re: adding minimum dev standards to bylaw for multi-use at location.	Sent - Mar. 12, 2024
DeMott, L.	Post Bylaw 937/24 to website.	Complete - Mar. 12, 2024
Davis, A.	Notify MPE re: 822 - 5A as one lot; 5A Triangle as 4 lots, five acre parcel south.	Complete - Mar. 13, 2024
Davis, A.	Consult interested party in 5 acre parcel south.	Complete - Mar. 14, 2024
Davis, A.	Process final ICF budget to county.	Complete - Mar. 14, 2024
Davis, A.	Add fertilizer process to NL.	
Davis, A.	Notify FCSS re: appointment of Matt Kelly.	Complete - Mar. 12, 2024
Davis, A.	Confirm proclamation of Resiliency Week.	Complete - Mar. 12, 2024
Barron, A.	Promote Resiliency Week.	Complete
Davis, A.	Letters to BAC re: support/partnership for AB Culture Days.	Complete - Mar. 14, 2024
Davis, A.	Land action follow-up	Complete

Council Meeting Action Items 2021-2024

Davis, A.	Priority RCMP events for summer 2024	Completed to CM on Mar. 12, 2024
Davis, A.	Staff updates	Complete - Mar. 14, 2024
Davis, A.	NL highlights.	

ICF – Recreation Update – Town of Bassano/County of Newell

Delegates: Mayor Irv Morey, Amanda Davis, CAO and Sydney Smith, Recreation and Community Services Liaison

The purpose of this report is to:

1. Provide an update of the 2023 Recreation Plan of Action
 - Actionable request – none

2. Introduce the 2024 Recreation Plan of Action
 - Actionable request – Budget Approval
 - i. Operating request = \$246,379 (per partner) – <2.5% over projected
 - ii. Capital request = \$171,500 (per partner) - \$53,500 is carry forward from 2023 project. New capital is \$118,000 (per partner)

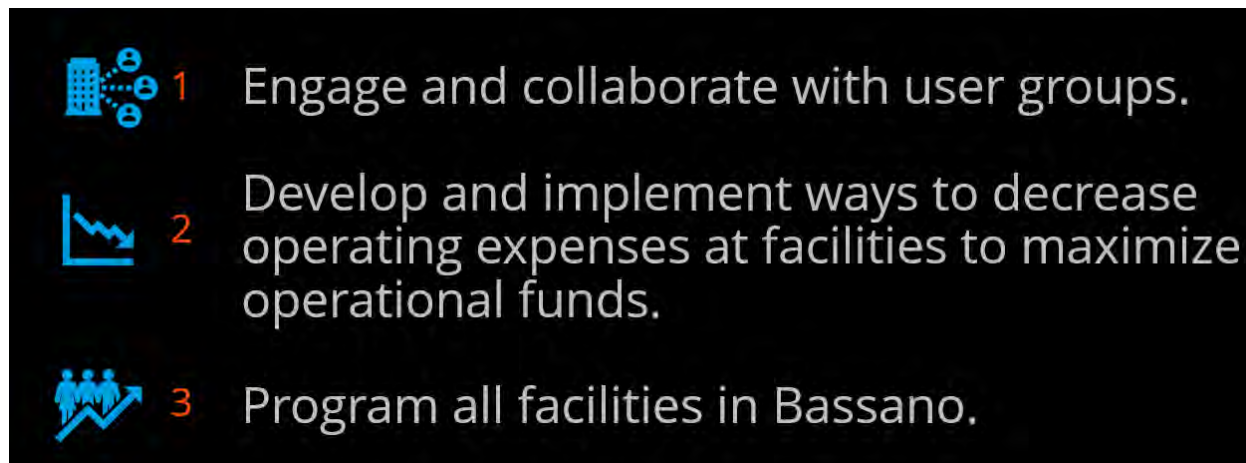
PART 1 – 2023 Recreation Plan of Action

The Town and the County are partners. The Town plans and administers recreation services on behalf of the partners.

Communication is an essential element to support the longevity of the partnership. Recreation updates are provided to county administration throughout the year, with a detailed overview provided to council on an annual basis. The detailed overview includes a review of the prior years' operations, and current year plans. This approach has proven successful as it allows for open dialogue.

Recreation & Leisure Master Plan - "Making Ideas Happen"

The partners adopted the master plan in late 2021 and continue to make a significant investment to support its implementation. In 2022 and 2023, we focused on three initial states of plan implementation. These priorities will continue in future years.



- 1 Engage and collaborate with user groups.
- 2 Develop and implement ways to decrease operating expenses at facilities to maximize operational funds.
- 3 Program all facilities in Bassano.

What We Accomplished

1. We continue to receive positive feedback from recreation groups in Bassano as the town's operating philosophy is open and supportive. Dedicating resources to a Recreation and Community Services Liaison position and investing in a recreation master plan shows in the successes reached over the past few years. Because of this investment, **\$158,751** was generated in competitive grants and donations for recreation in Bassano in 2023.
2. Initiated ongoing collaboration with recreation and culture user groups to support their operations.
3. Provided guidance to groups regarding the need/development of multi-year capital plans.

County of Newell Meeting – Supporting Information
 March 28, 2024 – Delegation

4. Implemented the recreation funding committee program. Each partner contributed \$27,000 with a small carry forward from the prior year (available funds to distribute \$58,033). Grants were awarded to four applicants (see below).

Funds Available	\$58,033	
Applicant	Project Title	Amount Awarded
Bassano Arts Council	Arts for All	\$ 5,700
Bassano Curling Club	Operational Costs	\$ 12,000
Bassano Golf Society	Youth Golf	\$ 1,070
	Utility/Course Maintenance	\$ 5,465
	Accounting, Administration & Insurance	\$ 5,465
Pioneer Damsiters Drop-in Centre	Recovering a Number of Our Chairs	\$ -
	Utilities	\$ 1,700
		\$ 31,400

5. Implemented the second year of the Bassano Outdoor Pool Master Plan. This included youth mentorship programs, inhouse training and certification for all employees, swimming lesson transition to Lifesaving Society, created digital content, improved facility cleanliness, structured program guide, and increased pool offerings.

- 357 students participated in school and summer swim lessons. 109 from school lessons and 248 from summer lessons.
- Total number of patrons:

	2022	2023
June	740 (impacted by pool liner tear)	865
July	2,484	2,389
August	1,720	1,768
Total	*4,944	*5,022

*Total also includes aquafit and land swim participants.

A correction was made to the 2022 attendance total. It was originally reported as 5,056 patrons.

Throughout the summer, we increased private pool rentals. Management and staff expanded fun days to include Pool Olympics, Games Day, Disney Day, Hawaiian Day, and Lifesaver Sundae. Local sponsorship of \$2,500 was received throughout the season to offer free swim Friday's (60-100 swimmers attended each free swim) and to replace poorly conditioned items like lifejackets, toys, and a lifeguard rescue tube.



6. The second annual Small Town Smoke Down took place June 2-4, 2023 at the Bassano Community Hall and Homecoming Campground. Throughout the weekend over 1,000 community members and visitors were able to enjoy a beef dinner and live music, amateur and professional steak cook-off, street market, tasting booth, children's games, Bassano Dam tours, beer gardens, and visit with professional BBQers – it was a sell-out weekend/event.

With the generous support of our sponsors and volunteers, we were able to enhance returning events and include three new attractions: a chain saw carving demonstration, a local live music showcase, and the Show Up and Show Off Auto Show.

The BBQ competition was initiated to build community. We have kept the event affordable to ensure everyone can participate. With this in mind, we have continued to turn a small profit each year towards the enhancement of recreation assets in our community.

7. A group of volunteers initiated a fundraising campaign to revitalize the outdoor sport court near the Community Hall. Council approved a transfer of \$7,000 in corporate donations (received in prior years) towards this project to enable the purchase of an outdoor skating rink. The volunteers were able to purchase the asset which will be installed for the 2024/25 winter season. This results in accessible, free recreation opportunities for youth and members of the community.
8. Submitted a grant application to the New Horizon program to construct an outdoor amphitheatre and sound garden in the green space at the Community Hall in partnership with the Bassano Arts Council. Program awards will be released in 2024.
9. Supported the Bassano Historical Society's long-term goals to develop a historical walk that enhances culture and tourism in the region. With approval from AGLC they have started to design and install murals on the exterior of main street businesses.
10. Community partners at the Bassano Memorial Library hosted their first annual Dam Disc Golf tournament utilizing the new asset installed in 2022.
11. Provided logistical event support to the Bassano Rodeo Committee to host the 2023 Professional Rodeo. In conjunction, a Stampede/Rodeo breakfast was hosted by the councils. A huge commitment from volunteers that will result in running of the event again in 2024.
12. Arena Management Board completed a major capital upgrade at the Joint Use Facility and replaced the condenser. No capital funds were sought for this project from the municipalities.
13. Worked with county personnel to support and advance RecCONNECT. Bassano will take full advantage of the RecCONNECT asset and is working with local recreation boards to encourage their participation as well.

14. Supported a group of volunteers to begin transitioning an underutilized greenspace into a multi-use area with the addition of an off-leash dog park.
15. Updated the Pool Operations Master Plan with lessons learned to continually improve operations.
16. Many other recreational and leisure events happened throughout the year. We support a dedicated team of 15+ volunteers to undertake various outdoor and beautification activities. They help trim trees, water flowers, weed flowerbeds, upgrades park spaces like the Cenotaph and more. New murals were installed at the Cenotaph commemorating Veterans and our fallen heros. Artwork was designed can completed by local artist, Theresa Kelly.
17. All recreation matters that flow from the Town Office are jointly branded with the partners logos with emphasis on our partnership and commitment to recreation and leisure.

Total operating expenses billed at the 50% cost share for 2023 was \$214,138 = 15% underbudget.

This variance is caused by three factors. First, we were [successful with several grants](#) including 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.

Capital Project Overview from 2023

The County's contribution of capital costs in 2023 was \$135,993.77.

(74) Community Hall	Budget	Total Costs	Difference	Actual/In-Progress	TOB Contr
Barrier Free Upgrades - 2021 - Project Not Stated	\$ 70,000				
Energy Efficient Lighting Upgrade with Stage Lights & Sound System - IN PROGRESS	\$ 60,000			\$ 15,952.11	\$ 7,676
	\$ 60,000	\$ -	\$ -	\$ 15,952.11	\$ 7,676
(72) Joint Use Facility	Budget	Total Costs (2022/23)	Difference	Actual/In-Progress 2023	TOB Contr
Pool Liner Upgrade - Revised Project Budget - IN PROGRESS	\$ 398,730			\$ 167,505.95	\$ 83,752.98
*Arena - EE Lighting Upgrade with Fire Proofing & Ventilation - COMPLETE	\$ 156,700	\$ 125,454	\$ 31,246	\$ 105,116.77	\$ 52,116.77
	\$ 555,430	\$ 125,454	\$ 31,246	\$ 272,622.72	\$ 135,869.75
(72) Recreation Complex	Budget	Total Costs	Difference	Actual/In-Progress 2023	TOB Contr
*MCCAC Energy Efficiency Lighting Upgrade - 2022/23 - B - COMPLETE	\$ 35,000	\$ 23,150	\$ 11,850	\$ 1,314.70	\$ -
	\$ 35,000			\$ 1,314.70	\$ -
Totals					\$ 144,689.73
					<i>LESS: MCCAC Allocation for 2022 Project Expenses Received</i>
*Accounting correction, portion of capital expense was billed through operating.					

- (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.



County of Newell Meeting – Supporting Information
March 28, 2024 – Delegation

The pool liner upgrade was used a youth engagement process. We included Bassano School grades 1, 4, and 5 to help us design a vinyl theme for the pool, something unique and engaging that games can be designed around, and something that gets kids/youth excited to come to the pool. We landed on “Under the Sea”. RECA Vinyl Works Inc., the main contractors were eager to participate in the process and show off their skills, giving us a one-of-a-kind, creative pool design. They had never been given an opportunity to bring art or creative expression into their project.

Bassano School youth were invited and attended several “progress construction meetings” to learn about the pool construction, its operation, and to see their creative ideas come to life.





- (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.

PART 2 – 2024 Recreation Plan of Action

In 2024, we will continue to advance the three initial phases of the Master Plan as outlined.



1 Engage and collaborate with user groups.

- Continue to work with recreation user groups to form strong relationships, to activate RecCONNECT, to develop multi-year capital plans, and help implement the best recreation and leisure opportunities as partners.
- Implement the Recreation Funding Committee program.
- Complete a facility operations maintenance plan at the Joint Use Facility.
- Continue to develop working relationships to improve community connectivity and support community events such as the annual Battle of the Balls Tournament, the Bassano Pro Rodeo, bonspiels, golf, disc golf, and more. Ensuring our volunteers have the support they need to be successful.



2 Develop and implement ways to decrease operating expenses at facilities to maximize operational funds.

- Enhance facility operations for the ease of users – complete the sound system update at the Community Hall.
- Continue with the implementation of the Bassano Outdoor Pool Master Plan. The plan was amended to include lessons learned in 2023 (see attached).
- Complete the outdoor pool liner upgrade (installation of skimmers) before the season opener.
- Apply for grants to offset operating and capital projects at all facilities.



3 Program all facilities in Bassano.

- Host the 2024 professional and amateur BBQ Competition – Small Town Smoke Down.
- Partner with the Bassano Arts Council to host Alberta Culture Days – 2024 DamFest.
- Support the Bassano Rodeo Committee to host a Professional Rodeo.
- Implement RecCONNECT.
- Move forward with the subdivision project at the airport.
- Open partnership opportunities for local program and events.

2024 Operating Budget Overview

The 2024 operating budget request is **\$246,379** per partner excluding the \$27,000 recreation grant allocation (see below). *The 2024 projection was \$252,528.*

The operating budget addresses five departments, the airport, Thrive Fitness Centre, the Outdoor Pool, the Arena and Recreation Grounds, and the Community Hall. County administration has been provided a detailed budget breakdown.

			Recreation Funding Committee (RFC) Grant	Grand Total per Annum	Grand Total Combined - TOB/CON - operating only
2024 Municipal Contribution	\$ 246,379	\$ 27,000	\$ 273,379		
2024 County Contribution	\$ 246,379	\$ 27,000	\$ 273,379	\$ 546,758	
2025 Municipal Contribution	\$ 258,788	\$ 27,000	\$ 285,788		
2025 County Contribution	\$ 258,788	\$ 27,000	\$ 285,788	\$ 571,576	
2026 Municipal Contribution	\$ 261,451	\$ 27,000	\$ 288,451		
2026 County Contribution	\$ 261,451	\$ 27,000	\$ 288,451	\$ 576,902	
2024-2026 Municipal Contribution	\$ 766,618	\$ 81,000	\$ 847,618		
2024-2026 County Contribution	\$ 766,618	\$ 81,000	\$ 847,618	\$ 1,695,236	

Notes

1. This cost share analysis does not include proposed capital upgrades.

2. Summary in accordance with ICF Agreement for recreation - 50/50 cost share of net deficit on approved expenditures. This is not the entire municipal budget for recreation and culture.

2024 Capital Budget

The 2024 capital budget request is **\$171,500** per partner of which \$118,000 is new capital. Capital projects for the current year include:

1. Airport Lot Development = estimated cost is \$100,000 and would be tendered in 2024. Land sales will offset partner contributions.
2. Pool liner replacement = \$84,000 (carry forward from 2023)
3. Outdoor Pool – Boiler Upgrades = \$126,000 – a CFEP grant application will be submitted for this project and where successful will decrease costs.
4. Community Hall – Sound System Upgrade = \$23,000 (carry forward from 2023).
5. Community Hall – Outdoor Sound Garden & Amphitheatre (pending New Horizons Grant) = \$10,000

County of Newell Meeting – Supporting Information
 March 28, 2024 – Delegation

Proposed Funding	2024	2025	2026
Town of Bassano - Recreation & Culture Reserve Account	\$ 171,500	\$ 38,500	\$ -
County of Newell - Recreation Reserve	\$ 171,500	\$ 38,500	\$ -
	\$ 343,000	\$ 77,000	\$ -
Recreation and Culture Capital Plan Overview			
	2024	2025	2026
(33) Airport			
Airport Lot Development	\$ 100,000		
(72a) Outdoor Pool			
Pool Liner Replacement (2023 carry forward)	\$ 84,000		
Boiler Upgrades	\$ 126,000		
Controller Upgrades		\$ 7,000	
(72b) Joint Use Facility/Rec Complex			
n/a			
(74) Community Hall			
Energy Efficient Lighting Upgrade with Stage Lights & Sound System (sound system portion carry forward from 2023)	\$ 23,000		
Outdoor Sound Garden & Amphitheater (pending grant)	\$ 40,000		
<i>LESS: New Horizons Grant & 2024 BBQ Surplus Contribution</i>	-\$ 30,000		
Barrier Free Upgrades (carry forward)		\$ 70,000	
Grand Total	\$ 343,000	\$ 77,000	\$ -

Capital Notes

1. Capital plan does not include external recreation needs.
2. Capital projects may evolve based on negotiations with user groups for updated operating agreements per the Recreation and Leisure Master Plan.

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

Attachments:

1. P-TOB72a/001-22 – Bassano Outdoor Pool Operations Plan – Updated for 2024



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#TOB05/24)

CONTENTS

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

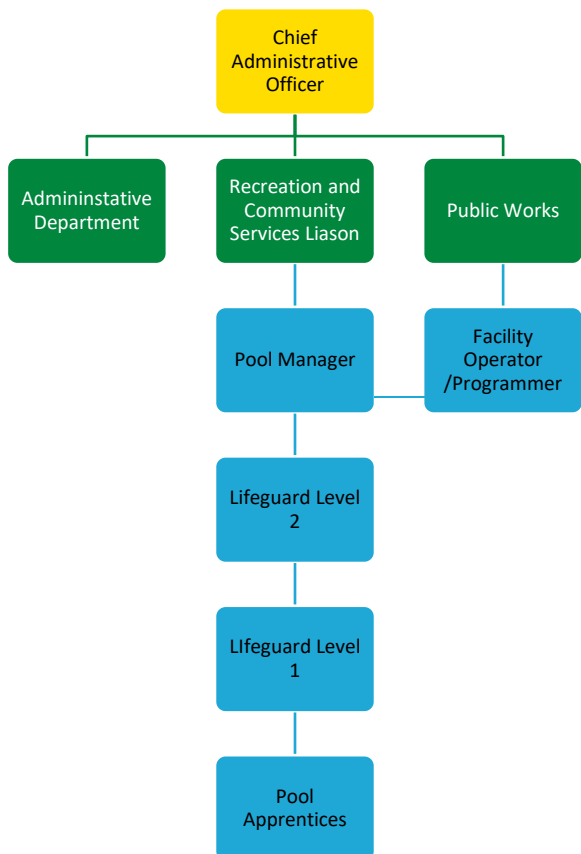


Image 1: Pool Organizational Hierarchy

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 – *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. – *Ongoing*
4. Monitor patron satisfaction and attendance for future program review. - *Ongoing*
5. Engage local schools to increase usage in June. Program opportunities include school lessons and fun day rentals. - *Ongoing*
6. Recruit and train community instructors to offer programs in June. - *Ongoing*

Programming

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

Swimming Lessons

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

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

Challenges

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

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

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

Solution

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

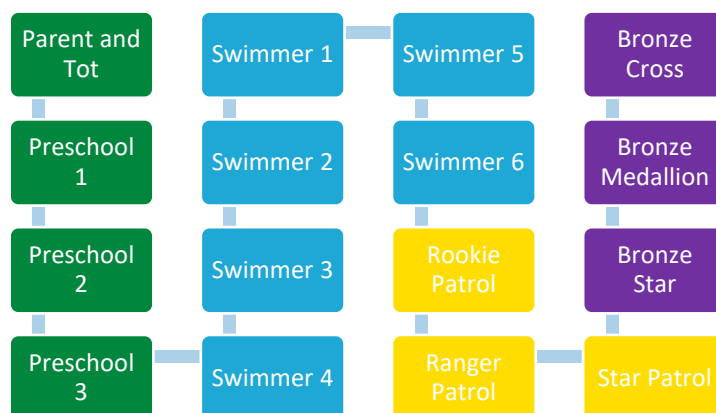
Transition to Lifesaving Society Programming

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

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

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

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



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

Education and Communication

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

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

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

Table 6: Red Cross and Swim for Life Level Equivalents

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

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

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

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

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

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 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. – *Complete*
4. Enhance the existing program using new techniques and activities. – *For implementation in 2025.*

Public Swimming

1. Gather attendance and demographic information. - *Ongoing*
2. Plan and implement fun days to attract patrons. – *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.*
2. Combine the lane swim and adult fitness program with other activities such as Aqua Zumba, swim stroke instruction, and specialty adult fitness workshops. – *Administration shall investigate potential outside fitness contractor opportunities in 2024.*

Community Programming

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

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. 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.*
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 annually.*
4. Advertise new programs. – *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 cancelation 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 14-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.

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.*
2. Create videos and posters aimed at educating the public on pool operations and programs - *Ongoing*

Pandemic Planning and Risk Management

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

<p>Staff retention and reallocation</p>	<p>Adapting programming and facility operating hours.</p>
<p>To avoid loss of staff during facility shutdown, Town administration will ensure that alternative projects are prepared for implementation by student staff. In 2021, the Blade Sign project was completed by a summer student originally hired to work as a lifeguard. Reallocating student staff sends a positive message to both the employees and the community showing that we value their service and dedication to our facility.</p>	<p>Programming needs to be flexible enough to handle lower capacity limits, physical distancing, patron monitoring, etc. In 2022, all lifeguarding staff were be trained in water safety instruction enabling the facility to add more structured programs if needed to align with COVID-19 restrictions. Staff who are not needed due to lower capacity can be moved to previously unused timeslots such as Saturday and Sunday mornings.</p>
<p>Increased cleaning and sanitization.</p>	<p>Balancing lifeguarding and monitoring compliance with public health orders.</p>
<p>Increased cleaning and sanitization. In 2021, additional cleaning procedures were implemented to ensure the health and safety of staff and patrons. This new standard will be maintained in future years because the cleanliness of Town facilities directly impacts how residents perceive the quality of our services. Town administration will ensure that facilities are equipped with effective cleaning supplies for the duration of the season.</p>	<p>Balancing lifeguarding and monitoring compliance with public health orders. Level 1 and level 2 lifeguards are responsible for water safety-related monitoring and enforcement. Pool apprentices will act as COVID-19 monitors to ensure lifeguards are not overwhelmed and unable to focus on first aid and water safety-related incidents. Pool apprentices will receive valuable experience from being our on deck engaging with the public.</p>

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

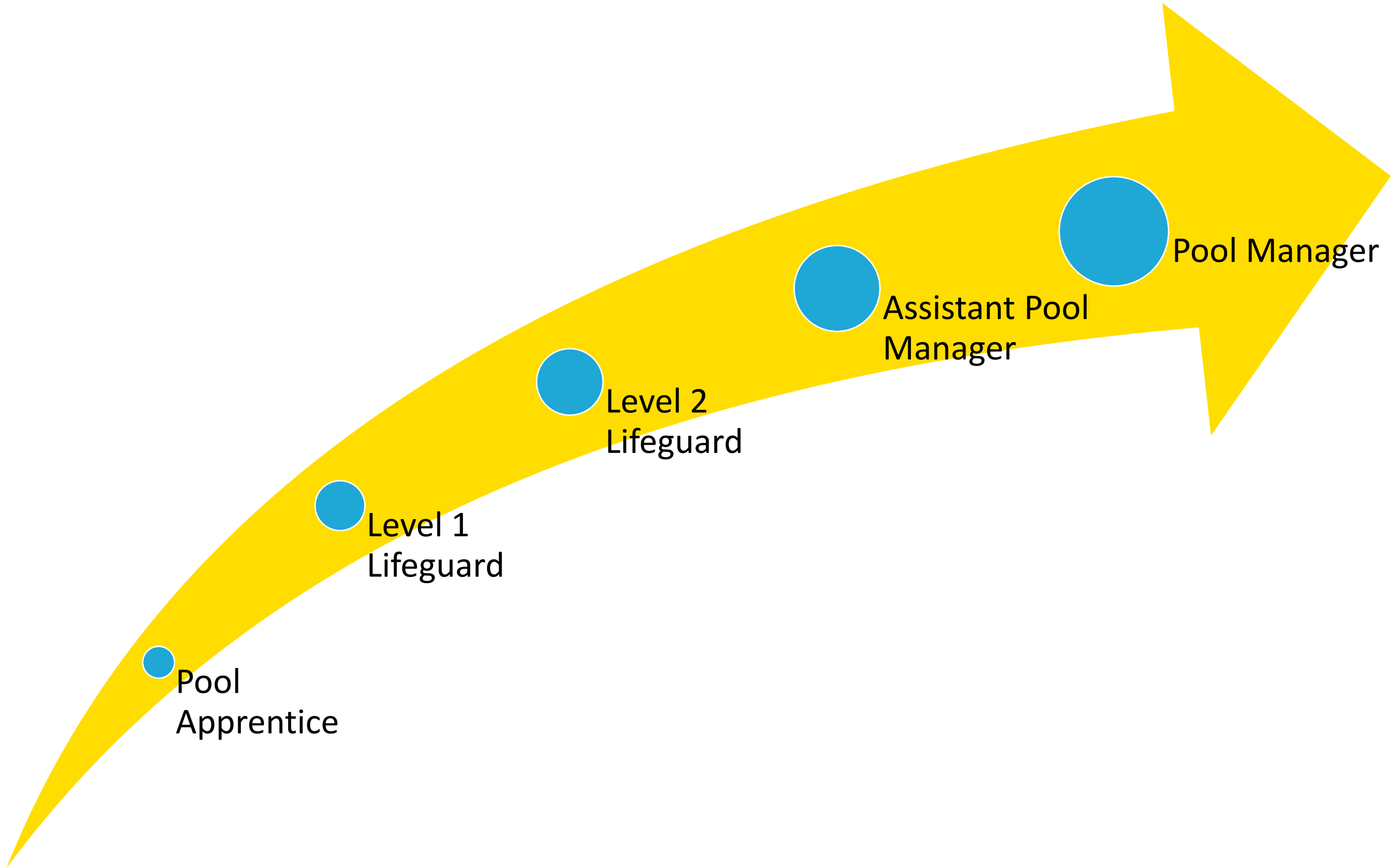
Conclusion

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


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

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
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.					
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
OPPORTUNITIES	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. 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.	Level 1 lifeguards will develop skills learned as an apprentice in addition to teaching, mentorship, lifesaving techniques, and facility operations. Formal and informal mentorship from Level 2 lifeguards and the pool manager will ensure that guards are comfortable to confident in their role. Inservice will ensure new staff understand their role in emergency situations.	Level 2 lifeguards will act as shift supervisors and gain leadership and advanced communication skills. Level 2 lifeguard have an opportunity to learn event management and build off the skills learned as a Level 1 lifeguard.	The Assistant Pool Manager will gain management and leadership experience by supporting the Pool Manager with various administrative duties. The Assistant Pool Manager has the opportunity to learn staff management and reporting skills under the guidance of the Pool Manager. The Assistant Pool Manager will continue developing their lifeguarding and swim instructing skills.	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. Managers will have the opportunity to plan programs and develop basic scheduling and project management skills.



MONTHLY STATEMENT
Town of Bassano
 Period Ending February 29, 2024

General Account			
Net Balance at End of Previous Month	\$	958,794.99	
Receipts for the Month	\$	319,586.06	
Interest	\$	5,125.30	
GST Rebate	\$	6,606.69	
Cancelled Cheques	\$	512.83	
2023 WWTU Upgrades Transfer	\$	10,441.50	
Lot Sales	\$	4,067.16	
2023 MSI Capital Grant	\$	155,583.00	
Sub-Total	\$	1,460,717.53	
Less Disbursements for the month	-\$	127,241.35	
Service Charges	-\$	850.00	
March Accounts Payable EFT	-\$	29,039.38	
Tipps Returned	-\$	58.84	
January Transaction	-\$	186.40	
Net Balance at End of Month	\$	1,303,341.56	
Bank Balance at End of Month	\$	1,303,944.29	
Outstanding Deposit	\$	483.01	
Sub-Total	\$	1,304,427.30	
Less outstanding cheques	-\$	1,085.74	
NET Balance at End of Month	\$	1,303,341.56	
Savings			
	Opening Balance	Interest/Transfers	Closing Balance
Fire Reserves	\$ 1,037.58	\$ 4.53	\$ 1,042.11
Sewage Upgrade	\$ 317,683.86	-\$ 10,441.50	
		\$ 1,350.47	\$ 308,592.83
MSI Capital	\$ 1,212,067.94	\$ 5,296.57	\$ 1,217,364.51
CCBF Grant Funds	\$ 507,258.34	\$ 2,216.65	\$ 509,474.99
MSI Operational	\$ 63,264.07	\$ 276.46	\$ 63,540.53
Capital Plan Reserve	\$ 3,716,035.87	\$ 16,238.57	\$ 3,732,274.44
Land & Development Reserve	\$ 864,800.47	\$ 3,779.06	\$ 868,579.53
Recreation & Culture Reserve	\$ 515,377.62	\$ 2,252.13	\$ 517,629.75
Municipal Reserve	\$ 569,622.65	\$ 2,489.17	\$ 572,111.82
FCSS Reserve	\$ 6,679.81	\$ 29.19	\$ 6,709.00
AMWWP Grant Funds	\$ 61.90	\$ 0.27	\$ 62.17
Recreation Funding Committee	\$ 40,355.52	\$ 176.35	\$ 40,531.87
ACP-Regional Emergency Management Plan	\$ 54,235.82	\$ 237.00	\$ 54,472.82
Municipal Fire Reserve Capital	\$ 66,109.85	\$ 288.89	\$ 66,398.74
Tax Sale - 103000	\$ 42,240.15	\$ 184.58	\$ 42,424.73
Tax Sale - 243000	\$ 4,674.42	\$ 20.43	\$ 4,694.85
Tax Sale - 284000	\$ 25,598.37	\$ 111.86	\$ 25,710.23
Tax Sale - 224000	\$ 13,513.09	\$ 59.05	\$ 13,572.14
Tax Sale 133000	\$ 19,489.70	\$ 85.17	\$ 19,574.87
Tax Sale 242000	\$ 3,001.36	\$ 10.40	\$ 3,011.76
Shydrowski	\$ 123.45	\$ 0.54	\$ 123.99
Common Shares	\$ 5,937.00	\$ -	\$ 5,937.00
Investments			
Shydrowski Scholarship	\$ 2,919.70		\$ 2,919.70
Nesbit Burns	Fixed Income \$ 867,033.77	\$0.00	\$ 867,033.77
	Cash Account \$ 252,049.81	\$1,113.20	\$ 253,163.01
Transaction Total		\$24,333.00	
Total	\$	9,171,172.12	\$ 9,196,951.16
Prepared By: 			
			Mayor Morey
Date Prepared: March 19, 2024			
			C.A.O Amanda Davis



TOWN OF BASSANO

Cheque Listing For Account Payable

2024-Apr-2
1:41:53PM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount	Batch #
							23199
20240071	2024-02-06	EFT	EFT	1093	KELLY, MATTHEW	286.07	
20240072	2024-02-06			1067	TRED APPLIANCE SALES & SERVICE	126.00	
20240073	2024-02-06	EFT	EFT	32	WESTERN CAN. WELDING PRODUCTS	185.03	
20240074	2024-02-06	EFT	EFT	1087	YELLOW PAGES DIGITAL & MEDIA SOLUTIONS LIMITE	31.15	
							<hr/> 628.25
							23200
20240075	2024-02-12	EFT	EFT	1043	2052900 ALBERTA LTD.	17,087.90	
20240076	2024-02-12	EFT	EFT	1012	ACCU-FLO	740.25	
20240077	2024-02-12	EFT	EFT	1065	AED ADVANTAGE SALES LTD	1,087.22	
20240078	2024-02-12	EFT	EFT	171	AMSC INSURANCE SERVICES LTD.	4,826.46	
20240079	2024-02-12	EFT	EFT	564	AZTEK SECURITY COMPANY	97.65	
20240080	2024-02-12	EFT	EFT	1105	BAER, NICHOLAS	71.40	
20240081	2024-02-12	EFT	EFT	8	BASSANO AUTOMOTIVE (1985) LTD.	2,330.83	
20240082	2024-02-12	EFT	EFT	20	BASSANO BUILDING CENTRE LTD.	208.53	
20240083	2024-02-12	EFT	EFT	47	BASSANO PLUMBING & HEATING	357.42	
20240084	2024-02-12	EFT	EFT	522	BENCHMARK ASSESSMENT	1,571.77	
20240085	2024-02-12	EFT	EFT	561	BRANDT TRACTOR	152.55	
20240086	2024-02-12	EFT	EFT	1120	BROGAN FIRE & SAFETY	335.75	
20240087	2024-02-12	EFT	EFT	542	CITY OF BROOKS	390.00	
20240088	2024-02-12	EFT	EFT	479	DPOC	1,575.00	
20240089	2024-02-12	EFT	EFT	3	PIONEER GAS CO-OP LTD.	1,313.28	
20240090	2024-02-12	EFT	EFT	217	PLAYFAIR LODGE	890.52	
20240091	2024-02-12	EFT	EFT	25	PUROLATOR INC.	115.17	
20240092	2024-02-12	EFT	EFT	1063	QUADIENT LEASING CANADA LTD	280.20	
20240093	2024-02-12	EFT	EFT	173	RIC'S ELECTRIC	84.00	
20240094	2024-02-12	EFT	EFT	902	SIEBEN HOLDINGS LTD.	682.50	
20240095	2024-02-12	EFT	EFT	1000	SMITH, SYDNEY	155.32	
20240096	2024-02-12	EFT	EFT	881	SOUTH COUNTRY CO-OP LIMITED	1,929.35	
20240097	2024-02-12	EFT	EFT	948	TAXervice	15.75	
20240098	2024-02-12	EFT	EFT	1	TELUS COMMUNICATIONS INC.	693.78	
20240099	2024-02-12	EFT	EFT	1035	TELUS MOBILITY INC.	120.46	
							<hr/> 37,113.06
							23211
20240100	2024-02-09	EFT	EFT	959	CANADA REVENUE AGENCY	1,674.75	
20240101	2024-02-09	EFT	EFT	1049	STAPLES ADVANTAGE CORPORATE EXPRESS CANADA, I	711.41	
							<hr/> 2,386.16



TOWN OF BASSANO

Cheque Listing For Account Payable

2024-Apr-2
1:41:53PM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
						Batch # 23212
20240102	2024-02-16	EFT	EFT	877	ALBERTA MUNICIPAL SERVICES CORPORATION	23,529.70
20240103	2024-02-16	EFT	EFT	51	BROOKS BULLETIN	205.80
20240104	2024-02-16	EFT	EFT	542	CITY OF BROOKS	416.92
20240105	2024-02-16	EFT	EFT	365	NEWELL 911 REGIONAL DISPATCH ASSOC.	3,173.76
20240106	2024-02-16	EFT	EFT	578	NEWELL REGIONAL SERVICES CORP.	23,784.70
20240109	2024-02-16	EFT	EFT	948	TAXervice	393.75
20240110	2024-02-16	EFT	EFT	696	VILLAGE OF DUCHESS	5,800.00
20240111	2024-02-16	EFT	EFT	1116	WEARPRO EQUIPMENT SUPPLY LTD	394.59
						<hr/> 57,699.22
						Batch # 23233
20240129	2024-02-26			759	CANADIAN PACIFIC RAILWAY COMPANY	194.25
20240130	2024-02-26	EFT	EFT	1050	CHINOOK FINANCIAL C/O COLLABRIA	1,755.36
20240131	2024-02-26			1049	STAPLES ADVANTAGE CORPORATE EXPRESS CANADA, I	146.55
20240132	2024-02-26			900001	DREBIT, DENISE	500.00
20240133	2024-02-26			900001	SIKORA, DONALD & SANDRA	67.42
						<hr/> 2,663.58
Total						100,490.27

*** End of Report ***

FCSS Director's Report

Period Ending: March 31, 2024

Prepared By: Amanda Barron, Director

Supporting Community Members

SUPPORTS

Seniors Benefits

Throughout March we provided service to 4 individuals in submitting Seniors Benefits.

Referrals/ Supports

As part of our services FCSS provides support to individuals in aiding access to various supports such as government programs, housing assistance and food bank access. In March we provided 2 clients with referrals to various supports and aided through the application process.

PROGRAMS

Rural Pop Up

Our monthly Rural Pop Up was hosted March 19, Miss Merium of SPEC reports she has seen increased repeat subscribership and feels confident and secure with the program sustainability at this time.

Virtual Reality Travel

Our third session of Virtual Reality Travel was hosted by Bassano Memorial Library on March 19, we continue to have subscribership with youth however the senior attendance has depleted. We will pause facilitation and possibly collaborate with the Bassano Memorial Library to facilitate VR Travel sessions again this fall.

MHFA Training Sessions

The Mental Health First Aid Training was held March 14 & 15 at Bassano Community Hall. We had 21 individuals in attendance completing the training sessions that helped to develop skills and understanding in providing care in a Mental Health crisis. Over half of the participants were County of Newell residents building capacities locally in Mental Health support. Several participants expressed interest in continuing learning in Mental Health training encouraging FCSS to pursue ASSIT – Suicide prevention sessions locally.

Ladies Yoga Session

The International Woman's Day Yoga session hosted March 5 at the Community Hall was attended by 16 participants. I have heard from many participants that they encourage FCSS to develop programming for continued service delivery locally. I have reached out to Cara Fulton for availability of running a 6-week program, she will be better suited to facilitate beginning in May.

Community Garden

FCSS Director's Report

Period Ending: March 31, 2024

Prepared By: Amanda Barron, Director

Supporting Community Members

The Community Garden will be open for box rentals on April 2 at \$15 each. Council will be readdressing the watering schedule at their April meeting. This will give renters watering guidelines keeping in mind the potential for restrictions due to drought forecast for 2024.

Fraud/Scam Prevention Brochure

Our Fraud and Scam Prevention informational brochure was distributed in both print and digital forms to locals with the Town of Bassano Newsletter reaching over 300 residences aimed at increasing community knowledge to prevent the instances of victimization of our community members. We have not received any public feedback presently.

Canadian Volunteer Income Tax Program

We are currently in our third year of providing the CVTIP program that provides CRA approved software to volunteer organizations for the purpose of providing free tax clinics. We continue to have success with free tax preparations locally, to date we have served 21 individuals.

INITIATIVES

Welcome Wagon

There were no Welcome Packages distributed in March.

GENERAL UPDATES

Youth on Board

For the past few years, the board expressed an interest in possibly adding youth to the board. After a lengthy discussion, in 2022/23 the board decided there were other avenues to engage and empower youth in place of board membership. The time commitment required by individual board members exceeded everyone's capacity for mentorship. The board asked that this topic be brought back in one year's time for discussion. Given the level of board involvement, it is recommended that we cease program development and focus on youth volunteer recruitment on a program-to-program basis.

Volunteer Alberta Grant

Bassano FCSS was successful in our bid for \$600 grant funding allocated towards our Volunteer Week Luncheon. This event is scheduled for April 19th at Bassano Community Hall from 11:30 a.m. – 1:00 p.m., providing free soup and salad lunch in honor of local volunteers and open to the community.

South Central Emergency Social Services (ESS) Network Meeting

I participated in the South-Central ESS Network Zoom meeting on March 6th. Some take aways from the meeting include;

FCSS Director's Report

Period Ending: March 31, 2024

Prepared By: Amanda Barron, Director

Supporting Community Members

- Provincial government is performing a post assessment of the 2023 hazard season.
- Province is preparing for a similar drought and fire hazard period through spring/ summer 2024.
- Emergency Social Services training sessions will be a priority in preparation beginning April 2024.

Community Foundation of Southeastern Alberta Grant

A grant was submitted to the Community Foundation of Southeastern Alberta in collaboration with the Recreation and Community Services Liaison to provide a subsidy to Bassano school students for Lifesaving Society Swimming lessons at the pool. The application also included a request of funds for a Swim to Survive program aimed at providing skills to survive a fall into deep water. The Swim to Survive program would be offered free of charge to Grasslands and Siksika Board of Education schools to aid in the reduction of drowning incidents within our area.

Another key component of the program addresses the work and economy of continued employment training at the pool through a training subsidy to individuals wishing to pursue employment at the facility. The total grant requested over a two-year term was \$17,364.

Damfest and Culture Days

I met with the organizers for Damfest and Culture days set to occur this September in Bassano to discuss partnership with FCSS in program development. In previous years we have participated in providing youth programming, crafts and support through volunteerism for the event. We have partnered with Bassano Arts Council to incorporate Indigenous Truth and Reconciliation based programming in the form of a Kiros Blanket exercise, to be performed on the Saturday morning. As FCSS has been actively seeking to provide a Kiros Blanket Exercise to the community partnership with BAC will allow us a larger impact and optimal timing. It is imperative to plan events early to allow both FCSS and Bassano Arts Council to secure grant funding allowing for free and inclusive programs.

Connect First Credit Union Community Grant

In support of the upcoming Damfest and Culture Days events scheduled for September 13-14 we have applied to Connect First Community Grant program for \$2,000 to offset the cost to facilitate indigenous programming. We hope to host a community wide Kiros Blanket Exercise at the Community Hall that engages individuals in a visual and emotional journey through the impact of indigenous Canadian history.

Resiliency Week

The Town of Bassano proclaimed April 14-20, 2024 as Resiliency Week, Bassano FCSS will be coordinating with Council to provide a photo to be displayed at the celebration hosted at the Heritage Inn in Brooks on April 16, 2024. There are 3 local youth that will be celebrated at this event.

FCSS Director's Report

Period Ending: March 31, 2024

Prepared By: Amanda Barron, Director

Supporting Community Members

DELETE HATE Workshop

I am pleased to update we will be proceeding with booking the DELETE HATE workshop for facilitation at Bassano School thanks to the sponsorship by ATB Financial of \$1,000. Once a suitable date has been found programming will be booked for delivery.

UPCOMING PROGRAMS

- Rural Pop Up – April 16
- Gratitude Journals
- Volunteer Week Luncheon – April 19
- Spring Tea and Craft – April 26
- Bike Safety Rodeo – May 21



MONTHLY REPORT

Meeting: April 8, 2024

Agenda Item: 9.5

Report Period: March 1, 2024 – March 31, 2024

Sydney Smith, Recreation & Community Services Liaison

General Recreation & Community Services Updates

- The County of Newell is preparing for the soft launch of Newell recCONNECT, scheduled to go live at the beginning of May. As a reminder, Newell recCONNECT is a one-stop digital platform for reserving and paying for regional facilities. The Town has registered the Community Hall, Homecoming Campground, Thrive Fitness Centre, and Bassano Outdoor Pool. Administration continues to share information with user groups, encouraging them to take advantage of this system to promote our facilities and reduce administrative time spent by facility operators and programmers.
- The Bassano and District Centennial Arena concluded operations of the 2023/2024 season on March 31, 2024. Many successes were had this year including the return of two minor hockey teams: U7 and U9, the continuation of Star Skate, Can Skate, and Power Skate programs, and the hosting of a skating club competition, Hockey Day in Bassano, and the Skating Club Carnival. Aside from Bassano's home teams, the Arena Management Board rented 5 out-of-town hockey tournaments, 10 individual hockey games, and 9 private rentals.

This season Bassano Automotive and Concho Riding sponsored public skating and shinny, making it free for residents to enjoy. Door wraps were introduced as a new sponsorship incentive, CNRL took advantage of this.



It was a big year for capital upgrades with the condenser upgrade completed in the fall, the installation of LED lights above the ice surface, and 3 dressing room shower remodels. Many smaller repairs were made throughout the season to keep our facility looking its best.

The Arena Management Board is actively recruiting additional members, sourcing more advertising revenue opportunities, and already looking forward to next season.

Administration and Public Works will complete a walk-through with the Arena Management Board before operations are handed off to the Town for the summer season.

Capital Project Updates

Bassano Community Hall Upgrades – Sound System

- Nero Productions Group Inc. will review the existing sound system and complete upgrades to improve the usability and functionality of our current system. Most of the materials have been received and administration is working with Nero Productions to schedule installation.

Arena/Joint Use Facility – Lighting and Fire Rating Upgrades Project

- Administration learned that the installed fire dampeners were closing prematurely due to the heat from the furnace. Zed from A to Zed Plumbing was sent by Armor Building Developments Ltd. to identify a solution. Administration is confirming with MPE to ensure that the proposed alterations will meet Building Code. Once repairs are complete, Superior Safety Codes will proceed with an inspection.

Recreation Grant Fund

- All 2023 grant follow-up forms have been received. All applicants expended the full amount of funds awarded. Projects included Bassano Arts Council's Concerts in the Park, Youth golf program, and utility support.
- The 2024 Recreation Grant Fund opened on March 31, 2024. Administration is available to assist user groups with their applications. The application deadline is April 30, 2024.

2024 Small Town Smoke Down BBQ Competition

- Administration continues to seek sponsorship both inside and outside of Bassano. Seeking sponsorship outside of the community aims to reduce the financial burden on Bassano businesses. Interested sponsors are to be directed to Sydney Smith or Mayor Morey for more information.
- Administration continues to work with BBQ on the Bow and local volunteers to prepare for the event.

Bassano Outdoor Pool

- 15 full-time students have been hired for the 2024 pool season, 10 of which are returning. Two of those returners are our pool managers Holly and Laurel Schaffer, who are excited to build upon the momentum they started in 2023.

Bylaw Enforcement

In March, CPO Randal Burgess monitored traffic and pedestrian safety in priority areas. General complaints were investigated.

1. Dog Bylaw 928/22
 - a. 1 file was opened.
2. Community Standards Bylaw 921/21
 - a. 2 files were opened and are ongoing.
3. Land Use Bylaw
 - a. 1 file was opened. 1 file was closed.

Total files initiated in March: 4

Total files closed: 2

Total Files initiated in 2024 (Period Ending March 31, 2024): 9

Attachments

1. Bylaw Action Summary – no action required.

Town of Bassano
2024 Bylaw Enforcement Tracker

File Number	Date Opened	Location (Civic)	Bylaw(s) in contravention	Issues	Images	Compliance	Date closed
2024 files							
TOB-BEO001/24	8-Jan-24	301 8 Avenue	Dog Control Bylaw 928/22	Excessive barking dog. Noise complaint. Dogs unlicensed.	N/A	The complainant reported 3 dogs barking excessively at 301 8 Avenue. The complainant was asked to complete a dog log to record the disturbances. A dog log was completed by the complainant and submitted on February 6, 2024. Administration is awaiting video recording of the noise. Dog owner purchased licenses for the dogs.	Ongoing
TOB-BEO002/24	9-Jan-24	201 1 Street South	Dog Control Bylaw 928/22	Dog at large. Unlicensed.	See complaint form	Complaint was received regarding a dog at large. Owner was identified and CPO Burgess was directed to contact the owner. Owner was informed that the dogs are not permitted to be at large. Fine was not levied.	Closed February 15, 2024
TOB-BEO003/24	10-Jan-24	1002 2 Avenue	Community Standards 920/21	A complaint was received re. shop lights shining into residential property owners window.	See email in file.	Administration has contacted the commercial property owner regarding the shop light. Administration is working towards a solution.	Ongoing
TOB-BEO004/24	12-Jan-24	829 3 Avenue	Land Use Bylaw 921/21	Potential commercial businesses being run at this location. Potential unsightly property.	See email in file.	Administration has directed CPO Burgess to contact the property owner in order to provide or obtain the appropriate permits.	Closed March 15, 2024
TOB-BEO005/24	12-Jan-24	3 Avenue	Business License Bylaw 932/23	Unlicensed day home.	See email in file.	No action has been taken at this time.	Pending
TOB-BEO006/24	5-Mar-24	902 2 Avenue	Land Use Bylaw 921/21	Tires are stacked above the fenceline. Non-compliance with permit.	N/A	Administration has directed CPO Burgess to contact the property owner. Property owner was contacted and will be contacting his staff to remove the tires visible above the fence. CPO Burgess visit the property on March 20, 2024 and partial compliance was achieved.	Ongoing
TOB-BEO007/24	19-Mar-24	402 2 Avenue	Community Standards 920/21	A complaint was received reporting the accumulation of garbage on the property and the emptying of their litter box in the alley.	See complaint form	Administration has directed CPO Burgess to contact the property owner.	Ongoing
TOB-BEO008/24	20-Mar-24	615 4 Street	Dog Control Bylaw 928/22	Two complaints were received regarding an aggressive, dog at large. Dogs are not licensed.	See complaint forms	Administration contacted the dog owner and informed him that dogs must be licensed and not at large. The owner was directed to purchase a dog license and ensure that their dogs are not at large.	Ongoing
TOB-BEO009/24	19-Mar-24	1002 5 Avenue	Community Standards 920/21	Verbal complaint was received regarding the accumulation of stumps and branches at the front of the property.	See file.	Administration contacted the property owner on March 19, 2024. The property owner was given until April 2, 2024 to remove the branches and stumps. Administration checked in with the owner on March 26, 2024. The owner shared that they had someone contracted to review of the debris on March 29, 2024.	Ongoing

BASSANO MARCH 2024 REPORT

During the month of March our department completed 8 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 two files.

These files were for land use (fence height) and community standards (litter).

These matters have been investigated by our department with the community standards still under investigation.

During this month there were four warnings issued.

These warnings were for the bylaw matter on land use, prohibited U-turn, cargo securement and driver fail to produce documentation.

There were no tickets issued for this month.

The focus for the Alberta Traffic Safety Enforcement Calendar for this month was on seatbelts.

This concludes the report for Bassano for March.

Sabine Nasse
Box 401
Bassano, AB
TOJ OBO

Bassano Area Resource Recovery Association
Box 96
Bassano, AB
TOJ OBO

March 12, 2024

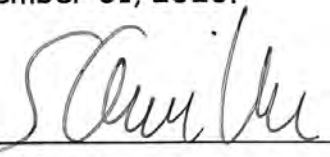
Re: Financial Review

I have examined the financial records of the Bassano Area Resource Recovery Association including

- General Account
- Casino Account
- Elite Savings Account

as presented.

The records are complete and up to date. They are accurate and well maintained. These financial records are for the period of January 1, 2023 - December 31, 2023.



Sabine Nasse

BARRA
Income Statement 01/01/2023 to 31/12/2023

REVENUE

REVENUE	
Electronics recycling	216.85
Capital Paper	927.68
Newell Regional Funding	25,033.60
MSI Grant	5,000.00
Interest	186.21
CU Dividend	9.04
Misc Income	0.00
WCB	0.00
Casino Revenue	0.00
TOTAL REVENUE	31,373.38

TOTAL REVENUE 31,373.38

EXPENSE

EXPENSE	
GST non refundable	0.00
New Account	0.00
Equipment maint & fuel	473.56
Building Maint & Supplies	10,693.34
Freight	1,264.83
Recycling Supplies	988.53
Utilities - Gas & Power	4,241.53
Contract Labour	29,211.00
WCB	775.88
Staff Training	0.00
Office Supplies & Postage	34.85
Insurance	9,221.00
Advertising & Promotional	0.00
Memberships & Board Expenses	272.41
Vol. Appreciation & Honorariums	884.40
Misc Expense	6.40
Recycling Expense	1,112.17
TOTAL EXPENSE	59,179.90

TOTAL EXPENSE 59,179.90

NET INCOME (27,806.52)

=====

Reviewed by S. Masse March 12, 2024
S. Masse

BARRA

Balance Sheet As at 31/12/2023

ASSETS

ASSETS

C.U. chequing 10097350	5,539.28
C.U.Savings 10221695	0.00
Elite Savings 15096662	11,134.92
Casino Account 1100699	26,271.81
Accounts Receivable	0.00
C.U. Common Shares 10576106	172.98
TOTAL CURRENT ASSETS	43,118.99

TOTAL ASSETS	43,118.99
--------------	-----------

=====

LIABILITIES

LIABILITIES

outstanding cheques		2,027.00
GST Paid on Purchases	(418.75)	
charged on sales	299.44	
GST owing/refund		(119.31)
GST net applied for		119.31
Total Liabilities		2,027.00

TOTAL LIABILITIES	2,027.00
-------------------	----------

EQUITY

EARNINGS

Retained Earnings	68,898.51
Current Earnings	(27,806.52)
TOTAL EARNINGS	41,091.99

TOTAL EQUITY	41,091.99
--------------	-----------

LIABILITIES AND EQUITY	43,118.99
------------------------	-----------

=====

Generated On: 12/03/2024

Reviewed by Sabine Nasse March 12, 2024





Newell Housing Foundation Minutes

February 6, 2024- 4:00 pm
CITY HALL- HAYES ROOM

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

Staff: S. Loewen

Regrets: A. Skanderup

Chair K. Steinley called the meeting to order at 4:06 pm

1. Additions to/Adoption of Agenda

Moved by J. Petrie to accept the agenda with the addition of New Business d. Capital Budget Amendment- Playfair Lodge.

CARRIED

2. New Business

a) CAO Report

Items in the CAO report including vacancies and ongoing capital projects were discussed. Vacancies for January 2023 were: Newbrook Lodge 10 – 2 being used as guest suites. Playfair Lodge-1. Dr. Scott Apartments- 0. Pioneer Villas- 3 (one is awaiting a suite renewal), Community Housing -2, Tilley- 1, Duchess-0 Rosemary-0. Discussions were held on the ongoing capital projects in social housing units as well as administrative items, outbreaks, and staffing.

Moved by A. Philpott to accept the CAO Report as information.

CARRIED

b) Policy Review

- i) Employee Handbook- Vacation Benefits
- ii) Employee Handbook- Maternity/Paternity Leave
- iii) Management Personnel Policy- Vacation Benefits
- iv) Management Personnel Policy- Maternity/Paternity Leave
- v) Responsible Use of Artificial Intelligence AI- DRAFT

The Board reviewed and discussed the proposed changes.

Moved by Y. Fujimoto that the changes to the Employee Handbook (103), the Management Personnel Policy (104) and the new policy on Responsible Use of AI (263) be accepted as presented.

CARRIED

c) Underage Resident- Newbrook Lodge

We have a potential resident looking to move into the Newbrook Lodge. This person does not turn 65 until September.

Moved by S, Smith that the underage applicant for the Newbrook Lodge be granted admittance.

CARRIED



d) Capital Budget Amendment- Playfair Lodge

Moved by J. Slomp to increase the capital maintenance budget for the Playfair Lodge stove from \$6000 to \$16,000.00.

CARRIED

3. Old Business

a. Costek- build cable and internet

A document was presented to the Board outlining cost savings for the Newbrook Lodge bulk cable and internet options. A discussion was held on the bulk internet and cable as well as the Galaxy Fibre and Brooksnet.

TABLED

4. Financial Statements

a. Multi Period Financial Statement

Moved by S. Smith 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 March 5, 2024, at 4:00 pm in the Hayes Room at City Hall

Adjournment

The meeting was adjourned at 4:44 pm

Board Chair

Board Member



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR113531

March 18, 2024

Dear Chief Elected Officials:

Municipal Affairs has been working with the Assessment Model Review (AMR) Steering Committee comprised of industry, assessors, and municipal partners, such as Alberta Municipalities and the Rural Municipalities of Alberta.

The committee was tasked with designing an engagement approach to update the regulated property assessment system. I support the approach and I am pleased to share that engagement will begin this year. We have a shared vision to ensure the AMR is deliberate, evidence-based, and stakeholder-driven.

The AMR will be a multi-year process to review the policies, procedures, and rates that form the regulated property assessment framework. We will engage with municipal associations, industry representatives, and professional assessors throughout the duration of the AMR.

The review of the foundational policies – principles, assessment year modifiers, and the policy document that determines how assessable costs are reported for major projects, the Construction Cost Reporting Guide – will occur in 2024. Any resulting policy and regulatory changes would not be implemented any sooner than 2025.

Reviews of the assessment models for individual property types will then occur from 2025 through 2027 in two stages. These reviews will be followed by broad and direct engagement with municipalities and industry to consider the impacts of the new assessment models on revenue. Discussions of potential impacts will also include stakeholder-centered implementation strategies. To be clear, your municipality will be directly engaged on the overall results of the AMR and the potential impacts. The final decision by government on any changes to assessment models will be sought in 2028. Attached is a visual representation of the upcoming AMR engagement, and a frequently asked question document for your use.

Thank you for working in partnership with the province on this crucial task. Please continue to share your perspectives with both my department and your municipal association. I look forward to working with you and your municipal associations on this important initiative.

Sincerely,

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

Ric McIver
Minister

.../2

-2-

cc: Chief Administrative Officers
Tyler Gandam, President, Alberta Municipalities
Paul McLauchlin, President, Rural Municipalities of Alberta

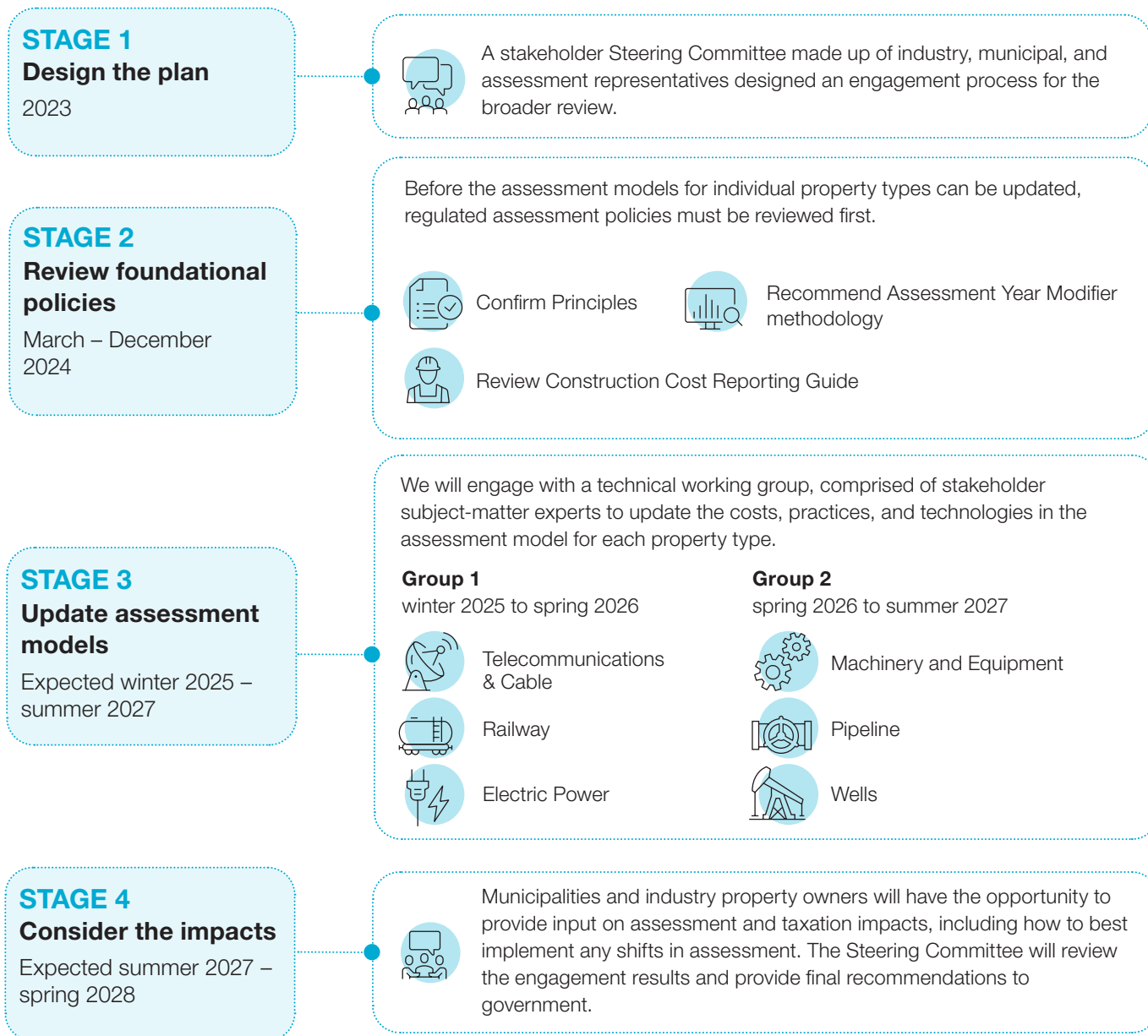
Attachments

- Infographic
- Assessment Model Review: Frequently Asked Questions

Regulated property assessment model review (AMR)

The Assessment Model Review process will update Alberta's regulated property assessment system resulting in fairer valuation of regulated property.

Stakeholder Engagement



Key municipal, industry, and assessment stakeholders will be engaged during each stage of the AMR process. For any questions, please contact the AMR Team at ma.amr@gov.ab.ca.



Frequently Asked Questions

Assessment Model Review

What are the properties that will be reviewed during the Assessment Model Review (AMR)?

Regulated properties, which include electric power systems, telecommunication and cable systems, pipelines, wells, and railway will be reviewed during the AMR process.

When will the results of the AMR be implemented?

Any government decisions on any changes to assessment models would be sought in spring or summer 2028, with implementation to follow.

The last model review was paused; how will this one be different?

In general, the previous attempts to review assessment models relied too heavily on a technical approach without a clear plan to broadly engage stakeholders in all phases of the process.

This one will be different, as this engagement approach seeks to mitigate potential controversy to the extent possible through a clear transparent stakeholder-driven process. Assessment discussions will be principle- and evidence-based, and will be separate from discussion of potential tax impacts and mitigation strategies for any resulting assessment changes.

The stakeholder steering committee that designed the engagement plan for this review will also work throughout the process to ensure the input of the represented stakeholders is considered, and will work according to jointly draft guiding principles to resolve challenges.

How are stakeholders able to participate?

Stakeholders are encouraged to provide feedback during each specific stage of the AMR process, either through their steering committee representative (list provided below) or by sending their comments to the AMR Team at ma.amr@gov.ab.ca.

How will we know the status/updates of the AMR process?

Status updates will be communicated to steering committee representatives (list provided below) and posted to the AMR website at <https://www.alberta.ca/regulated-property-assessment-model-engagement>.

Which groups are impacted by the AMR process?

Municipalities and regulated property owners may be impacted by changes in assessment values at the conclusion of the AMR process.

What are the timelines for the AMR process?

The review of AMR Principles, Assessment Year Modifiers, and the Construction Cost Reporting Guide will occur in 2024. Government will consider any resulting policy and regulatory changes in early 2025.

Reviews of the assessment models for individual regulated property types will then occur in two stages, from 2025-27.

Following this, we will begin broader engagement to comprehensively consider and understand the potential assessment and tax impacts of the new models. We will work with stakeholders to evaluate any mitigation or implementation strategies required.

Final government decisions on any changes to assessment models would be sought in 2028.

For further details please visit <https://www.alberta.ca/regulated-property-assessment-model-engagement>.

Have tax implications been considered for the AMR process?

Following preparation of new assessment models, broad engagement will be initiated with municipalities and industry groups. Stakeholders will have the opportunity to provide input during this stage of the process.

Final government decisions on any changes to assessment models would be sought after this input is received and considered.

Who is the main government contact for the AMR process?

To contact Municipal Affairs during the AMR process, please contact the AMR Team toll-free by first dialing 310-0000, then 780-422-1377, or at ma.amr@gov.ab.ca.

Which stakeholder groups are represented on the steering committee?

The steering committee is comprised of representatives from the following organizations:

- Alberta Assessors' Association
- Alberta Federation of Rural Electrification Associations
- Alberta Municipalities
- Alberta Rural Municipal Administrators' Association
- Bell MTS
- Canadian Association of Petroleum Producers
- Canadian National Railway Company
- Canadian Pacific Railway Company
- Canadian Property Tax Association
- Canadian Renewable Energy Association
- Capital Power
- Chemistry Industry Association of Canada
- Explorers and Producers Association of Canada
- Federation of Gas Co-ops
- FORTIS Alberta
- Independent Power Producers Society of Alberta
- Local Government Administration Association of Alberta
- Northeast Capital Industry Association
- Pipeline Property Tax Group
- Rogers Communications
- Rural Municipalities of Alberta
- TELUS



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR114060

Subject: Provincial Education Requisition Credit Program Extension

Our government recognizes delinquent oil and gas property tax payments continue to be a concern for many municipalities. To help address this issue, *Budget 2024* included the announcement of an extension to the Provincial Education Requisition Credit (PERC) program for an additional two years up to and including the 2025 tax year. The maximum annual credit limit is \$3 million.

The extension of PERC is in addition to other recent government initiatives including:

- establishing a mandatory condition with the Alberta Energy Regulator that property taxes are to be paid before approving well licence transfers or granting new well licences;
- strengthening the liability management framework and empowering the Alberta Energy Regulator to enforce it;
- passing new legislation to give municipalities priority over other creditors through a special lien where companies owe taxes; and
- providing the Rural Municipalities of Alberta with a \$300,000 grant to provide resources and training related to enforcing the special lien.

Furthermore, our government will continue working in collaboration with our partners in industry, the Rural Municipalities of Alberta, Alberta Municipalities, and the Alberta Energy Regulator, to ensure oil and gas companies pay their fair share of taxes that municipalities rely on for effective and efficient local service delivery to Albertans.

I look forward to continuing to work together on this important matter.

Sincerely,

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

Ric McIver
Minister



ALBERTA

ENVIRONMENT AND PROTECTED AREAS

Office of the Minister

Dear Water Licence Holder,

Thank you for participating in Alberta's water-sharing negotiations over the past two months. By working to develop these water-sharing agreements, you have demonstrated the leadership, dedication and community spirit that makes Alberta great.

Negotiating water-sharing agreements is the most effective tool available to conserve water and reduce the risks posed by drought. Similar agreements struck in 2001 played a critical role in helping communities, irrigators and businesses survive and thrive. This year's discussions were the largest in Alberta's history, with licensees participating who have access of up to 90 per cent of the water that is allocated in the Red Deer, Bow and Old Man River basins.

As a result of this hard work, four draft memorandums of understanding (MOUs) have been developed covering the:

- Bow River Basin
- Red Deer River Basin
- Oldman River Basin
- Upper Tributaries of the Oldman River Basin.

While we were hoping to announce the conclusion of this important work at the end of March, it has become clear that more time will be required for each water licence holder to finalize their approval through your respective governance processes. **I am writing you to ask that you complete this work no later than April 18th, 2024.**

The conclusion of the largest water-sharing negotiations in Alberta's history will be a landmark achievement for all involved and an example to the rest of Canada. Accordingly, this achievement will be shared with the public and the media in a press conference in Calgary on Friday, April 19th. All signatories are invited to participate, please contact EPA.Minister@gov.ab.ca to confirm your attendance.

Thank you again for your generosity, ingenuity and participation. On behalf of Alberta's government, I applaud your leadership and I look forward to working further with you to manage these agreements and maximize Alberta's water supply.

Sincerely,

A handwritten signature in black ink, reading "Rebecca Schulz". The signature is written in a cursive, flowing style.

Rebecca Schulz
Minister of Environment and Protected Areas

CC: All stakeholders.



Newell Housing Foundation Minutes

March 19, 2024- 4:00 pm
CITY HALL- HAYES ROOM

Present: M. Wardrop, S. Smith, J. Slomp, K. Steinley, G. Miedema

Staff: S. Loewen

Regrets: A. Philpott, A. Skanderup, J. Petrie, Y. Fujimoto

Guest: R. Niebergall- Orion LLP

Chair K. Steinley called the meeting to order at 4:04 pm

1. Additions to/Adoption of Agenda

Moved by G. Miedema to accept the agenda as presented.

CARRIED

2. New Business

a) Audit Presentation- Robin Niebergall- Orion LLP

R. Niebergall presented the 2023 Audited financial statements to the Board and answered questions.

Moved by S. Smith that the 2023 Audited financial statements be accepted as presented.

CARRIED

b) CAO Report

Items in the CAO report including vacancies and ongoing capital projects were discussed. A review of the Administration meetings and activities for the month was given.

Moved by M. Wardrop to accept the CAO Report as information.

CARRIED

3. Old Business

a. Bassano Small Care Home Grant

i. Garden Loft Presentation for Minister Nixon

ii. Atrium House Info Sheet for Minister Nixon

iii. Connection Flats- Funding/Senior Relationships

Board Member A. Skanderup and CAO S. Loewen met with Minister Nixon along with A. Davis from Bassano, The John Brown Team and Brenda Strafford representative to discuss the Garden Loft units, Atrium house units as well as the Small Care Home Grant submitted for Bassano. Minister Nixon seemed very interested in the project and follow up information was sent to his team. Additional meetings are expected to be held with ADM D. Williams to look at the Garden Loft technology.

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 G. Miedema that the items listed in the Consent Agenda be accepted for information.

CARRIED

Meeting Date

The next meeting is April 2, 2024 at 4:00 pm in the Hayes Room at City Hall

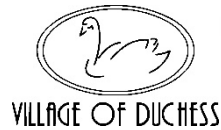
Adjournment

The meeting was adjourned at 4:58 pm

Board Chair

Board Member

County of Newell/City of Brooks
JOINT SHARED SERVICES COMMITTEE



MARCH 12, 2024

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

Councillor Mohammed Idriss
 Councillor Joel Goodnough
 Alan Martens, CAO
 Lisa Tiffin, Manager, Community Development
 Mitchell Iwaasa, Economic Development Officer
 Clarisse Dela Cruz, Workforce Development Officer
 Jenny Wallace, Executive Assistant/Recording Secretary

Village of Duchess

Mayor Tony Steidel
 Yvonne Cosh, CAO

Town of Bassano

Mayor Irv Morey

Others

Brent Schroeder, EID
 Layne Johnson, County of Newell
 Sandra Stanway, Brooks Bulletin

Village of Rosemary

Deputy Mayor Yoko Fujimoto
 Sharon Zacharias, CAO

1. CALL TO ORDER

M. Idriss chaired the meeting, and called the meeting to order at 1:00 p.m.

2. AGENDA ADDITIONS/DELETIONS

There were no additions/deletions to the agenda.

3. APPROVAL OF AGENDA

MOVED by I. Morey 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 February 13, 2024 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

B. Schroeder provided an update on the following:

- EIDNet – Applied for funding through the Universal Broadband Fund with both the Federal and Provincial Government committing funds for a total of \$8.3 million;
- The Rolling Hills Campground will be open May 13 – September 30;
- Snake Lake Reservoir Expansion Project – Noted that the estimated full cost of the project is \$273 million with contingencies and will take 3 – 4 years to build. He also spoke about the project funding;
- Drought – Constantly watching the snow pack. The EID will be turning the water on May 6; and,
- Opening of the Group Camp Ground at Kinbrook Provincial Park - Things are moving along and the Province is hopeful it will be re-opened this spring.

G. Skriver advised B. Schroeder that when the water is turned on, kochia weeds come into the lake and then are blown around and end up on the beach at Lake Newell Resort. He asked if there is anyway to capture those weeds. B. Schroder will bring this issue forward to the EID.

L. Tiffin spoke about how the EID allows recreation on Lake Newell in the summer, and inquired, what the decision-making process would be to allow recreation in the winter (i.e. skating trail). B. Schroeder advised that he would bring this inquiry forward to the EID.

M. Idriss thanked B. Schroeder for the update.

b) Delegation

Hydrogen Hub Proposal

L. Johnson advised that the Hydrogen Hub proposal provides the Region with an opportunity to build upon the reputation of the region as an energy producer. He advised that there is the opportunity to begin producing hydrogen locally. They would like to receive support to apply for a grant hopefully resulting in a pilot project for the Brooks Newell Region; commitments could include converting units that are operating exclusively on diesel to blend hydrogen in with the diesel. By doing this, it would create a demand for hydrogen, and also establish an opportunity to move ahead with producing hydrogen locally as well.

MOVED by G. Skriver that it be recommended to the respective Councils that they support the Brooks Newell Region Hydrogen Hub Project.

MOTION CARRIED

M. Idriss thanked L. Johnson for his presentation.

L. Johnson left at 1:29 p.m.

c) **Doctor Recruitment and Retention**

L. Tiffin advised that they are unable to hold a “Let’s Go Rural” Skills Day this fall in Bassano, as the Clinic Manager noted there is a shortage of staff at this time.

L. Tiffin advised that the UCLIC Orientation event is happening in April.

L. Tiffin then advised that the venture capitalist looking at a public-private partnership one clinic model will have a firm proposal submitted by mid-March.

G. Skriver noted that the Alberta Government is coming through with an update on the contract with nurse practitioners, and asked L. Tiffin if there is any indication if this is going to help the Brooks Newell Region. L. Tiffin advised that she hasn’t heard much; however, she noted that RhPAP is watching this closely.

d) **RhPAP**

The RhPAP Consultant’s Report was in the agenda.

L. Tiffin advised that the Joint Shared Services Committee received a letter from Prairie Rose Hospice Palliative Care Society kindly requesting support and collaboration as they endeavor to address the critical gap in hospice services within the Newell Region. There was discussion on inviting them to a meeting to find out if they have anything specific in terms of support.

M. Idriss asked Administration to invite them to a future Joint Shared Services Committee meeting.

e) **Economic Development Report**

M. Iwaasa presented the following items from his report. L. Tiffin spoke about Seeds of Change – Rural Immigration Conference and C. Dela Cruz spoke about Workforce Development/AAIP.

- Alberta Innovates;
- Rural Roots – Agri-Food/Agri-Tourism Workshop;
- IQubed Conference – Inspiration, Innovation, Investment Event;
- Seeds of Change – Rural Immigration Conference (May 7 & 8);
- Workforce Development and AAIP; and,
- Alberta Regional Economic Development Site Selection Tool.

f) **Proposed FCSS Agreement Changes**

A. Martens went through the draft FCSS Agreement that incorporated discussed changes and feedback from the FCSS Board.

He asked the Committee to select a definition of member-at-large and direct administration to incorporate the definition and other proposed changes into the agreement and submit the amended agreement to participating municipalities for consideration and adoption.

The Committee discussed the three definition options for member-at-large. It was agreed that the three member-at-large definition options be taken back to the respective Councils. The Committee concurred with the other proposed changes and of the additional change to remove Municipal District from the Definition of Municipality.

g) **Group Camp Site at Kinbrook Island Provincial Park**

N. Johnson inquired if the respective municipalities should send another letter to the Provincial Government with regards to re-opening the Group Camp Site at Kinbrook Island Provincial Park. As things are progressing forward, the Committee agreed that it was not necessary to send another letter at this time.

7. NEXT MEETING

The next regular meeting will be held on Tuesday, April 9, 2024 at 1:00 p.m. in the Brooks Fire Hall. A. Martens advised that as he will be away for the April 9th meeting, and as such, this was his last meeting. He spoke highly about the Committee and the work they do, and encouraged the Committee to continue with their good work. M. Idriss spoke about A. Martens’ long service to the community, and thanked him for his service.

8. ADJOURNMENT

MOVED by J. Goodnough that the meeting adjourn at 2:07 p.m.

MOTION CARRIED

Signature of Chairman

Signature of Recording Secretary