



AGENDA

Meeting: February 7, 2022 6:00 p.m. – 10:00 p.m.

Location: Bassano Community Hall

1. CALL TO ORDER – REGULAR MEETING

2. EXCUSED FROM MEETING

3. ADOPTION OF AGENDA

4. ADOPTION OF MINUTES

4.1 January 17, 2022 Regular Meeting

4.2 February 3, 2022 Special Meeting

5. DELEGATIONS

- Sydney Smith, Recreation and Community Services Liaison 6:30 p.m.

6. UNFINISHED BUSINESS

6.1 Utility Rates Bylaw 923/22 – Proposed – *ADDITION*

6.2 Bassano Outdoor Pool Operations Plan and Budget – Proposed – *ADDITION*

7. NEW BUSINESS

7.1 Cultural Department 2022-2024 Budget – Proposed/Projected

7.2 2022 Bassano Memorial Library Budget – Proposed

7.3 Bassano Community Hall – Wireless Internet Policy P-TOB74-001-22 – Proposed

8. BOARD & COMMITTEE REPORTS

8.1 Mayor I. Morey

- RCMP/APP Information Session – January 27, 2022

8.2 Deputy Mayor J. Slomp

- Newell Regional Solid Waste Management – January 27, 2022
- Newell Housing Foundation – February 1, 2022

8.3 Councillor K. Jones

- Newell Regional Services Corporation – January 26, 2022

8.4 Councillor M. Wetzstein

8.5 Councillor S. Miller

- Shortgrass Library System – January 19, 2022
- Brooks Region Tourism – January 20, 2022

9. CAO REPORTS

- 9.1 CAO Operation Report
- 9.2 Financial Statement – December 31, 2021
- 9.3 Cheque listing – December 31, 2021
- 9.4 FCSS Report for the period ending January 31, 2022
- 9.5 CPO Report for the period ending January 31, 2022
- 9.6 RCMP Mayor’s Report – Q3

10. CORRESPONDENCE

- 10.1 Town of Tofield – Rural Alberta – Adolescent Vaccine Provision
- 10.2 Joint Shared Services Meeting Notes – January 11, 2022
- 10.3 Shortgrass Library System Minutes – November 10, 2021
- 10.4 Newell Housing Foundation Minutes – January 17, 2022
- 10.5 EMS Pressure and Mitigation Plan Memo

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 JANUARY 17, 2022 IN THE COMMUNITY HALL**

ELECTED OFFICIALS

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

STAFF Amanda Davis, Chief Administrative Officer

OTHER Sandra Stanway, Brooks Bulletin
Kacia Reid, Resident
Terri Kew, Resident

1. CALL TO ORDER

Mayor Morey called the meeting to order at 6:01 p.m.

2. EXCUSED FROM MEETING

- None

3. ADOPTION OF AGENDA

TOB01/22 Moved by **COUNCILLOR JONES** that the agenda is approved with the deletion of 7.2 Public Works Department 2022-2024 Budget – Propsoed/Projected.

CARRIED

4. ADOPTION OF MINUTES

4.1 Adoption of minutes from the regular meeting of December 13, 2021

TOB02/22 Moved by **COUNCILLOR SLOMP** that council approves the minutes of the regular meeting held on December 13, 2021 as presented.

CARRIED

5. DELEGATIONS

- None

6. UNFINISHED BUSINESS

6.1 FCSS Department – 2022 – 2024 Budget – Proposal

TOB03/22 Moved by **COUNCILLOR SLOMP** that council agrees to provide top-up funds to operate a full-time FCSS department between January 1, 2022 and December 31, 2024 as follows. First, that there is full agreement that the FCSS Advisory Board delivers programs in alignment with the Town's long-term strategic objectives, and the provincial mandate for

_____ Mayor 07/02/22	_____ CAO 07/02/22
----------------------------	--------------------------

FCSS as described in our respective bylaws. Second, that funds are contingent upon ongoing collaboration between the parties to ensure the overall success of the Town. Third, that the financial commitment ensures fixed costs are covered through the provincial grant, Grasslands FCSS contribution, and municipal taxation. The board is responsible to raise extra funds to deliver programs. Finally, by November 1, annually a program report must be provided to Town council that outlines services delivered and people served. The Town's contribution will average \$30,000 per annum. A continuation of Town funds will be assessed in September 2024.

CARRIED

Stanway entered the meeting at 6:31 p.m.

7. NEW BUSINESS

7.1 Administration Department 2022 – 2024 Budget – Proposed/Projected

An administrative departmental overview was provided. Discussion ensued.

TOB04/22 Moved by **COUNCILLOR WETZSTEIN** that the Town proceeds to transition too electronic billing and communications and to direct administration to prepare a “phase in “policy for discussion prior to final approval.

CARRIED

TOB05/22 Moved by **COUNCILLOR MILLER** that council approves the 2022-2024 MSI Operating plan as presented:

MSI Opeating - Approved	2022	2023
(12) Professional Development	\$ 25,000	\$ 25,000
G2 - T2 - Public Signage Upgrade	\$ 25,000	
G2 - T4 - Enrichment Implementation - Task 4 - HS Internet	\$ 25,000	
G2 - T4 - Enrichment Implementation - Task 2 - Retention		\$ 25,000
Total:	\$ 75,000	\$ 50,000

CARRIED

7.2 Public Works Department 2022-2024 Budget – Proposed/Projected

Deleted

7.3 Waste Management 2022 – 2024 Budget – Proposed/Projected

The waste management department's 2022 – 2024 budgets were presented and discussed.

TOB06/22 Moved by **COUNCILLOR WETZSTEIN** to recess the meeting at 7:38 p.m.

CARRIED

TOB/0722 Moved by **COUNCILLOR WETZSTEIN** to reconvene the meeting at 7:42 p.m.

CARRIED

7.4 Sewer Department 2022 – 2024 Budget – Proposed/Projected

The sewer department's 2022 – 2024 budgets were presented and discussed.

7.5 Water Department 2022 – 2024 Budget – Proposed/Projected

The water department's 2022 – 2024 budgets were presented and discussed.

7.6 Utility Rates Bylaw 923/22 – Proposed

Utility Rates Bylaw 923/22 was presented and discussed.

TOB08/22 Moved by **COUNCILLOR SLOMP** to recess the meeting at 9:10 p.m.

CARRIED

TOB09/22 Moved by **COUNCILLOR JONES** to reconvene the meeting at 9:13 p.m.

CARRIED

8. BOARD AND COMMITTEE REPORTS

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

TOB10/22 Moved by **COUNCILLOR SLOMP** to accept the Board and Committee reports as presented and 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 January 11, 2021.

TOB11/22 Moved by **COUNCILLOR WETZSTEIN** that council approves the recommendation of Fire Chief Cochrane, to appoint Dajhinder Dhillon as a member of the Bassano Volunteer Fire Department effective immediately.

CARRIED

TOB12/22 Moved by **COUNCILLOR JONES** for continuation of the meeting past 10:00 p.m.

CARRIED

9.2 Financial Statements

A financial statement for the period ending November 30, 2021 was presented.

9.3 Cheque Listings

Cheque listing for the month ending November 30, 2021 was presented.

9.4 FCSS Report

A Director report for the period ending December 31, 2021 was presented.

9.5 CPO Report

A CPO report for the month ending December 31, 2021 was presented.

9.6 RCMP Report

A Mayor's Policing Report for the period of October and November 2021 was presented.

TOB13/22 Moved by **COUNCILLOR WETZSTEIN** that the CAO report for the period ending January 11, 2022 is approved as presented and discussed as attached to and forming parts of these minutes.

CARRIED

10. CORRESPONDENCE

- 10.1** Palliser Economic Partnership (PEP) minutes of December 10, 2021 were presented.
- 10.2** An invitation from PEP to participate in economic development training was reviewed.
- 10.3** Annual intermunicipal meeting notes of December 16, 2021 were presented.
- 10.4** 2022 Municipal Law training programs were reviewed.
- 10.5** Joint Shared Service meeting notes of December 15, 2021 were presented.
- 10.6** Confirmation that Grasslands FCSS contributed its annual requisition for 2022.
- 10.7** An update related to the Bassano RCMP's rural crime strategy was reviewed.
- 10.8** A copy of the County of Newell's new Soil Conservation Policy was reviewed.

TOB14/22 Moved by **COUNCILLOR MILLER** to accept the correspondence and to file the items as information.

CARRIED

11. CLOSED SESSION

None

12. ROUND TABLE

A round table discussion was held to discuss the Newell Housing Foundation's Continuing Care Campus project and the request for lobbying supports to Alberta Health Service for a service pan.

13. ADJOURNMENT

TOB15/22 Moved by **MAYOR MOREY** for adjournment of the regular council meeting of January 17, 2022 meeting at 9:58 p.m.

CARRIED

Mayor

Chief Administrative Officer



MINUTES OF THE SPECIAL MEETING OF THE TOWN OF BASSANO HELD IN COMMUNITY HALL ON FEBRUARY 3, 2022.

ELECTED OFFICIALS

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

STAFF Amanda Davis, Chief Administrative Officer

OTHER Sunny Sarpal, Agritech Haven International
Jim Lee, Agritech Haven International

1. CALL TO ORDER

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

2. EXCUSED FROM MEETING

- None

3. ADOPTION OF AGENDA

TOB16/22 Moved by **COUNCILLOR WETZSTEIN** that the agenda is approved as presented.

CARRIED

4. DELEGATIONS

4.1 Agritech Haven International

Sunny Sarpal and Jim Lee entered the meeting at 6:00 p.m. to present a development proposal to council.

5. CLOSED SESSION

TOB17/22 Moved by **MAYOR MOREY** to go into a closed session at 6:02 p.m. to discuss land matters with all persons excluded except town council, CAO Davis, S. Sarpal, and J. Lee.

CARRIED

TOB18/22 Moved by **COUNCILLOR MILLER** to revert to a regular meeting at 7:32 p.m.

CARRIED

TOB19/22 Moved by **COUNCILOR JONES** thanking Sarpal and Lee for the presentation

Special Council Meeting
February 3, 2022

of a development proposal as it relates to 517 – 2nd Avenue. As a next step, council requests that a development permit be submitted by Sarpal and that various public meetings be facilitated to present the renderings to the community as the initial planning has been completed with the support of council and administration in accordance with the Land Use Bylaw and other planning documents.

CARRIED

Sarpal and Lee departed the meeting at 7:34 p.m.

6. ADJOURNMENT

TOB20/22 Moved by **MAYOR MOREY** for adjournment of the special council meeting of February 3, 2022 at 7:35 p.m.

CARRIED

Mayor

Chief Administrative Officer

Mayor
07/02/22

CAO
07/02/22



REQUEST FOR DECISION

Meeting: February 7, 2022

Agenda Item: 6.1

Utility Rates Bylaw 923/22 – Proposed

BACKGROUND:

At the January 17, 2022 meeting, council review various utility rate options and directed administration to prepare a tiered water rate plan to achieve cost recovery of the water system. Many variables were considered in the tiered water rate system. For non-residential users a multi-tiered system could render them inoperable as it would increase their annual bill between \$6,000 - \$10,000 for high consumption users (e.g. restaurants, metal manufacturing, hospital, senior's facilities).

To balance the water department deficit, the following rates are proposed:

- On all water accounts, a flat rate of \$10/month
- On all residential water will be charged at \$2.65/m³ up to 500m³/annum
- On all residential water will be charged at \$3.50/m³ for anything over 500.1m³/annum
- On all non-residential and institutional water will be charged at \$2.65/m³ up to 3,000m³/annum
- On all non-residential and institutional water will be charged at \$3.50/m³ for anything over 3,000.1m³/annum

With this formula, the water department will collect the \$530,000 necessary to break even.

Option 3 was applied to the remaining charges:

Option 3

- Set projected sewer fees to \$31.50/bi-monthly and transfers approx. \$88,500 to reserves
- Solid waste projection decrease to \$22.15
- Recycling projection decrease to \$7.40
- Residential with Accessory Dwelling Units, sewer at 1.5 times, charged per unit for solid waste and recycling.
- Mixed use buildings (C1) – all fees charged per unit – option to purchase two garbage bins
- Live Work Unit (C1) – sewer at 1.5 times, base rate for solid waste and recycling – option to purchase two garbage bins.

OPTIONS:

- #1 – That council gives all three readings to Utility Rates Bylaw 923/22 as presented.
- #2 – That council gives first and second reading to Utility Rates Bylaw 923/22 at this meeting per Option 2.
- #3 – That council directed amendments to Utility Rates Bylaw 923/22 at this meeting per Option 3.

CAO COMMENTS:

None

ALIGNMENT WITH STRATEGIC PLAN

This is an operational matter.

PROPOSED RESOLUTION:

1. That council gives first reading to Utility Rates Bylaw 923/22 as presented.
2. That council gives second reading to Utility Rates Bylaw 923/22.
3. That council has third reading to Utility Rates Bylaw 923/22.
4. That council gives third and final reading to Utility Rates Bylaw 923/22.

Attachments:

1. Utility Rates Bylaw 923/22 – Proposed

Prepared by: Amanda Davis, CAO and Christine Petkau, Accounting Clerk



BYLAW

Bylaw Number: 923/22

Bylaw Name: **Utility Rates Bylaw**

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

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

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

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

1. Bylaw 912/21 is hereby repealed;
2. Utility Rates Schedule "A" is attached; and

3. SERVABILITY

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

4. ENACTMENT

- 4.1 This Bylaw shall come into full force and effect, when it receives third reading and is duly signed.

5. EFFECTIVE DATE AND READINGS

- 5.1 This Bylaw shall take effect on the date of 3rd and final reading.
- 5.2 Read a first time this _____ day of February 2022.
- 5.3 Read a second time this _____ day of February 2022.
- 5.4 READ a third and final time this _____ day of February 2022.

TOWN OF BASSANO

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Proposed

Schedule "A"

Utility Rates

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

Water

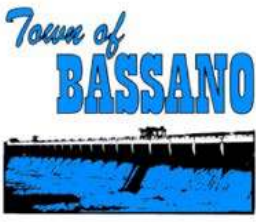
A per cubic meter fee shall be applied on every cubic meter of water consumed. The Town of Bassano will install water meters on all premises that do not have a water meter to work towards true cost accounting of the water utility.

A water meter was installed at the property line of each of the mobile home parks in 2019. Upon passing of bylaw 916/21 the water consumption at each of the mobile home parks will be divided equally between mobile home pads and charged at the per cubic meter fee of \$2.45 and is defined as the Transition Period which ended on December 31, 2021. Effective January 1, 2022 the water utility will be charged directly to the mobile home park property owner(s) per the rate schedule below.

Solid Waste

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

Residential		Residential with an Accessory Dwelling Units	
Sewer	\$ 31.50	Sewer	\$ 47.25
Solid Waste (garbage)	\$ 22.15	Solid Waste (garbage) - one bin per unit	\$ 44.30
Recycling	\$ 7.40	Recycling	\$ 14.80
Water flat fee per account	\$ 20.00	Water flat fee per account	\$ 20.00
Water (user pay)	\$2.65/m ³ per annum up to 500m ³	Water (user pay)	\$2.65/m ³ per annum up to 500m ³
Water (user pay)	\$3.50/m ³ per annum over 500.1m ³	Water (user pay)	\$3.50/m ³ per annum over 500.1m ³
Mixed Use (Main Street Commercial - C1)		Live Work (Main Street Commercial - C1)	
Sewer - per unit	\$ 31.50	Sewer	\$ 31.50
Solid Waste (garbage) - per unit	\$ 22.15	Solid Waste (garbage) - only one bin	\$ 22.15
Recycling - per unit	\$ 7.40	Recycling	\$ 7.40
Water flat fee per account	\$ 20.00	Water flat fee per account	\$ 20.00
Water (user pay)	\$2.65/m ³ per annum up to 500m ³	Water (user pay)	\$2.65/m ³ per annum up to 500m ³
Water (user pay)	\$3.50/m ³ per annum over 500.1m ³	Water (user pay)	\$3.50/m ³ per annum over 500.1m ³
Non-Residential		Insitutional	
Sewer	\$ 31.50	Sewer	\$ 31.50
Solid Waste (garbage)	\$ 22.15	Solid Waste (garbage)	\$ 22.15
Recycling	\$ 7.40	Recycling	\$ 7.40
Water flat fee per account	\$ 20.00	Water flat fee per account	\$ 20.00
Water (user pay)	\$2.65/m ³ per annum up to 3,000m ³	Water (user pay)	\$2.65/m ³ per annum up to 3,000m ³
Water (user pay)	\$3.50/m ³ per annum over 3,000.1m ³	Water (user pay)	\$3.50/m ³ per annum over 3,000.1m ³
Other			
Water (unmetered property - livestock (in transition))	\$ 110.00		
Water (unmetered property - res/non-res (in transition))	\$ 95.00		
Processing Fee - applied to every utility notice	\$ 5.00		
Bulk Water Rates - Set Annually by the City of Brooks			
Live Work Units and Mixed Use have the option to have one solid waste bin per unit by paying the applicable per bin fee.			



Policy Title	Bassano Outdoor Pool Operations Plan
Authority	Council
Approved (Dates/Motion #)	
Policy Number	P-TOB72a/001-22
Review	To be reviewed every year in October
Reviewed by/date	February 7, 2022

Policy Statement

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

Definitions

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

Council – means the elected body of the Town.

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

Town - means the incorporated municipality of Bassano.

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

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

Responsibility

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

Process

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

Attachment

1. Bassano Outdoor Pool Operations Plan - Manual

END OF POLICY



BASSANO OUTDOOR POOL OPERATIONS PLAN - MANUAL



Prepared by: Sydney Smith, Recreation and
Community Services Liaison

Reviewed by: Amanda Davis, CAO

Presented on: February 7, 2022

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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, and to provide ways to extend operating hours and increase programs where possible with the intent of, overtime, 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) 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 ▪ Lifesaving Instructor ▪ Standard First Aid ▪ Inservices 	<ul style="list-style-type: none"> ▪ National Lifeguard – Pool ▪ Lifesaving Instructor ▪ Standard First Aid ▪ Inservices 	<ul style="list-style-type: none"> ▪ National Lifeguard – Pool ▪ Lifesaving Instructor ▪ Standard First Aid ▪ Pool Operator Level 1 ▪ Inservices

Table 2: Lifeguarding Staff Training

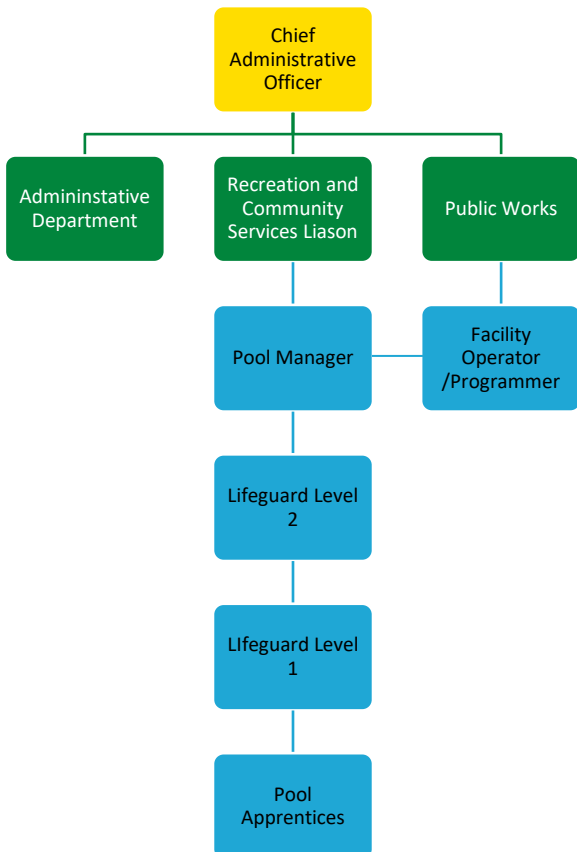


Image 1: Pool Organizational Hierarchy

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. Previously, 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 has been adopted, which means individuals are compensated for the service they provide. Effective 2022, wages are dictated by training, experience, tasks, and level of responsibility and are set at the industry standard. As an overall benefit to the staff member and the Town, inhouse training will be provided thereby ensuring staff can directly apply the skills they learn within the facility they operate.

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 of \$40 per person 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

- Restructure lifeguard positions
- Organize and facilitate formal in-house training
- Mandate Lifesaving Instructor certification for the Pool Manager, and all Level 1 and Level 2 lifeguards
- Enhance and increase the frequency of in-service sessions
- Formalize a staff mentorship program
- Provide water testing and basic mechanical training for lifeguards
- Present employment and youth development opportunities within the school division
- Prepare a competitive wage schedule and benefits plan

Operating Hours

Operating on a shorter season, outdoor pools must maximize their daily operational time and programming. 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 8:00a.m. - 8:00p.m., Monday to Friday and 1:00p.m. – 8:00p.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 2022 Shift Length	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
7:00am-8:00am	Closed	Lane/Adult Swim	Cleaning	Lane/Adult Swim	Cleaning	Cleaning	Closed
8:00am-9:00am	Closed	Cleaning	Cleaning	Cleaning	Cleaning	Cleaning	Closed
9:00am-10:00am	Closed Program Rental	Lessons	Lessons	Lessons	Lessons	Lessons	Closed Program Rental
10:00am-11:00am	Closed Program Rental	Lessons	Lessons	Lessons	Lessons	Lessons	Closed Program Rental
11:00am-12:00pm	Closed Program Rental	Lessons	Lessons	Lessons	Lessons	Lessons	Closed Program Rental
12:00pm-1:00pm	Closed Program Rental	Lessons Cleaning	Lessons Cleaning	Lessons Cleaning	Lessons Cleaning	Lessons Cleaning	Closed Program Rental
1:00pm-2:00pm	Public Swim	Public Swim	Public Swim	Public Swim	Public Swim	Public Swim	Public Swim
2:00pm-3:00pm	Public Swim	Public Swim	Public Swim	Public Swim	Public Swim	Public Swim	Public Swim
3:00pm-4:00pm	Public Swim	Public Swim	Public Swim	Public Swim	Public Swim	Public Swim	Public Swim
4:00pm-5:00pm	Public Swim	Public Swim	Public Swim	Public Swim	Public Swim	Public Swim	Public Swim
5:00pm-6:00pm	Public Swim	Public Swim	Public Swim	Public Swim	Public Swim	Public Swim	Public Swim
6:00pm-7:00pm	Public Swim	Public Swim Program Rental	Public Swim Program Rental	Public Swim Program Rental	Public Swim Program Rental	Public Swim Program Rental	Public Swim
7:00pm-8:00pm	Public Swim	Aquafit	Lane/Adult Swim	Aquafit	Lane/Adult Swim	Program Rental	Public Swim
8:00pm-9:00pm	Closed	Program Rental	Program Rental	Program Rental	Program Rental	Program Rental	Closed

Table 4: Sample One Week Pool Schedule

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 does 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 (Year 1)	2023 (Year 2)	2024 (Year 3)
Community Instructors (max. of 3)	Obtain the following certifications before June 2022 <ul style="list-style-type: none"> ▪ Bronze Medallion ▪ Bronze Cross ▪ Standard First Aid ▪ Lifesaving Instructor 	Obtain the following certifications before June 2023, <ul style="list-style-type: none"> ▪ National Lifeguard - Pool. ▪ Lifesaving Instructor (can deliver Bronze Medallion and Cross courses) 	Obtain the following certifications before June 2024 <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

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

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 will need to transition instructors and participants to a new swimming lessons program over the next year.

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 have an opportunity to properly educate parents/guardians on new swimming lesson structure and performance criteria while ensuring staff maintain a high quality of swim instruction. This will encourage 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.

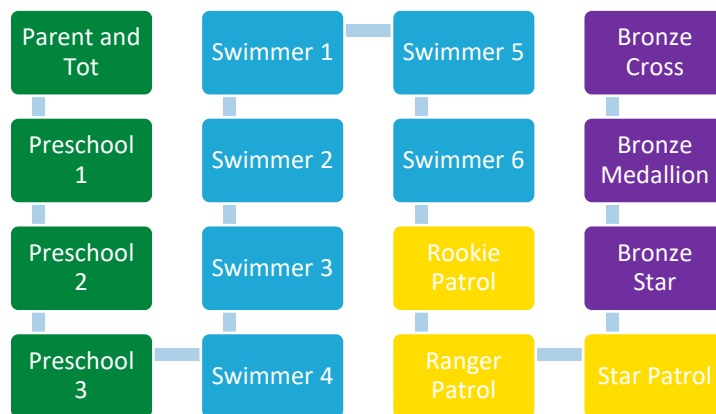
Transition to Lifesaving Society Programming

Red Cross is encouraging 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 Manger 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.

To mitigate concerns related to the transition and previous frustrations surrounding swimming lesson deliver standards and content, a communications plan will be developed. The communications plan will highlight 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 expect 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.

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	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 stoke 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 towards 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 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
<p>Advertisements will highlight that all lifeguards are certified swimming instructors and can provide instruction to improve swimming strokes and other swimming skills.</p>	<p>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</p>

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, 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 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 program is ot be at cost recovery if any.

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.

- 2022- 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
2. Provide additional training to the Pool Manager to ensure they can support lifeguarding staff during the transition.
3. Restructure lessons to meet the needs of the facility ensuring participants have the best chance to succeed.
4. Create information sheets and send to parents/guardians preparing them for the transition.
5. Develop a public educational material about swimming lesson. Have in print and online.

Aquafit

1. Review current lesson plans and resources
2. Consult existing membership to gather feedback
3. Educate Pool staff on new techniques and fitness programs.
4. Enhance the existing programs using new techniques and activities.

Public Swimming

1. Gather attendance and demographic information.
2. Plan and implement fun days to attract patrons.
3. Create dual purpose timeslots to increase the number of users accessing the facility.

Lane Swimming and Adult Fitness

1. Advertise the program
2. Combine the lane swim and adult fitness program with other activities such as Aqua Zumba, swim stroke instruction, and specialty adult fitness workshops.

Community Programming

1. Engage community organizations with ties to water and community safety.
2. Develop a program and delivery plan.
3. Apply for grant funding where applicable.

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 appliance remain unused throughout the summer season.

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

Solution

The kitchen is a unrealize 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 Manger would allow for more time to focus on management tasks and pool programing.

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 a 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.

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 program 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, statistics tracking. Coinciding with current recreation trends, the Town will consider implementing online schedule and booking software.

Action Plan

1. Investigate the most applicable software system that meets that needs of our facility.

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

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.

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.
2. Research and apply for grant programs to support subsidized programs.
3. Reach out to local business interested in subsidizing admission fees for low income families.
4. Advertise new programs.

Facility Maintenance

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

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

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

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

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

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

Challenges

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

Solutions

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

Water Testing by Lifeguards

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

Delayed Start to Programming

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

Patron Showering Enforcement

Introducing increased levels of organic materials such as like sweat, skin oil, saliva, and urine into the water puts greater stress on our facility's chlorination system. Having people 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.

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.
2. Do not schedule programming before 7:00a.m.
3. Enforce the pre-showering rule at the facility for all patrons and staff entering the water.

Capital Upgrades

The current facility is 11-years old and requires preventative maintenance and upgrades to meet pool standards. Pool filter upgrades were completed in 2021 and will not be required to be replaced for another 8-10 years.

The next large facility upgrade is the pool liner. The pool liner is a rubberized, water-resistant material that lies on top of the concrete structure. Over time, this liner sags, tears, and becomes stained. We anticipate that this will need replacing in approximately 5 years.

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)
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Tourism websites within the region such as Travel Alberta and Brooks Region Tourism will be updated with current programs and fees annually.

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 survey created to identify programming need in the community. Amend policies and services as required.
2. Create videos and posters aimed at educating the public on pool operations and programs.

COVID-19 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 will 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 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, 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.



OPEN DISCUSSION

Meeting: February 7, 2022
Agenda Item: 7.1

Cultural Department – 2022 – 2024 Budget – Proposed/Projected

BACKGROUND:

(74) The cultural department is inclusive of the Bassano Community Hall, Library and various insurances for user groups. The operating deficit excluding Library costs is funded 50/50 by the Town and the County per the ICF.

In 2019, the Town extended a notice to the public to come up with new ways to generate revenue to offset the cost of the operating deficit.

One new source of rental revenue was established in 2021 when the Town agreed to lease the meeting room to two residents for an art space. Annual lease revenue is \$4,650 – this was signed as a one-year trial with an option to renew. It is anticipated that the users will seek to renew this lease.

That Hall has had minimal usage over the past two years because of the covid-19 pandemic. It is anticipated that there will be increased usage again over the next 3-years. In 2021, exterior lights were upgraded to LED.

There has been a delay in one capital project for the past two-years. The Town has planned a barrier free upgrade at the Community Hall, we have simply run out of time to design the upgrade and tender the work. The project has been carried forward to 2023.

In 2022, the following projects have been planned:

- Energy efficiency lighting upgrades (interior) \$25,000
- Upgrade the five exterior doors \$10,000
- Dishwasher upgrades \$10,000 (estimated costs) – it is anticipated that this will be the fundraiser for the BBQ competition with \$2,500 donated from White Fox in 2021.

In 2023, the following projects have been planned:

- Design and tender Barrier Free Upgrades \$70,000

All capital upgrades less the Barrier Free Upgrades, is acceptable by council have requires approval by the County for the cost share. The Town's portion would be funded from the Recreation and Culture reserve.

2021 Budget Overview



TOWN OF BASSANO
 (74) Culture Department
 Town of Bassano
 YTD

Page 1 of 1
 2022-Feb-4
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General Ledger	Description	2021 Budget	2021 Actual	2021 % Variance
Revenue				
1-74-00-560-00	HALL - RENTAL REVENUE	(2,000.00)	(2,905.44)	145.27
1-74-00-595-00	HALL - DONATIONS	0.00	(2,500.00)	0.00
1-74-00-690-00	HALL - MUNICIPAL CONTRIBUTION (ICF)	(27,070.00)	(16,836.76)	62.19
1-74-00-690-01	HALL - COUNTY CONTRIBUTION (ICF)	(62,070.00)	(18,412.29)	29.66
* TOTAL Revenue		(91,140.00)	(40,654.49)	44.61
Expenditure				
2-74-00-110-00	HALL - JANITORIAL	7,950.00	1,588.22	19.97
2-74-00-210-00	HALL - FREIGHT, INTERNET, PHONE	840.00	728.92	86.77
2-74-00-250-00	HALL - REPAIR/MAINTENANCE	74,000.00	4,789.99	6.47
2-74-00-274-00	HALL - INSURANCE	5,600.00	5,697.71	101.74
2-74-00-510-00	HALL - GOODS & SUPPLIES	6,950.00	899.04	12.93
2-74-00-540-00	HALL - UTILITIES	23,500.00	15,874.51	67.55
2-74-00-545-00	DROP-IN CENTRE - UTILITIES	6,500.00	5,739.92	88.30
2-74-00-765-00	LIBRARY - REQUISITION	21,526.00	21,525.98	99.99
2-74-01-250-00	DROP-IN CENTRE - REPAIR/MAINTENANCE	500.00	20.00	4.00
2-74-01-250-01	LIBRARY - REPAIR/MAINTENANCE	0.00	63.93	0.00
2-74-01-274-00	DROP-IN CENTRE - INSURANCE	1,800.00	1,956.48	108.69
2-74-01-540-00	LIBRARY WATER UTILITIES	0.00	177.00	0.00
2-74-06-274-00	GUN CLUB - INSURANCE	1,750.00	1,841.05	105.20
* TOTAL Expenditure		150,916.00	60,902.75	40.36

2022-2024

In years 2022 – 2024 it is expected that the library contribution provided by the Town will decrease if the board uses some of their surplus to offset operating costs (refer to business item 7.2). The overall net deficit and capital costs expected as:

	Town (Op & Cap)	County (Op & Cap)
2022	\$68,540	\$48,640
2023	\$81,590	\$63,940
2024	\$46,370	\$28,790

ALIGNMENT WITH STRATEGIC PLAN

Implementation of ICF.

Attachments:

1. None

Prepared by: Amanda Davis, CAO



REQUEST FOR DECISION

Meeting: February 7, 2022
Agenda Item: 7.2

Bassano Memorial Library – 2022 Budget – Proposed

BACKGROUND:

By November 1 annually, the Bassano Memorial Library board is to present their proposed budget to council for consideration. The 2022 proposed budget was received in January 2022.

Each year, the Town has provided an operating grant to the library. In 2019 members from the Bassano Memorial Library board made a presentation to council regarding their operations and requested an increase in funds between 2020 – 2022. Council approved an operating allocation of \$15,660 annually between 2020-2022 (M#295/19). Previous contributions ranged from \$6,000 - \$9,000 and funded the Shortgrass Library System (SLS) materials levy with a small operating grant.

SLS charges a material levy to each library. In 2021, the material levy was \$6,375. The Town's 2022 SLS requisition is \$5,925 in addition to the operating allocation provided to the library.

Administration reviewed the 2022 proposed budget and supplementals and returned it with the following questions/comments to the board and requested that a small delegation be arranged to present to council at the meeting (a delegation is TBD).

"In preparation for the February 7, 2022 council meeting, I've reviewed the proposed financials provided by your board. There are a number of areas that need to be addressed when presenting to council that I have summarized below:

- On December 19, 2019, four members from the Library board (Lin, Theresa, Linda, and Monique) presented a 3-year budget to council with a request that the town increase funds annually between 2020-2022 to \$15,660. There was a lengthy discussion about membership, membership fees, and fundraising. It was concluded at that time that council would be in favor of providing the top up funds because there were joint efforts to fund the Library and the efforts the board had taken to lower its operating costs. Specifically, the board planned to fundraise approx. \$6,500 per annum, operating hours were shifted, utilities were changed including a VOIP vote.

In the 2022 budget, fundraising has been reduced to \$1,000.

- Does the board intend to continue to fundraise at the Library? If so, can you explain the variance between the amount projected (\$6,523 for 2022), to the amount raised last year (\$3,212) versus what is proposed for 2022 (\$998)

**Town Of Bassano Library Board
2020 - 2022
Proposed Budgets**

	2019	2020	2021	2022
Income				
4000 · Municipal Grants (Town of Bass)	8,900.00	15660.00	15660.00	15660.00
4030 · County of Newell Grant	8,000.00	8000.00	8000.00	8000.00
4050 · Government of AB Grant	16,500.00	16500.00	16500.00	16500.00
4090 · Friends of Library Income	10,500.00	10500.00	10500.00	10500.00
4100 · Interest Income	200.00	200.00	200.00	200.00
4200 · Book Sales	250.00	250.00	250.00	250.00
4210 · Fines	20.00	20.00	20.00	20.00
4220 · Printing/Photocopier/Fax	115.00	115.00	115.00	115.00
4950 · Fundraising & Donations		6499.00	6523.00	6523.00
4300 · Memberships	1,500.00	1500.00	1500.00	1500.00
Total Income	45,985.00	59,244.00	59,268.00	59,268.00

- At that same meeting, there was a conversation around the surplus funds held by the board in the HISA (\$65,500) and the intended use of the funds. The YTD actuals that were provided here, show a surplus in 2021 of an additional \$19,393. Without factoring in the operating funds in the chequing account, the Library board has close to \$90,000 in reserves. Town council has maintained that organizations that request funds should not have a large surplus unless the funds are specifically earmarked for a project. In consultation with Theresa, she indicated that the \$65,500 has been saved to cover two years of operating expenses if the government pulls it funds. The provincial government contributes \$16,500 annually for operations and we are aware that changes were planned when Kacee Madu was the Minister of MA in 2019/20.
 - An explanation regarding the surplus funds is necessary.

With a new council, now is the time to showcase the services the Library board provides to the Town so they know who their volunteer are and can relate to the challenges/opportunities you manage. Statistics regarding facility usage over the past two years would be useful information to provide. Some of council is aware that the Library board is working to get a disc golf course set up in Town to bring more users to the library however, this does not appear to be reflected in the budget proposal.”

OPTIONS:

- #1 – That council rejects the Bassano Memorial Library’s 2022 budget as presented with a funding request of \$15,660 and directs a further review of operational revenue as it relates to the use or reserve funds to offset the budget as the board is holding close to \$90,000 in reserves. As part of this review, the board shall also provide the Town with a summary of how reserve funds have been earmarked.
- #2 – That council defers the Bassano Memorial Library’s 2021 to the March 2022 meeting.
- #3 – That council approves the Bassano Memorial Library’s 2022 budget as presented with a municipal contribution of \$15,660.

CAO COMMENTS:

The Recreation and Leisure Master Plan highlights the value a library brings to the community and the need to maintain it. The existing board has been financially diligent. As with other “soft” services, they wait for annual budget allocations from upper levels of government. A reserve contingency is appropriate

when it is earmarked. To prevent an inflated surplus, transferring funds to offset operational costs over 3-5-year period would reduce the municipal contribution request.

ALIGNMENT WITH STRATEGIC PLAN

Goal 2 – Task 5

PROPOSED RESOLUTION:

That council rejects the Bassano Memorial Library's 2022 budget as presented with a funding request of \$15,660 and directs a further review of operational revenue as it relates to the use or reserve funds to offset the budget as the board is holding close to \$90,000 in reserves. As part of this review, the board shall also provide the Town with a summary of how reserve funds have been earmarked.

Attachments:

1. Bassano Memorial Library 2022 Budget - Proposed
2. Bassano Memorial Library 2021 YTD Actuals
3. Bassano Memorial Library – Year Ending December 31, 2020

Prepared by: Amanda Davis, CAO

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

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

January 8, 2022.

Dear Council Members,

Re: Library Budget 2022

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

The Bassano Memorial Library offers services to residents of Bassano and County of Newell which include but are not limited to access to the internet, reading materials, movies, music and more. With a library card patrons are able to access free online courses in many areas. We offer a place for quiet study, and have partnered with Newell Further Ed in the past for them to bring their students for tutoring in various areas of education.

The Town of Bassano Library Board has worked and will continue to work to fundraise to do our part in keeping our library functioning at its best. During these past months with Covid – 19 we weren't able to hold as many fundraisers as we would have liked but hope in the future to be able to hold our bake sale again. We were able to have an online auction and an online book sale that we feel were very successful.

The funds the Town of Bassano contributes to the library are crucial to our ability to serve the community and surrounding area. Without these funds we would not be able to operate.

Sincerely,

Theresa Kelly
Town of Bassano Library Board
Treasurer

Bassano Memorial Library
Profit & Loss Budget Overview
January through December 2022

TOTAL
Proposed Budget 2022

Income

4000 · Municipal Grants (Town of Bass)	15,660.00
4030 · County of Newell Grant	8,000.00
4050 · Government of AB Grant	16,500.00
4090 · Friends of Library Income	10,500.00
4100 · Interest Income	400.00
4200 · Book Sales	250.00
4210 · Fines	75.00
4220 · Printing/Photocopier/Fax	115.00
4300 · Memberships	1,000.00
4950 · Fundraising	998.00

Total Income 53,498.00

Expense

5070 · Shortgrass - Membership Levy	6,400.00
5100 · Telephone	500.00
5150 · Bank Fees & Service Charges	100.00
5200 · Natural Gas	1,248.00
5300 · Insurance	2,800.00
5320 · Power - Town of Bassano	3,000.00
5450 · Donations & Gifts	400.00
5600 · Salaries & Wages	22,000.00
5604 · Summer Reading Expense	200.00
5606 · Librarian Assistant	10,650.00
5610 · CPP Expense	850.00
5620 · EI Expense	750.00
5700 · Maintenance & Repairs	500.00
5750 · Supplies	1,000.00
5760 · Furniture & Equipment	500.00
5800 · WCB	200.00
5850 · Courses & Seminars	600.00
5900 · Advertising	100.00
6100 · Janitorial Expense	1,700.00

Total Expense 53,498.00

Net Income 0.00

Bassano Memorial Library Profit & Loss Budget vs. Actual January through December 2021

	Jan - Dec 21	Budget	\$ Over Budget	% of Budget
Income				
1085 · Dividend Income	0.24			
2250 · GST Refund	367.64			
4000 · Municipal Grants (Town of Bass)	15,660.00	15,600.00	60.00	100.39%
4005 · Additional Municipal Funding	10,000.00			
4006 · Experience Development Funds	2,000.00			
4030 · County of Newell Grant	9,806.85	8,000.00	1,806.85	122.59%
4050 · Government of AB Grant	16,650.00	16,500.00	150.00	100.91%
4070 · Ag Society Grant	2,000.00			
4090 · Friends of Library Income	4,698.68	10,500.00	-5,801.32	44.75%
4100 · Interest Income	411.28	200.00	211.28	205.64%
4150 · Donation	1,164.00			
4200 · Book Sales	27.00	250.00	-223.00	10.8%
4210 · Fines	286.60	20.00	266.60	1,433.0%
4220 · Printing/Photocopier/Fax	143.70	115.00	28.70	124.96%
4221 · Laminating	140.00			
4300 · Memberships	1,405.00	1,500.00	-95.00	93.67%
4500 · unknown deposit	135.18			
4940 · Programming reimbursement	28.00			
4950 · Fundraising	3,211.65	6,523.00	-3,311.35	49.24%
Total Income	68,135.82	59,208.00	8,927.82	115.08%
Expense				
5060 · Shortgrass - Telecommunications	0.00	120.00	-120.00	0.0%
5070 · Shortgrass - Membership Levy	6,126.48	6,200.00	-73.52	98.81%
5100 · Telephone	371.69	500.00	-128.31	74.34%
5130 · Interest Expense	20.94			
5150 · Bank Fees & Service Charges	24.10	100.00	-75.90	24.1%
5200 · Natural Gas	982.25	1,248.00	-265.75	78.71%
5210 · Overpayment	1,348.55			
5250 · Book Purchases	233.12			
5300 · Insurance	2,787.59	2,500.00	287.59	111.5%
5320 · Power - Town of Bassano	3,568.89	4,000.00	-431.11	89.22%
5450 · Donations & Gifts	490.00	400.00	90.00	122.5%
5550 · Association Membership	0.00	400.00	-400.00	0.0%
5600 · Salaries & Wages	19,589.44	28,000.00	-8,410.56	69.96%
5604 · Summer Reading Expense	176.64	300.00	-123.36	58.88%
5606 · Librarian Assistant	9,154.16	8,000.00	1,154.16	114.43%
5610 · CPP Expense	892.76	1,700.00	-807.24	52.52%
5620 · EI Expense	572.97	1,100.00	-527.03	52.09%
5700 · Maintenance & Repairs	282.54	500.00	-217.46	56.51%
5750 · Supplies	839.23	1,000.00	-160.77	83.92%
5760 · Furniture & Equipment	955.10	500.00	455.10	191.02%
5800 · WCB	200.00	200.00	0.00	100.0%

Bassano Memorial Library
Profit & Loss Budget vs. Actual
January through December 2021

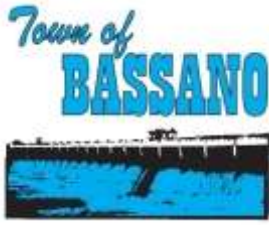
	<u>Jan - Dec 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
5850 - Courses & Seminars	0.00	600.00	-600.00	0.0%
5900 - Advertising	62.49	200.00	-137.51	31.25%
6100 - Janitorial Expense	64.66	1,700.00	-1,635.34	3.8%
Total Expense	<u>48,743.60</u>	<u>59,268.00</u>	<u>-10,524.40</u>	<u>82.24%</u>
Net Income	<u><u>19,392.22</u></u>	<u><u>-60.00</u></u>	<u><u>19,452.22</u></u>	<u><u>-32,320.37%</u></u>

Bassano Memorial Library
Balance Sheet
As of 31 December 2020

	<u>31 Dec 20</u>
ASSETS	
Current Assets	
Chequing/Savings	
1000 · ATB Financial - Chequing	21,105.59
1065 · HISA	65,480.22
1075 · Chinook Credit Union	34.77
1080 · Credit Union - Common Shares	6.64
Total Chequing/Savings	<u>86,627.22</u>
Total Current Assets	86,627.22
Other Assets	
1060 · Petty Cash	-5.14
Total Other Assets	<u>-5.14</u>
TOTAL ASSETS	<u><u>86,622.08</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2200 · GST/HST Payable	-367.64
Total Other Current Liabilities	<u>-367.64</u>
Total Current Liabilities	<u>-367.64</u>
Total Liabilities	-367.64
Equity	
3000 · Opening Bal Equity	29,656.00
3900 · Retained Earnings	43,346.78
Net Income	13,986.94
Total Equity	<u>86,989.72</u>
TOTAL LIABILITIES & EQUITY	<u><u>86,622.08</u></u>

Bassano Memorial Library
Trial Balance
 As of 31 December 2020

	31 Dec 20	
	Debit	Credit
1000 · ATB Financial - Chequing	21,105.59	
1050 · ATB Financial - Savings	0.00	
1065 · HISA	65,480.22	
1075 · Chinook Credit Union	34.77	
1080 · Credit Union - Common Shares	6.64	
1100 · ATB GIC # 0062	0.00	
1150 · ATB GIC # 0063	0.00	
1200 · ATB GIC # 0064	0.00	
1060 · Petty Cash		5.14
2000 · Accounts Payable	0.00	
2200 · GST/HST Payable	367.64	
2700 · CPP Payable	0.00	
2710 · EI Payable	0.00	
2720 · Federal Tax Payable	0.00	
3000 · Opening Bal Equity		29,656.00
3900 · Retained Earnings		43,346.78
4000 · Municipal Grants (Town of Bass)		15,660.00
4030 · County of Newell Grant		9,533.86
4050 · Government of AB Grant		16,650.00
4070 · Ag Society Grant		1,617.17
4090 · Friends of Library Income		10,888.11
4100 · Interest Income		488.85
4150 · Donation		421.00
4200 · Book Sales		8.05
4210 · Fines		8.25
4220 · Printing/Photocopier/Fax		69.50
4300 · Memberships		1,650.00
4650 · Coffee		25.00
4850 · Book purchase re-imbusement		989.16
4950 · Fundraising		5,184.29
5070 · Shortgrass - Membership Levy	6,126.48	
5100 · Telephone	141.60	
5200 · Natural Gas	273.29	
5250 · Book Purchases	1,919.33	
5300 · Insurance	0.00	
5320 · Power - Town of Bassano	1,383.79	
5450 · Donations & Gifts	340.00	
5550 · Association Membership	180.00	
5600 · Salaries & Wages	24,901.95	
5606 · Librarian Assistant	8,720.40	
5610 · CPP Expense	274.06	
5620 · EI Expense	776.93	
5700 · Maintenance & Repairs	40.00	
5720 · Renovation Expense	801.00	
5750 · Supplies	1,099.82	
5800 · WCB	200.00	
5850 · Courses & Seminars	403.00	
5900 · Advertising	13.50	
6100 · Janitorial Expense	1,611.15	
TOTAL	<u>136,201.16</u>	<u>136,201.16</u>



REQUEST FOR DECISION

Meeting: February 7, 2022
Agenda Item: 7.3

Bassano Community Hall – Wireless Internet Policy P-TOB74/001-22 - Proposed

BACKGROUND:

A policy has been developed to govern the use of the public and secure internet sources at the Community Hall now what all hardware has been installed.

OPTIONS:

#1 – That council approves the Bassano Community Hall – Wireless Internet Policy P-TOB74/001-22 as presented.

#2 – That council amends the Bassano Community Hall – Wireless Internet Policy P-TOB74/001-22 (define amendments).

CAO COMMENTS:

None

ALIGNMENT WITH STRATEGIC PLAN

This is an operational matter.

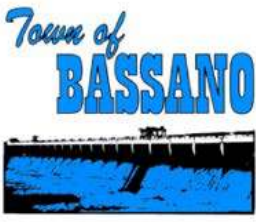
PROPOSED RESOLUTION:

That council approves the Bassano Community Hall – Wireless Internet Policy P-TOB74/001-22 as presented.

Attachments:

1. P-Policy TOB74/001-22 – Proposed

Prepared by: Amanda Davis, CAO



Policy Title	Bassano Community Hall – Wireless Internet
Authority	Administration
Approved (Dates/Motion #)	
Policy Number	P-TOB74/001-22
Review	As required
Reviewed by/date	

Policy Statement

The purpose of this policy is to provide guidelines for the use of wireless internet at the Bassano Community Hall.

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 facilities.

Employee – means a person employed by the Town.

Town - means the incorporated municipality of Bassano.

Community Hall – a municipally owed facility located at 610 2nd Avenue, 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 the use of the Community Hall – Wireless Internet

1. Administration is responsible to ensure the wireless internet is fully operational. Disruptions in service shall be resolved as soon as possible either through the provider, or with the support of IT.
2. Public works is responsible to ensure all wireless devices do not get damaged based on their location.

3. Administration is responsible to promote the wireless internet service options. This includes but is not limited to rental agreement lists include the service, that the service is noted on all marketing material, and on the municipal website. Open network sign must be jointly branded with Town and County of Newell logos, laminated, and hung within the facility with one copy at the facility entrance for outdoor users.
4. There are two separate wireless networks at the Community Hall, one for public and one for private. The private network is for municipal councillors and employees only, and is password protected. This password is confidential and shall be kept internally at the municipal office in the IT password folder. The private network provides another level of security protection.
5. The open wireless network is for public use and is not password protected. To gain access to the open network, the user will select Hall – Guest and accept the terms and conditions.

Hardware Overview

1. Wi-fi Network consists of the main router hub, which is plugged into the Telus modem in the kitchen area. There are two satellites in the main hall are which extend the signal to that area. At installation, January 2022, the device showed full signal strength throughout the building.
2. Open Network - the terms that show up when you join “Hall-Guest” is a generic template from Netgear. This can be altered if ever required by the IT department.
3. There are wall hangers for the modules so they can be hung up. They can be moved throughout the facility. If they are unplugged, they should reconnect back up to the system with no issues.

END OF POLICY

Jan 31/2022

Committee Reports / RCMP to APP Informational Session

On Jan 27/2022 I attended an informational session aimed at informing elected officials as to the technical sides of the potential Transition of RCMP policing to a Alberta Provincial Policing model. These are some of the high points that I could gather from this session

- Current contract was signed in 2012 as a 20 yr contract and is set to expire in 2032 , this contract can be ended on Mar 31 of any year with at least 24 months notice
- Municipalities over 5000 will be able to continue contracting with RCMP or APP but are responsible for their own policing
- Current RCMP staffing consists of 4030 persons including officers, civilians and public service
- APP proposed would be 4189 including officers, RN's , support workers and social workers
- Models proposed are A- Level 1 -uniformed officers, Level 2- peace officers and
 - B- all uniformed fully trained officers
- Currently there are 113 detachments in Alberta and the proposed number of detachment under the APP proposal would remain at 113
- In questioning I was informed that no detachments would be closed and will remain as currently provided service levels with no reduction in staff
- There are some Hubbing models that are aimed at enhancing some current detachments including such things as forensics and lab work which under their model will work much better than on the current national basis
- Costs are as follows- Current - \$ 783 million, Proposed- \$734-758 million dependent on whether Model A or B were used
- Cost drivers are considered to be salaries, benefits, equipment and infrastructure
- Current cost share of \$180 million dollars are not accounted for as a shortfall and are expected to be made up by provincial government apparently
- Human Resources would consist of RCMP transfers, new hires, Alberta Sheriff's, and other police services
- Equipment- Alberta paid 70% of existing equipment, technology and real estate costs and all assets would be transferred by paying the remaining 30% of value to Federal Government
- Timeline - 4 years planning, 1-2 year transition period
- Transition could start approximately 2 years after Alberta terminates RCMP contract with Ottawa
- So, approx 2 years notice, 4 years planning, 1-2 year transition period means approximately 6 years give or take to become fully operational as APP
- The Alert Program is funded by Alberta Government and is compiled of various police activities including but not limited to Organized crime, criminal intelligence, human trafficking, financial crimes and cyber crime
- This includes departments such as Sheriff dept, Court security, political security, Legislature security, Fish and Wildlife, etc with partners in all City Police forces and 1st Nation Police forces
- So, these programs already exist and would continue
- All databases currently accessed under RCMP in Canada would continue to be accessed likely better than before without the Bureaucracy of Federal Government and would be just computers speaking to computers to access information, supposedly!

Irv Morey

JANUARY BOARD REPORTS
JOHN SLOMP

NRSWMA MEETING JANUARY 27/ 2022

- 1) In December, the landfill had the busiest month ever and that made it the busiest year ever. They received 42,833 tonnes of special waste generating \$810,650.00 in disposal fees, bringing the yearly total to 200,338 tonnes. Much of this came from some large Calgary area projects that Mike Vail Trucking is hauling from. The current industrial cells are nearly full so the landfill will need to create some new cells in the spring.
- 2) In December 1752 tonnes of municipal waste were received with \$33,249.00 in disposal fees.
- 3) Value of scrap metal is up so the landfill received a cheque for \$53,380.30 from Brooks Industrial Metals for the scrap that they picked up from Rainier, Bassano and Millicent.
- 4) Shawn McKay started as manager of the landfill at the beginning of January. Ray helped transition him through the month of January and was officially done on January 31. He will still be available to help Shawn if he has any issues.
- 5) The transfer station operators are being transitioned from contract workers to employees. Most of them are agreeable to this.
- 6) 420 vehicles dropped off garbage at the Bassano Transfer Station in December.

NEWELL HOUSING MEETING FEBRUARY 1/2022

- 1) Both the Playfair Lodge and Newbrook Lodge are on lockdown due to a large number of covid cases. The residents that are positive are restricted to their rooms. Meals are brought to them. Visitors are not allowed to come into the lodges at this time.
- 2) There are currently 26 vacancies at the Newbrook Lodge. There is one empty room at Playfair and 1 in Dr. Scotts.
- 3) A videographer from ASCHA was scheduled to come out Feb 3rd and 4th to do a video tour but it was rescheduled due to Covid lockdown. They will come March 3rd and 4th. They will shoot mainly at Newbrook Lodge but will make a trip the Bassano and the Pioneer Villas.
- 4) There is a continuing storage shortage at the Playfair Lodge. They are looking into getting a shed.
- 5) There have been issues with the call bell system at the Playfair Lodge since December 2020. Since the building belongs to the Alberta Government, they are responsible for the repair.
- 6) Sasha will send a letter to minister Pon, MLA Frey and the red tape minister regarding how funding is provided for capital maintenance on government owned buildings such as the low income community housing units and the Playfair Lodge. Prior to 2015, If work needed to be done to a building, Newell housing would put in a request for funding and the government would approve (or nor approve) as certain dollar amount and Newell housing would hire local contractors to do the work. Under the current system, they need to apply by filling out and emailing a budget request or requesting the work with a business plan. Approval sometimes takes months, leaving much needed low income buildings empty. Then it goes to a technical adviser to deliver and tender out the project. The tender is awarded to the lowest bidder who is usually from outside the area and performs sub par work. This process takes much longer, costs much more, and provides a questionable result. A suite renewell used to cost about \$10,000.00 and now costs about double that. This method is the epitome of red tape.

- 7) Newell housing has hired a new finance manager. She is Charlene Anderson and will begin February 14. Calvin will work with her to transition her for as long as she needs help.
- 8) The board is very appreciative of the work that Calvin has done. He was originally hired as a 6 month temporary CAO but then was asked to work on the merger of Newell Housing and Newell Foundation. He made the transition fairly seamless. When the transition was complete and Sasha became the CAO of the larger organization, he stayed on as finance manager. He would really like to go back into retirement. The board decided to show its appreciation by buying him a \$1000.00 gift certificate.
- 9) The board said that they are not willing to move forward with the Bassano Project until they know what the plans are for a new hospital. I questioned them on that and said that Bassano needs a clear vision on where the board stands on this. They said they have a clear vision because they have spent thousands of dollars of studies and have drawings. I said that they don't because they do not even agree on what architectural rendering they they would like to move forward with. I said that Bassano would still prefer to go with the John Brown village concept. Then Cole spoke up and said that the last board did not like this concept and wanted to go with the S2 model. He then went on to sing the praises of the FAB units. He said that he wants to do a video presentation of them at the next meeting. Amanda suggested that Newell housing do a new needs assessment since the current one is 10 years old and needs and demographics change. The board agreed.

Report on board meeting of Newell Regional Services Corporation.

Meeting date 26 January 2022 at 2:00 pm at the NRSC board room.

Meeting called to order and the usual starting meeting votes. One additional item approved for new business.

Minutes from the Nov 10 2021 approved.

New Business

- 1) Go into Camera (personnel).
Come out of Camera.
- 2) Approve Nov/Dec cheque register.
- 3) Approve Nov/Dec internet banking payments.
- 4) Examine the graph of Nov/Dec water consumption and compare 2021 with last 4 years.
Approximately 290,000 cub meters average per month.
- 5) Examine the graph of Nov/Dec cost of water and compare 2021 with last 4 years. Approximately \$0.42/cub meter for the year.
- 6) Examine the graph showing Nov/Dec financial surplus and final point for the year.
Approximately just over \$1,000,000.
- 7) 2021 financial review
- 8) We went over the Water and waste water operations and billing agreements between Newell and NRSC and Brooks and NRSC as part of the orientation of new members.
- 9) The board approved the 2022 budget. And also approved the purchase of two trucks as per budget.
- 10) It was decided that the personal committee with the addition of Kevin Jones will meet on the 4th Feb at 2pm in NRSC board room.

Next board meeting to be held on the 23 march at 2pm

Meeting adjourned at 3:30

Committee Reports
Sydney Miller

Shortgrass Library Systems

January 19 2022

- Applied for a grant to improve online registration platform. This is intended to help member libraries bolster membership numbers by improving communities' access to libraries by automating online registration so community members do not have to wait for an employee to manually process their online registration. It is expected to reduce barriers in applying for membership
- More information will be gathered to better manage the solar system and carbon credits that the library has.
- Policy updates regarding on-call hours for member libraries to access emergency help with systems; on-call hours to align with member library hours.

Brooks Region Tourism

January 20 2022

- Calgary Outdoor Show will be March 19-20
 - Will be doing a prize giveaway at the show and they are looking for donations from the regional partners to showcase our area
 - Also looking for any information that Bassano would like to send to the show
- Road Trip Alberta website
 - Detailed destination guides, reviews, and itinerary ideas
 - Website will be preparing an Ultimate Guide to Visiting the Brooks Region where people will come out for 3 days in May/June to gather information
 - Gather information about Bassano area attractions to promote the town
- Traffic Counters being sourced to record visitors at unmanned attractions – Bassano Dam will be included in this
- \$25000 to allocate to partners with Experience Development Fund
- Monthly Social Media Contests
 - Brooks Region Tourism looking to grow its social media presence by partnering each month with tourism stakeholders to offer prize packages
 - BRT would purchase the prize packages – good way to promote BBQ competition?
- Rosemary Arena having great success at hosting Calgary team hockey tournaments as a driver of economic development; 50 families coming in for a tournament generates ~\$25000 of wealth in the region
- Creating Welcome Packages for hotels to promote tourism in the area
 - Opportunity to coordinate with FCSS's Welcome Wagon to promote local tourism as well
- Brooks Region Tourism is asking municipalities to define tourism and outline how the town promotes tourism itself so they can better assist us.



MONTHLY CAO REPORT

Meeting: February 7, 2022

Agenda Item: 9.1

Amanda Davis, Chief Administrative Officer

Report Period: January 11, 2022 – February 1, 2022

General Administration

- The field work portion of the municipal audit is now complete. Within the next two weeks, the remaining actions will be processed to close out 2021. The audit findings will be presented to council at the March meeting.

An RFP has been issued for audit services 2022-2026 as the Town's contract with KPMG is not expired. The RFP was provided to KPMG, Bevan and Partners, is available on the Town website and was posted to Alberta Purchasing Connection. The tender closes on February 17, 2022.

- Administration has submitted request to gather costs to e-billing options and upgrades to the office phone system to transition from its traditional format to VOIP as a cost saving measure.
- Working through departmental budget summaries for council for multi-year planning.
- All year end reporting has been complete and submitted to the County of Newell per the ICF.
- Contracts with Jolene Ledene Reimer or Royal LePage to market municipal lands were extended for an additional year (January 2023). We have a pending sale on 216 – 3rd Street – the purchasers are working through their development permit.
- **DISCUSSION Required** – A main street business as requested permission to have a reoccurring spot on the electronic sign for public reminders. The Town does not have a policy regarding reoccurring use. The sign has traditionally been used to market municipal events, not-for-profit functions, etc. Does council want to open the use of the sign to the broader business community? If so, what would that look like, and would there be a cost? The sign can only be updated by accessing the physical system at the Community Hall.

Bylaw Enforcement

Two main actions are the focus of the bylaw enforcement division: snow removal on sidewalks and civic addresses on properties.

The following bylaw files were initiated in January 2022:

1. Fire Services Bylaw 885-19 - Civic addressing
 - a. 6 warnings were given to properties missing their civic address(es). Files are still ongoing.

2. Traffic Bylaw 876 - 18 - Snow on sidewalks
 - a. 7 warnings were issued to property owners who did not remove snow from their sidewalk within 24 hours of it being deposited.
 - b. Public Works cleaned sidewalks at 2 properties. Property owners were billed for the service.

Total files initiated in December: 13

Total files closed: 7

Capital Projects

Wastewater Upgrade and Irrigation Project

The lagoon project continues to be our top priority. Change order 4 has been executed for the mainline upgrade that includes approx. 200 meters of pipe, the removal of three manholes (one manhole will be decommissioned and two new manholes will be installed). Material has been ordered. All project funders have been advised of the change order and a request has been submitted to partial funding support. The main line upgrade is not considered part of the scope of the project.

For tracking purposes that change order is recorded under the project contingency fund. The project is still within budget.

Project Contingency Change Orders	\$ 500,000.00
CO No. 1 - Control Valves	-\$ 2,030.00
CO No. 2 - Highway Crossing	-\$ 67,000.00
Extra Work - Temporary Berm	-\$ 130,000.00
Extra Work - Red Tail Hawks Delay	-\$ 2,695.00
CO No. 3 - Stainless Steel Pigging	-\$ 12,040.00
Extra Work - Dewatering	-\$ 64,610.00
CO No. 4 - Mainline Upgrade	-\$ 200,966.50
	\$ 20,658.50

MPE is reviewing various liner options as submitted by White Fox to determine the best option and expect to have a clear summary with recommendations over the next few weeks.

Project continuation is expected this spring/summer.

Centennial Arena Fire Alarm System Addition

The project is now underway. User groups were notified, and the contractors are permitted to work from 5:00 a.m. – 3:00 p.m., Monday – Friday to limit any disruptions.

Development

The complete list of permits issued/being considered to date are summarized below:

PERMIT NUMBER	LOCATION	DEVELOPMENT
None		

Economic Development

Administration continues to support AHI with development and investment planning.

Administration has supported members of council gather background on the Bassano Project and navigate unknown from the board level. Deputy Mayor Slomp will have updates for the meeting.

413 – 2nd Avenue (Former Stiles Building)

The pending sale of the property has been withdrawn and the property has been readvertised for sale. The motorhome at the rear of the property has been removed and sold for scrap metal with proceeds towards the cost of the property per the *Municipal Government Act*.

Quality Management Plan - Compliance Issues – No change

Three properties are under investigation with the Fire Inspector, Building Inspector, Public Health Inspector, and the Town for various fire, building, and public health/safety compliance issues that includes:

1. 215 – 3rd Street – building, fire, electrical, and safety – the property owner is now working with the compliance offers. No change.
2. 224 – 3rd Street – building, fire, and safety – the Order issued by the Fire Inspector was appealed by the owner to the Safety Codes Council. The Order was revoked under the Safety Codes Act and must be re-issued by the Fire Inspector. A further public safety complaint was issued on July 5, 2021 regarding water leaking into the building. The fire inspector completed another assessment of the property and issued an immediate eviction order to the tenants due to fire and building code violations. The property was secured of patrons on July 9, 2021 by the fire inspector and RCMP. The property owner was served with an Order to remedy serious contraventions regarding building and fire code violations. This matter is ongoing.
3. 501 – 2nd Avenue – building, fire, and safety – property owners are working to obtain compliance. Updated engineering reports have been provided to the fire inspector and process is being made. No change.

Strategic Plan Updates

Goal 1 – Task 2 – Implement Recreation Program (ICF)

All follow-up forms for the 2021 Recreation Grant funding cycle have been received. Five out of seven successful applicants expended the full amount awarded. The Bassano Golf Club was unable to run their youth golf program (\$1,800.00 funds remained unused) and the Bassano Curling Club had lower than anticipated utility costs due to a shorter season (1,212.60 funds remained unused). Unallocated

and unused funds will be rolled over to 2022. We are looking forward to opening the application period for the 2022 funding cycle on March 31, 2022.

Goal 1 – Task 2 – Implement Regional Emergency Management (ICF)

No change.

Goal 2 – Task 1 – Development Permit Simplification

No change.

Goal 3 – Task 2 – Beautify Bassano Initiative

- General operations in accordance with the BBI

Goal 2 – Task 2 – Unique Project – Implement Intergenerational and Multigenerational Tiny Home Pilot Project Bassano

Task 1: Develop an Age Friendly Village – “FAB Village Square”

- No change.

Task 1: Concept Design of Bassano Innovation District

- No change.

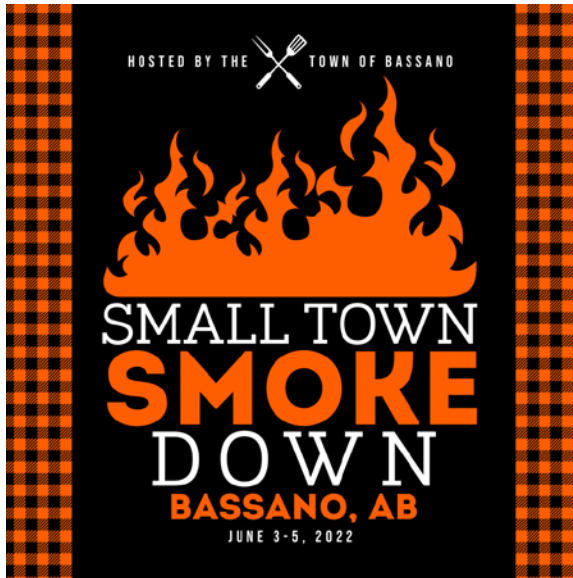
Goal 2 – Task 5 – Bridging the Recreation Gap

Thrive Fitness Centre

The initial public survey has closed and the data will be analyzed as part of the business case process for council.

Bassano BBQ Competition

Bassano was selected to host a professional BBQ Competition June 3-5, 2022. In addition to the professional event, festivities will include an amateur cook-off, live music, BBQ supper and other activities aimed at bringing the community together. To kick this off, we held a community naming competition! We are happy to announce Small Town Smoke Down: Bassano, AB will be the official name of the event. Event planning and budgeting will begin in February.



Partnerships

The Bassano Agricultural Society hosted Gord Bamford at the Community Hall on January 28, 2022. The show was a roaring success, and they were able to raise funds through a silent auction, bar, and 50/50 raffle. Administration supported the event by selling tickets at the Town Office and working with the Gord Bamford production team to ensure our facility was ready for the event and public health restrictions were followed.

Facility Upgrades

There is no update for the Municipal Climate Change Action Centre grant application for the Bassano Recreation Facility Lighting and Efficiencies Upgrade Project.

Goal 3 – Task 1 – Sewage Lagoon Upgrade

Listed above.

Goal 3 – Task 2 and 3 – 2nd Avenue and 5th Avenue Infrastructure Upgrades

Listed above.

Attachments:

1. Action Items List – no action required

Town of Bassano
Council Meeting Action Items 2018-2022

August 20, 2018 Regular Council Meeting

Directed to	Action	Completed
Davis, A.	Follow up with MPE after receipt of report for Seely re: 4 Avenue Cl. (written report, liability, etc.) - report to council	

Dec. 10, 2018 Special Meeting

Directed to	Action	Completed
Davis, A.	Research Gibeau negotiations re: annexation.	

Apr. 8, 2019 Regular Meeting

Directed to	Action	Completed
Davis, A.	Follow up with ins. Re: piggy back on municipal policy - external groups for content ins.	

October 15, 2019 Regular Meeting

Directed to	Action	Completed
Davis, A.	Prepare RFD for engineering standards.	
Davis, A.	Brand logo review.	

October 28, 2019 Special Meeting

Directed to	Action	Completed
Davis, A.	When preparing dev. standards - research back flow prevention for water system.	

Oct. 27, 2020 Special Meeting

Directed to	Action	Completed
Davis/Raymond	Prepare actionable workplan to follow through with infrastructure upgrade preplanning.	In progress.
Davis/Smith, B.	Prepare actionable plan TOB/MPE re: infrastructure upgrades.	In progress.

May 10, 2021 Regular Meeting

Directed to	Action	Completed
Davis, A.	Public notice re: FAB Village Square	

**Town of Bassano
Council Meeting Action Items 2018-2022**

Aug. 9, 2021 Regular Meeting

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

Oct. 12, 2021 Regular Meeting

Directed to	Action	Completed
Davis, A.	Develop implementation plans for bylaw 921/21 (fee schedule, appendicies, development packages, online marketing material, marketing material)	
Davis, A.	Educate staff re: bylaw 921/21	In progress
Davis, A.	Prepare mandatory empolyee vaccination policy.	In progress

Jan. 17, 2022 Regular Meeting

Directed to	Action	Completed
Kelly, T.	Rotate minutes	Complete
Kelly, T.	Resolution index	Complete
Davis, A.	Letter to FCSS re: funding announctment	Complete - Jan. 18, 2022
Davis, A.	Public notificaiton re: FCSS funding annouement	To be in Feb. newsletter
Davis, A.	Update FCSS contract	In progress
Davis, A.	Updated FCSS 2022-2024 budget and distribute	Complete - Jan. 18, 2022
Davis/Petkau	Develop plan for transition to e-billing modules	
Davis/Petkau	Revise UT rates bylaw - option 3 with dual garbage can options, water rate variance plan	
Davis, A.	Review Fire Bylaw re: fine process for non-compliance of civic addresses	
Davis, A.	Update to FC Cochrane re: appointment of DJ Dhillon	Complete
Davis/Slomp	Connect re: Bassano Project and lobbying efforts.	Ongoing

MONTHLY STATEMENT

Town of Bassano

Period Ending December 31, 2021

General Account			
Net Balance at End of Previous Month	\$	1,010,072.97	
Receipts for the Month	\$	315,689.15	
Interest	\$	675.22	
Cancelled Cheques	\$	981.66	
FCSS Grant	\$	13,169.00	
Transfers	\$	679,695.58	
AMWWP Grant	\$	112,626.66	
MSP Grant	\$	143,000.00	
Payroll Correction	\$	1,167.30	
Sub-Total	\$	2,277,077.54	
Less Disbursements for the month	-\$	846,264.03	
WCB	-\$	1,711.74	
Transfers	-\$	605,065.46	
Bank Service Charges	-\$	648.35	
ASFF - School Taxes	-\$	85,958.36	
ACFA - Debenture Payment	-\$	66,247.24	
Net Balance at End of Month	\$	671,182.36	
Bank Balance at End of Month	\$	733,448.22	
Outstanding Deposit	\$	1,577.59	
Sub-Total	\$	735,025.81	
Less outstanding cheques	-\$	63,843.45	
NET Balance at End of Month	\$	671,182.36	
Savings			
	Opening Balance	Interest/Transfers	Closing Balance
Fire Reserves	\$ 45,862.59	\$ 27.03	
		-\$ 6,645.85	\$ 39,243.77
Sewage Upgrade	\$ 163,162.22	\$ 24.00	
		-\$ 163,162.22	\$ 24.00
MSI Capital	\$ 400,347.44	\$ 255.02	\$ 400,602.46
Federal Gas Tax Refund	\$ 125,015.60	\$ 79.63	\$ 125,095.23
MSI Operational	\$ 20,974.24	\$ 16,983.85	
		-\$ 13,400.00	\$ 24,558.09
Capital Plan Reserve	\$ 2,355,174.06	\$ 475,090.23	
		-\$ 426,309.88	\$ 2,403,954.41
Land & Development Reserve	\$ 619,879.57	\$ 380.96	
		-\$ 29,396.42	\$ 590,864.11
Recreation & Culture Reserve	\$ 370,541.36	\$ 67,763.85	
		-\$ 8,481.21	\$ 429,824.00
Municipal Reserve	\$ 466,612.30	\$ 44,793.24	\$ 511,405.54
FCSS Reserve	\$ 30,423.11	\$ 22,438.27	
		-\$ 40,300.00	\$ 12,561.38
AMWWP Grant Funds	\$ 0.07	-	\$ 0.07
Recreation Funding Committee	\$ 18,929.09	\$ 311.33	
		-\$ 12,150.00	\$ 7,090.42
Shydrowski	\$ 107.12	\$ 0.07	\$ 107.19
Common Shares	\$ 5,362.05	\$ -	\$ 5,362.05
Investments			
Shydrowski Scholarship	\$ 3,856.79		\$ 3,856.79
Nesbit Burns	Fixed Income	\$ 836,106.12	-\$534.38
	Cash Account	\$ 227,191.72	\$8,554.16
Transaction Total			-\$63,678.32
Total	\$	5,689,545.45	\$ 5,625,867.13

Mayor Morey

C.A.O Amanda Davis



TOWN OF BASSANO

Cheque Listing For Account Payable

2022-Jan-31
9:07:29AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Batch #	Amount
						20523	
20211095	2021-12-02	EFT	EFT	132	BROOKS ASPHALT & AGGREGATE		5,810.36
20211096	2021-12-02	EFT	EFT	900001	AMANDA DAVIS		413.90
20211097	2021-12-02	EFT	EFT	900001	STUDENT ACCOUNTS, ROYAL ROADS UNIVERSITY		26,707.02
							<hr/>
							32,931.28
							<hr/>
						20524	
20211098	2021-12-02	EFT	EFT	900001	AMANDA DAVIS		100.00
							<hr/>
							100.00
							<hr/>
						20604	
20211105	2021-12-14	EFT	EFT	877	ALBERTA MUNICIPAL SERVICES CORPORATION		20,836.89
20211106	2021-12-14	EFT	EFT	1050	CHINOOK FINANCIAL C/O COLLABRIA		310.78
20211107	2021-12-14	EFT	EFT	479	DPOC		1,575.00
20211108	2021-12-14	EFT	EFT	33	ICONIX WATERWORKS		99.52
20211109	2021-12-14	EFT	EFT	972	McGILL'S INDUSTRIAL SERVICES		2,735.25
20211110	2021-12-14	EFT	EFT	1052	METERCOR INC.		36,850.82
20211111	2021-12-14	EFT	EFT	529	MPE ENGINEERING LTD		61,730.09
20211112	2021-12-14			1046	MUHLBEIER, VICTORIA		424.22
20211113	2021-12-14			6	MUNICIPAL INFORMATION SYSTEMS		137.27
20211114	2021-12-14	EFT	EFT	989	PETKAU, CHRISTINE		9.99
20211115	2021-12-14	EFT	EFT	946	RAYMOND, LONNIE		62.78
20211116	2021-12-14	EFT	EFT	719	RY BAR OILFIELD SERVICES LTD		3,669.75
20211117	2021-12-14	EFT	EFT	1049	STAPLES ADVANTAGE CORPORATE EXPRESS CANADA, I		54.31
20211118	2021-12-14	EFT	EFT	900001	White Fox Group ltd		500,027.36
							<hr/>
							628,524.03
							<hr/>



TOWN OF BASSANO

Cheque Listing For Account Payable

2022-Jan-31
9:07:29AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Batch #	Amount
20211119	2021-12-14	EFT	EFT	1043	2052900 ALBERTA LTD.	20606	9,185.40
20211120	2021-12-14	EFT	EFT	1036	B. J. ZIBELL TRUCKING		1,368.68
20211121	2021-12-14	EFT	EFT	490	BADLANDS WELDING		6,762.00
20211122	2021-12-14	EFT	EFT	505	BASSANO AG FOODS		385.68
20211123	2021-12-14	EFT	EFT	8	BASSANO AUTOMOTIVE (1985) LTD.		1,772.45
20211124	2021-12-14	EFT	EFT	20	BASSANO BUILDING CENTRE LTD.		168.77
20211125	2021-12-14	EFT	EFT	46	BASSANO PHARMACY		19.41
20211126	2021-12-14	EFT	EFT	47	BASSANO PLUMBING & HEATING		74.66
20211127	2021-12-14	EFT	EFT	522	BENCHMARK ASSESSMENT		1,618.05
20211128	2021-12-14	EFT	EFT	675	BROOKS FARM EQUIPMENT INC.		210.00
20211129	2021-12-14	EFT	EFT	1050	CHINOOK FINANCIAL C/O COLLABRIA		699.12
20211130	2021-12-14			382	CHRIST THE REDEEMER CATHOLIC SEPARATE		3,601.95
20211131	2021-12-14	EFT	EFT	811	GREGG DISTRIBUTERS LP		27.29
20211132	2021-12-14	EFT	EFT	33	ICONIX WATERWORKS		71.09
20211133	2021-12-14	EFT	EFT	972	McGILL'S INDUSTRIAL SERVICES		12,216.33
20211134	2021-12-14	EFT	EFT	578	NEWELL REGIONAL SERVICES CORP.		16,904.98
20211135	2021-12-14			779	OLDMAN RIVER REGIONAL SERVICES COMMISSION		717.50
20211136	2021-12-14	EFT	EFT	3	PIONEER GAS CO-OP LTD.		1,157.85
20211137	2021-12-14	EFT	EFT	217	PLAYFAIR LODGE		1,030.00
20211138	2021-12-14	EFT	EFT	864	PROFESSIONAL POWER WASH		762.30
20211139	2021-12-14	EFT	EFT	1041	REYNOLDS MIRTH RICHARDS & FARMER LLP		1,950.26
20211140	2021-12-14	EFT	EFT	173	RIC'S ELECTRIC		2,966.06
20211141	2021-12-14	EFT	EFT	881	SOUTH COUNTRY CO-OP LIMITED		1,564.45
20211142	2021-12-14	EFT	EFT	1	TELUS COMMUNICATIONS INC.		1,135.77
20211143	2021-12-14			696	VILLAGE OF DUCHESS		4,320.00
20211144	2021-12-14			935	WOLSELEY CANADA INC		1,603.35
20211145	2021-12-14	EFT	EFT	900001	Save On Hosting		151.20
20211146	2021-12-14	EFT	EFT	900001	WURTH CANADA LTD		99.61
							<hr/>
							72,544.21



TOWN OF BASSANO

Cheque Listing For Account Payable

2022-Jan-31
9:07:29AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
						Batch # 20652
20211175	2021-12-29	EFT	EFT	1043	2052900 ALBERTA LTD.	8,675.10
20211176	2021-12-29			171	AMSC INSURANCE SERVICES LTD.	2,776.95
20211177	2021-12-29			564	AZTEK SECURITY COMPANY	195.30
20211178	2021-12-29			505	BASSANO AG FOODS	3,146.00
20211179	2021-12-29			987	BASSANO BOWLING CLUB	80.00
20211180	2021-12-29			46	BASSANO PHARMACY	1,079.00
20211181	2021-12-29	EFT	EFT	1050	CHINOOK FINANCIAL C/O COLLABRIA	2,897.01
20211183	2021-12-29			1072	CONNECT FIRST CREDIT UNION LTD	800.00
20211184	2021-12-29			121	COUNTY OF NEWELL	6,759.37
20211185	2021-12-29	EFT	EFT	796	CREAKY FLOOR HARDWARE STORE LTD.	455.00
20211186	2021-12-29			811	GREGG DISTRIBUTERS LP	86.80
20211187	2021-12-29			801	GUILLEVIN INTERNATIONAL	2,926.76
20211188	2021-12-29			737	HILLSIDE EXCAVATING INC.	2,039.63
20211189	2021-12-29			413	HI-WAY 9 EXPRESS LTD.	77.69
20211190	2021-12-29			869	JONES, KEVIN RONALD	95.73
20211191	2021-12-29			1055	MOREY, IRVIN	452.85
20211192	2021-12-29			1046	MUHLBEIER, VICTORIA	1,516.07
20211193	2021-12-29			899	OK TIRE	1,220.46
20211194	2021-12-29	EFT	EFT	967	REDDING, BRADLEY	299.23
20211195	2021-12-29			173	RIC'S ELECTRIC	214.65
20211196	2021-12-29			902	SIEBEN HOLDINGS LTD.	682.50
20211197	2021-12-29			1014	SLOMP, JOHN	177.00
20211198	2021-12-29			1049	STAPLES ADVANTAGE CORPORATE EXPRESS CANADA, I	218.37
20211199	2021-12-29			696	VILLAGE OF DUCHESS	5,400.00
20211200	2021-12-29			935	WOLSELEY CANADA INC	20.41
20211201	2021-12-29			900001	ARSHI HOLDINGS INC	750.00
20211202	2021-12-29			900001	KAYLA COCHRANE	33.64
20211203	2021-12-29			900001	MIKE PHILLIPS	53.45
20211204	2021-12-29			900001	WEARPRO EQUIPMENT AND SUPPLY	1,759.34
						44,888.31
						Batch # 20654
20211205	2021-12-29	EFT	EFT	1043	2052900 ALBERTA LTD.	7,030.80
20211206	2021-12-29			20	BASSANO BUILDING CENTRE LTD.	399.72
20211207	2021-12-29			47	BASSANO PLUMBING & HEATING	185.80
20211208	2021-12-29			1053	CHARTRAND LANDSCAPING INC.	2,446.50
20211209	2021-12-29			121	COUNTY OF NEWELL	637.50
						10,700.32
						Batch # 20655
20211210	2021-12-29			720	BASSANO GOLF CLUB SOCIETY	9,200.00
20211211	2021-12-29			1069	BASSANO MINOR HOCKEY ASSOCIATION	2,500.00
20211212	2021-12-29			1071	BASSANO SKATING CLUB	150.00
						11,850.00



TOWN OF BASSANO

Cheque Listing For Account Payable

2022-Jan-31
9:07:29AM

<u>Cheque #</u>	<u>Cheque Date</u>	<u>CEO</u>	<u>CAO</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Batch #</u>	<u>Amount</u>
20211213	2021-12-29			703	COCHRANE, CORY	20656	1,360.75
							1,360.75
Total							802,898.90

*** End of Report ***

Director's Report for the Period ending January 31, 2022

Supporting Community Members

During January we assisted 4 seniors with accessing benefits and services, including local senior supports and food services - all senior individuals have previously received services from FCSS. During the month of January, we assisted 3 family with children under 18 in family law, and community supports including the food bank, these families have received support from FCSS previously. Over the month of January, we supported 1 individual in accessing local support, this individual was previously provided FCSS supports. We support 1 interagency support referrals this month for Bridges family programs.

Programming Updates

Craft Kits

The craft kit program during the month of February will have a focus on kindness to celebrate Random Acts of Kindness Day on February 17th. The kits will be available for families starting February 15th and will be geared to children ages 4 -11 years old. The craft kit program contains activities for children to complete with their parents. Activities in the craft kit aim to teach children emotional life skills in a creative way while engaging their families in meaningful quality time with one another. Each craft kit contains the supplies and instructions for each activity as well as a parent letter that explains the purpose of the given activities along with strategies and talking points to foster engagement with their children during the activities.

Caught in the Act

In honour of Random Acts of Kindness Day Bassano FCSS is recognizing our local kindness champions; those who have shown compassion, selflessness and community building over the last year. We all know them, the everyday heroes who silently go around making our community a better place for all of us; today we invite you recognize them by submitting a nomination the Bassano FCSS Community Kindness Awards, nominees can be any age. To nominate someone please email FCSS the name of your local nominee and a short description of what makes them a kindness champion in our community. Nominations are open until February 16th and awards will be distributed on February 17th.

Board RAKactivities

On February 17th FCSS Board members will be performing Random Acts of Kindness throughout the community, get involved by doing your own random act of kindness!

Coloring Contest

The Random Acts of Kindness Day coloring contest is underway and we invite community members of all ages to enter our coloring contest! Prizes will be available for the age groups 0-10, 10-18 and 18+. Download your coloring contest sheet online or pick up a copy at the Town Office. Submission will be accepted at the Town Office until February 17th! Winners will be drawn at random.

Website

The FCSS section of the Town Website is complete and awaiting Admin Approval to go live in February 2022.

Town of Bassano

Future Program Updates

Welcome Wagon

The Welcome Wagon project is expected to be operational by April 2022. The Welcome Wagon project will act as a point of connection for new community member, offering a guide book for Bassano with an overview of how to become involved in your new community, The packages will be delivered by FCSS Board members who will act as a friendly face, available to answer questions for new residents. Each Welcome Wagon package will contain a community directory, business coupons, activities lists and more. If your business would like to include something in the Welcome Wagon package please contact FCSS.

Community Registration Night

The Community Registration night is currently being planned by FCSS for March 26th, 2022. The purpose of Community Registration Night is to create opportunity for all groups to come together on one day to offer ease of access and increase community awareness around available opportunities for recreation, leisure, and community engagement available in Bassano. Community members will be able to set up a booth at the event and host sign up for their group or activity, community member looking to get involved can come and check out what is available and sign up for activities at the same time. If you have a club that would like to host a booth at community registration night please reach out to FCSS.

Volunteer Registry

The Volunteer Registry is set to launch during Volunteer Week 2022. The volunteer registry would act as a central community location where volunteer clubs could list available opportunities, in addition community members would be able to access the hub and be matched with appropriate volunteer opportunities to help them contribute to their community. If you have a volunteer position you would like to list on the registry please contact FCSS.

Dates to save

April 24th – 30th

Volunteer Week

May 4th – 6th

FCSS Director's Network

The annual Director's Network is being hosted by the South Zone this year. Bassano is a FCSS office falling within the South Zone and it is our responsibility to assist with planning the event. The Director's Network Conference will run from May 4th – 6th in Lethbridge.

May 7th

Rural Mental Health Sean McMan concert

The Rural Mental Health Conference has settled on a date for the Sean McMan concert pending no additional COVID-19 measure are put in place. The committee will be hosting a Brunch with a concert on Sunday May 7th to kick off Mental Health Week. The concert will be held at the Heritage Event Centre in Brooks and tickets will be available at the Bassano Town Office in March.

May 2nd – 8th

Mental Health Week

June 6th – 12th

Seniors Week

BASSANO JANUARY 2022 REPORT

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

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

During this month, our department is conducting one investigation. This file is for parking a recreational vehicle on the street. This file is still under investigation.

Our department conducted administrative duties for the case files that were initiated in December 2021 and for January 2022.

There were six warning issued during this month by our department.

The warnings were for driver failing to wear a seatbelt and five bylaw matters for residence failing to display address.

This concludes the report for Bassano for January.



January 27, 2022

Corporal Joshua H. Argue
Acting Detachment Commander
Bassano Alberta

Dear Mayor Morey,

Please find attached the quarterly Community Policing Report that serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for Bassano Detachment. This report covers the October 1st to December 31st, 2021 reporting period. As part of our continued commitment to engage with the communities we serve in enhancing service delivery, this report is a key tool to address any questions or concerns you may have.

As we embark on 2022, the safety and security of Albertans remains to be the top priority for the Alberta RCMP. The inclusion of Body Worn Cameras on our front line members supports our long-standing commitment towards enhancing public safety and trust with the communities we serve by increasing the transparency of police interactions with citizens. Later this spring, a number of Body Worn Cameras will be piloted in locations across Alberta to inform the success of the provincial rollout that is aimed to follow in the 2022/23 fiscal year. Front-line officers at detachments in Grande Prairie, Parkland, St. Paul, and Gleichen will take part in the pilot. These locations were strategically chosen given their high volumes of calls and varying line speeds. This pilot will allow us to see how the system performs and make adjustments to ensure it meets our needs before the full roll-out.

We are also getting the process underway for multi-year financial plans for MPSA and PPSA contracts. If you are policed under a MPSA, you will be invited to an information session and I will be working with you to develop the multi-year financial plan for your community. If you are policed under the Provincial Police Service (communities under 5,000), the Alberta RCMP will be working directly with the Province of Alberta to develop the multi-year financial plan.

In addition, the Joint Business Plan is being finalized collaboratively by the Alberta RCMP and the Province of Alberta. The development of this plan has taken into consideration and input from communities as reflected in the Interim Police Advisory Board (PAB) report.



While this broader plan is nearing completion and is reflective of provincial policing priorities – in the coming weeks, detachment commanders will be engaging with communities to identify and discuss local policing priorities as they develop their detachment annual performance plans.

The attached reporting along with your valued feedback and guidance will support the reinforcement of your policing priorities, and help ensure we are meeting your community needs on an ongoing basis. As the Chief of Police for your community, please feel free to contact me if you have any questions or concerns.

Corporal Joshua H. Argue
Acting Detachment Commander
Bassano Alberta

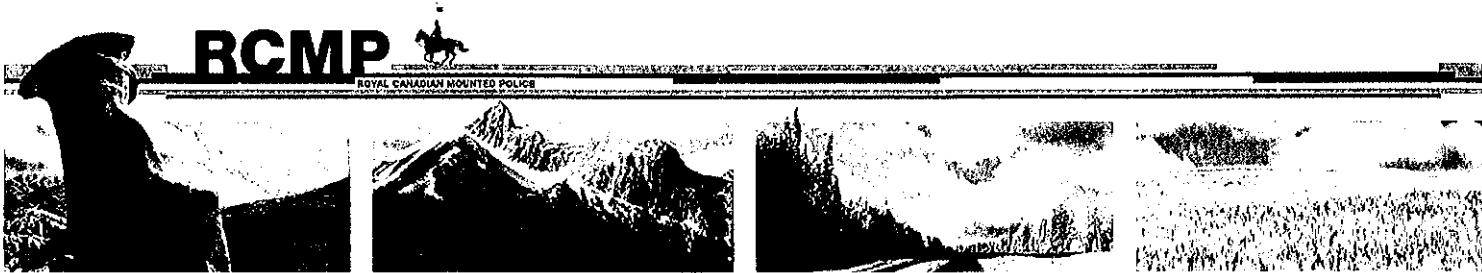


RCMP Provincial Policing Report

Detachment	Bassano
Detachment Commander	Cpl Joshua H. Argue
Quarter	Q3
Date of Report	January 26, 2022

Community Consultations

Date	Attendee(s)	Notes
October 12, 2021	Rosemary Village Council	Cpl Andrews attended the Rosemary Village council meeting to present on policing report.
October 15, 2021	Approx 60 attendees	Attendees include elected officials and general residents of the Detachment area. Covid protocols followed throughout the town hall. Positive feedback from residents and Elected officials stated they were happy with policing services. Hosted in the Town of Bassano.
November 4, 2021	Rosemary Council	Cpl Andrews attended the Rosemary Village Council meeting and presented his report. No issues were brought up.
December 4, 2021	County Councillors and staff	Presented at the County of Newell Council and presented on Gem, no concerns raised by staff and council.
December 8, 2021	Rosemary Village Council	Cpl Andrews attended the Rosemary Village Council meeting, again no concerns were brought forward



Community Priorities

Priority 1

Community Engagement - Rural residents and schools

Current Status & Results

Cst. Logan TATARYN and Cst. Andre BISSON excelled this quarter in their engagement programs they created with schools in our district. Cst. Logan TATARYN's forensic program, garnered media attention, while Wheatland council member commended Andre BISSON investigative program in Gem School during Cpl. ANDREWS quarterly report. Cst. Manveer SINGH attended Hussar Christmas parade, Cpl. ANDREWS led Santa during its parade, and Candy was given out to all residents during Halloween. We continue to provide meaningful mayors report to all elected officials and SAD new APP Document.

Priority 2

Traffic - Safe roads

Current Status & Results

Bassano Detachment continues to strive to hit its communities priority of road safety through education, and enforcement. Cst. Logan TATARYN led a educative course on impaired investigations and dangers of impaired operation to all high school students in Bassano. Bassano Detachment laid 69 tickets, and arrested and charged 2 impaired drivers under new legislation. Bassano traffic plan has been a success thus far with few reports of speeding in town since our operation. Due to Pandemic, we are having issues getting members ASD trained and radar trained which will greatly effect our numbers in new fiscal year if not corrected.

Priority 3

Property Crime

Current Status & Results

Reduction of crime was measured based on numbers from each quarter. Bassano Detachment had a 25 percent decrease in property crime from last years quarter. Currently we have two educative programs to help residents prevent rural crime that airs every month Bassano Crime tips, Bassano rural crime tips. Bassano rural crime strategy update gave out over 2500 update letters on tips and tricks.

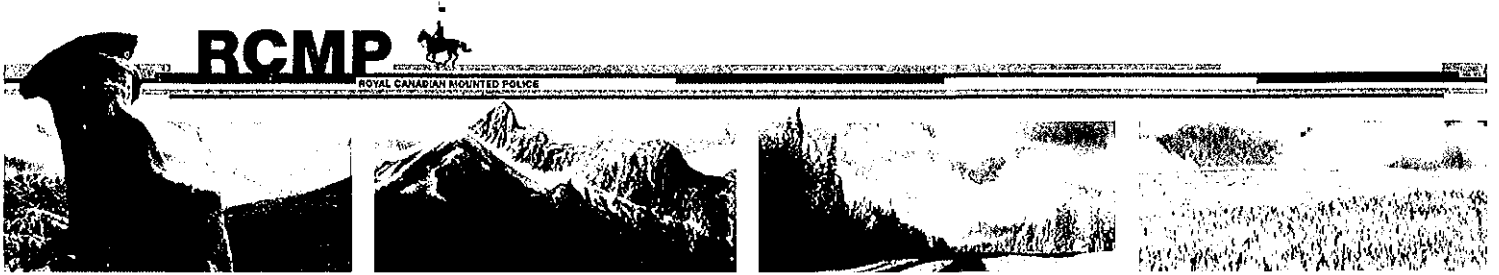


Priority 4

Employee Wellness - Contribute to employee development and leadership

Current Status & Results

The pandemic continues to cause issues with the amount of training opportunities available as two of three courses I had set up for members courses was canceled. I was able to get Cst. Logan TATARYN and the CYAC course, which was beneficial for his carer goals. We had to limit BBQs due to covid but were able to hold a team building session in medicine hat that was very popular .



Crime Statistics¹

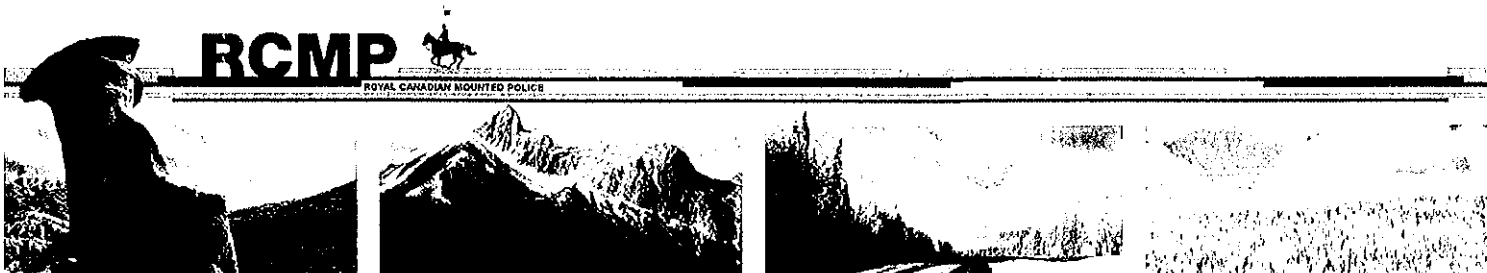
The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	October - December			January - December		
	2020	2021	% Change Year-over- Year	2020	2021	% Change Year-over- Year
Total Criminal Code	36	38	6%	159	187	18%
<i>Persons Crime</i>	10	8	-20%	41	68	66%
<i>Property Crime</i>	20	23	15%	100	96	-4%
<i>Other Criminal Code</i>	6	7	17%	18	23	28%
Traffic Offences						
<i>Criminal Code Traffic</i>	1	3	200%	18	10	-44%
<i>Provincial Code Traffic</i>	76	108	42%	432	490	13%
<i>Other Traffic</i>	4	1	-75%	8	5	-38%
CDSA Offences	1	0	-100%	1	0	-100%
Other Federal Acts	1	0	-100%	3	1	-67%
Other Provincial Acts	23	15	35%	72	62	-14%
Municipal By-Laws	0	3	N/A	7	8	14%
Motor Vehicle Collisions	13	21	62%	62	54	-13%

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

Trends/Points of Interest

Crime has remained relatively low in the Bassano RCMP Detachment area. As of lately thefts of copper wire have been trending up with three thefts reported in the past two weeks. The Regional Property Crime Unit out of Medicine Hat and the Southern Alberta District Criminal Analyst have been notified. Members have been made aware by a Detachment wide email and a focus has been put on the rural hot spot and general rural night patrols in an attempt to locate and make arrests on these thefts. A media release was also drafted to request the public's assistance in reporting suspicious behaviours seen in the remote and rural areas. This went out in the January 26, 2022 Brooks Bulletin newspaper.



Provincial Police Service Composition²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	4	5	0	0
Detachment Support	1	1	0	0

² Data extracted on December 31st, 2021 and is subject to change over time.

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

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

Comments

Police Officers – Of the 4 established positions, there are 5 officers currently working. There is 1 additional officer assigned to this detachment.

Detachment Support – The 1 established support position is currently filled.

Quarterly Financial Drivers

As we enter the 4th quarter of the fiscal year there does not appear to be any foreseen items that would drive the Bassano RCMP Detachment over it's allotted budget.

**Bassano Provincial Detachment
Crime Statistics (Actual)
Q3: 2017 - 2021**

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

January 6, 2022

CATEGORY	Trend	2017	2018	2019	2020	2021	% Change 2017 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Homicides & Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		0	0	0	1	1	N/A	0%	0.3
Other Sexual Offences		0	0	0	0	0	N/A	N/A	0.0
Assault		1	5	2	4	1	0%	-75%	-0.1
Kidnapping/Hostage/Abduction		0	1	0	0	0	N/A	N/A	-0.1
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		1	0	4	2	5	400%	150%	1.0
Uttering Threats		3	1	1	3	1	-67%	-67%	-0.2
TOTAL PERSONS		5	7	7	10	8	60%	-20%	0.9
Break & Enter		9	3	2	8	4	-56%	-50%	-0.5
Theft of Motor Vehicle		6	0	2	0	2	-67%	N/A	-0.8
Theft Over \$5,000		0	0	0	0	0	N/A	N/A	0.0
Theft Under \$5,000		4	7	3	3	3	-25%	0%	-0.6
Possn Stn Goods		4	1	1	1	0	-100%	-100%	-0.8
Fraud		4	4	2	0	9	125%	N/A	0.6
Arson		1	0	0	0	0	-100%	N/A	-0.2
Mischief - Damage To Property		0	0	1	4	1	N/A	-75%	0.6
Mischief - Other		5	4	4	4	4	-20%	0%	-0.2
TOTAL PROPERTY		33	19	15	20	23	-30%	15%	-1.9
Offensive Weapons		0	0	0	1	0	N/A	-100%	0.1
Disturbing the peace		2	2	2	3	5	150%	67%	0.7
Fail to Comply & Breaches		4	5	0	1	0	-100%	-100%	-1.2
OTHER CRIMINAL CODE		1	0	0	1	2	100%	100%	0.3
TOTAL OTHER CRIMINAL CODE		7	7	2	6	7	0%	17%	-0.1
TOTAL CRIMINAL CODE		45	33	24	36	38	-16%	6%	-1.1

**Bassano Provincial Detachment
Crime Statistics (Actual)
Q3: 2017 - 2021**

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

January 6, 2022

CATEGORY	Trend	2017	2018	2019	2020	2021	% Change 2017 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Trafficking		0	0	0	1	0	N/A	-100%	0.1
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		0	0	0	1	0	N/A	-100%	0.1
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		0	0	1	0	0	N/A	N/A	0.0
TOTAL FEDERAL		0	0	1	1	0	N/A	-100%	0.1
Liquor Act		1	1	0	1	0	-100%	-100%	-0.2
Cannabis Act		0	0	1	0	0	N/A	N/A	0.0
Mental Health Act		0	4	7	10	8	N/A	-20%	2.2
Other Provincial Stats		6	9	9	12	7	17%	-42%	0.5
Total Provincial Stats		7	14	17	23	15	114%	-35%	2.5
Municipal By-laws Traffic		0	0	0	0	0	N/A	N/A	0.0
Municipal By-laws		0	0	1	0	3	N/A	N/A	0.6
Total Municipal		0	0	1	0	3	N/A	N/A	0.6
Fatals		0	0	2	0	0	N/A	N/A	0.0
Injury MVC		7	3	1	3	3	-57%	0%	-0.8
Property Damage MVC (Reportable)		32	20	14	7	16	-50%	129%	-4.5
Property Damage MVC (Non Reportable)		8	2	4	3	2	-75%	-33%	-1.1
TOTAL MVC		47	25	21	13	21	-55%	62%	-6.4
Roadside Suspension - Alcohol (Prov)		0	0	0	0	0	N/A	N/A	0.0
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
Total Provincial Traffic		84	118	108	76	108	29%	42%	0.6
Other Traffic		0	2	5	4	1	N/A	-75%	0.4
Criminal Code Traffic		10	10	3	1	3	-70%	200%	-2.3
Common Police Activities									
False Alarms		12	4	4	6	2	-83%	-67%	-1.8
False/Abandoned 911 Call and 911 Act		1	4	3	5	0	-100%	-100%	-0.1
Suspicious Person/Vehicle/Property		7	2	8	8	7	0%	-13%	0.6
Persons Reported Missing		1	1	0	1	0	-100%	-100%	-0.2
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		1	7	8	6	4	300%	-33%	0.5
Form 10 (MHA) (Reported)		0	0	0	6	0	N/A	-100%	0.6



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F 780 662 3929
E tofieldadmin@tofieldalberta.ca
W www.tofieldalberta.ca

January 13, 2022

Honorable Jason Kenney
Premier of Alberta
Office of the Premier
307 Legislature Building
10800 – 97 Avenue
Edmonton, AB
T5K 2B6

Dear Premier,

Re: Rural Alberta – Adolescent Vaccine Provision

Premier Kenney, since the availability of vaccines has been provided to Albertans, the message from yourself, the Chief Medical Officer of Health, and the Health Minister has remained consistent. This message has been that all eligible individuals should receive the first available vaccine, and now, this availability has extended to our youth. During the first availability of vaccine, rural Alberta felt that they were being slighted, or ignored in not having vaccine provision to those who were unable to travel, or not wanting to leave the comforts of their own community, to truly do the right thing and become vaccinated. Many across rural Alberta, Tofield included reached out to advocate and make our voices heard in having this service provided in our communities through our very capable means, such as, our pharmacies and competent pharmacists.

Bluntly, your government is ignoring rural Alberta, and creating barriers and hindrances for vaccine provision. Members of our community wanting to have their children vaccinated are being forced to drive between 50 and 70 kilometers one way to have this service provided. On top of this true inconvenience, the weather elements and poor road conditions are adding a further issue to what is already a stressful time for these parents. The decision of many is to not contend with these barriers, which is resulting in a lower vaccination rate in our rural locations.

The path forward from our vantage point appears clear, provide vaccine to our rural pharmacies to vaccinate our youth. Globally, we know that the way back to a normal life requires vaccination. In not having this ability in rural Alberta, the pandemic and its challenges to our health care system, economy and Albertans mental health will continue.

Honorable Jason Kenney
Premier of Alberta
Page 2

Premier Kenney, please do not continue to ignore rural Alberta. We in the outlying centres have suffered deeply, and this stance only stands to hurt Alberta as a province on a longer-term basis. As a Council and a community, we implore your government to take a stance and advocate for change.

Sincerely,



Debora Dueck

Mayor

mayor@tofieldalberta.ca

C.C

The Honorable Jason Copping, Minister of Health
Dr. Deena Hinshaw, Chief Medical Officer of Health
Damien Kurek, MP
Jackie Lovely, MLA
Alberta Municipalities
Rural Municipalities of Alberta
Darren Erickson, Tofield Pharmacy
Tofield Mercury
Vegreville News Advertiser

County of Newell/City of Brooks

JOINT SHARED SERVICES COMMITTEE



JANUARY 11, 2022

BROOKS FIREHALL – 1:00 P.M.

NOTES

Present:

County of Newell

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

Village of Duchess

Councillor Tony Siedel
Yvonne Cosh, CAO

Others

Dr. van der Linde
Julie Davis, RhPAP
Sandra Stanway, Brooks Bulletin

City of Brooks

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

Town of Bassano

Councillor Irv Morey

Village of Rosemary

Councillor Yoko Fujimote
Sharon Zacharias, CAO

1. CALL TO ORDER

J. Petrie called the meeting to order at 1:00 p.m.

2. AGENDA ADDITIONS/DELETIONS

Addition: 6.i) Bassano Hospital Project and 6.j) Plight of Veterinarians.

3. APPROVAL OF AGENDA

MOVED by G. Skriver that the agenda be adopted as amended.

MOTION CARRIED

4. APPROVAL OF PREVIOUS MINUTES

MOVED by K. Christman that the Minutes of the Joint Shared Services Committee Meeting held December 15th, 2021 be adopted.

MOTION CARRIED

5. BUSINESS ARISING FROM THE MINUTES

There were no items arising from the minutes.

6. BUSINESS

a) Delegation:

- Doctor Attraction and Retention

Introductions were done around the table.

Dr. van der Linde, Brooks Physician and Community Director, spoke about the current Doctor attraction and retention practices, existing and future challenges of recruiting doctors for rural practice, and the need for a long-term plan to recruit and retain doctors in the future.

Dr. van der Linde spoke about the new Rural Education Supplement and Integrated Doctor Experience Program (RESIDE), which will support a set number of Alberta new-on-practice physicians to live and practice in select rural communities for a three-year period. He noted that it is an excellent program and will be a potential game changer for recruitment. He noted that from what he knows there is a proposed list of designated communities where there are three levels with remuneration of \$60,000, \$45,000, and \$30,000 respectively. Dr. van der Linde explained that his only concern is that unfortunately the City of Brooks has been identified under Level Three versus Level One where we should be. He explained that he has asked questions and has also sent an email again this morning asking what criteria they used for this purpose. J. Davis provided clarification noting that the Program Manager for RESIDE advised her because of issues with this, they are going to look to Alberta Health for assistance. She added that she thinks they will look to Alberta Health, Alberta Health Services and RhPAP to come together to discuss the criteria. So hopefully there will be some discussion with those three parties on a combined approach on how to finalize what the community needs are.

J. Davis also spoke about the number of rural family physician graduates that will be graduating from the U of A and U of C this year.

Dr. van der Linde spoke about the work they are doing with AMA, the U of A and U of C as well as the Medicine Hat College to launch a Rural Pre-Medicine Program, which would be offered through the College utilizing the Brooks Campus. He added that Mr. Frey and himself are meeting with the Minister of Health next week regarding this.

J. Petrie thanked Dr. van der Linde for his presentation, and J. Davis for her update.

Dr. van der Linde and J. Davis left the meeting at 2:11 p.m.

b) Delegation:

- Ecole Le Ruisseau, Grasslands Public Schools, and Christ the Redeemer Updates

The School Trustees from the respective School Divisions were unable to attend the meeting.

Melanie Reed-Zukowski recently provided an update to the Committee by email. L. Tiffin noted that Genevieve Poulin has provided an update this afternoon by email.

c) RhPAP Update

Covered off under 6.a).

d) **Terms of Reference**

• **Joint Services Terms of Reference**

K. Christman advised that she has reviewed the Joint Services Terms of Reference, and noted the following:

- Add Vice-Chair to the Terms of Reference;
- Voting Rights are not described; and,
- Review Quorum.

The Committee discussed the above, and concurred that the following changes be made to the Joint Shared Services Terms of Reference:

- Add Vice-Chair;
- Under Quorum, remove “with at least one member from each municipality will be considered a quorum”; and,
- Add signature page.

Discussion was held on why a non-contributing municipality would get a vote.

• **Economic Development Terms of Reference**

K. Christman asked that the acronyms be removed from the Economic Development Terms of Reference.

K. Christman inquired who Mitchell Iwaasa reports to. A. Martens noted that he reports to L. Tiffin, and that the Economic Development Strategic Plan guides the work he does.

e) **Economic Development**

M. Iwaasa advised that the new Brooks Region quality of life video was posted last Friday, and that very positive feedback has been received in the four days since it's been posted. He noted that it has reached over 23,000 people, so that equates to about a 60% engagement level for social media. He added that the video gives our citizens a positive image of our region and helps build community spirit. In addition, from an economic development standpoint, one of the first points of contact with communities is their websites and Facebook. The video was viewed by the Committee.

M. Iwaasa advised that the CAO's received an email from the Palliser Economic Partnership (PEP) about EDA offering an Economic Development course for elected officials. EDA is hoping to offer it on January 25th.

M. Iwaasa noted that the summary on the last page of his report gives the Committee an idea of some of the people and groups that the Brooks Region works with.

f) **Eastern Irrigation District – EID as a Member of the Committee**

J. Petrie asked if the Committee should approach the Eastern Irrigation District (EID) to see if they want to be a member of this Committee.

There was discussion on whether the Committee should approach the EID to become a member before or after the Economic Development Strategic Planning session. There was also discussion that it would probably be beneficial for the EID to be involved in the Economic Development Strategic Planning session. M. Idriss also noted that there may be other stakeholders that should be invited to the session.

The Committee agreed that J. Petrie will contact the EID to invite them to the Economic Development Strategic Planning Session. A. Martens will also touch base with Ivan Friesen, General Manager, EID.

J. Petrie also noted that there may be there are other stakeholders that should be involved in the session. L. Tiffin will prepare an outline of potential stakeholders and email it out to the Committee for review/feedback.

g) **Set Date for Economic Development Strategic Planning Session**

There was discussion on what date would work to hold the Economic Development Strategic Planning session.

The Committee set the date for February 28, 2022 from 9:00 a.m. to 1:00 p.m. with lunch included.

h) **Regional Pathway**

G. Skriver advised that the County has sent out the Request for Proposal for the regional pathway. M. Fenske noted that the RFP is for the entire design for the pathway and is broken out in two schedules.

G. Skriver noted that the Kiwanis Club has pledged \$15,000 and Vitara has pledged \$5,000. There was discussion about approaching the banking institutions for donations. He also advised that the Communication Guide is almost ready for circulation. M. Iwaasa noted that it will be reviewed and sent out to the Councils along with the video.

Regarding the timeline to build the regional pathway, M. Fenske advised that if the grant funds and other funding sources come through, it could be built by the end of this year.

i) **Bassano Hospital Project**

I. Morey spoke about the Bassano Hospital Project and how the project has been going on for a very long time. He noted that the Town of Bassano is trying to push this project forward, and asked for a letter of support from the Committee. He added that MLA Frey is behind this project moving forward.

The Committee concurred that a letter of support be sent to the Minister of Health with a copy to Premier Kenney. A. Martens asked that the Town of Bassano provide some key pointers on this project for the letter.

S. Zacharias left the meeting at 2:58 p.m.

j) **Plight of Veterinarians**

L. Tiffin advised that the veterinarian conversation continues in the region about the lack of veterinary services and that the Bow Valley Veterinary Clinic has now officially announced they will be closing their doors on their small animal practice. She added that she knows the Newell Veterinary Clinic is taking on patients that are being displaced from the Bow Valley Veterinary Clinic; unfortunately, it has the potential to overwhelm their clinic. She advised that she has been talking informally about whether there is something that this Committee could do regionally to put something together with a task force to set some short, medium and long- term goals. She added that there has been significant interest from the new vet clinic as well as from the Bow Valley Veterinary Clinic and the Brooks & District Chamber of Commerce to participate, and there may be other people interested too.

The Committee concurred that L. Tiffin move forward with putting together a group to work on this, and to prepare a small budget.

7. NEXT MEETING

The next meeting will be held on Tuesday, February 8, 2022 at 1:00 p.m. in the Brooks Fire Hall.

8. ADJOURNMENT

MOVED by M. Idriss that the meeting adjourn at 3:05 p.m.

MOTION CARRIED

SLS Board Meeting –Virtual GoToMeeting
MINUTES - APPROVED
Wednesday, November 10, 2021



Present:

Trustees: Dwight Kilpatrick Terrie Matz Deborah Reid-Mickler Lynette Kopp
Sydney Miller John Nesbitt Michelle McKenzie Allison Van Dyke
Bruce Hillis CoriAnn Nielson

Staff: Petra Mauerhoff Bernadette Mouta (Executive Assistant)

Absent:

Trustees: Craig Widmer

1. CALL TO ORDER

Petra Mauerhoff called the meeting to order at 1:03p.m.

CARRIED

1.1 ACKNOWLEDGEMENT OF TERRITORY

Shortgrass Library System honors and acknowledges that we are situated on Treaty 7 and Treaty 4 territory, traditional lands of the Siksika, Kainai, Piikani, Stoney-Nakoda, and Tsuut'ina as well as the Cree, Sioux, and the Saulteaux bands of the Ojibwa peoples. We also honor and acknowledge that we are on the homelands of the Metis Nation within Region III.

1.2 EXCUSE ABSENT BOARD MEMBERS

Moved by Michelle McKenzie that the SLS Board excuse absent Board members Craig Widmer.

CARRIED

1.3 APPROVAL OF AGENDA

Moved by John Nesbitt that the SLS Board approve the November 10, 2021 Agenda as amended.

CARRIED

1.4 BOARD OFFICIALS ELECTION

Board Chair

CEO Petra Mauerhoff called for nominations from the floor.

Deborah Reid-Mickler nominated Dwight Kilpatrick.
2nd call for nominations from the floor.
3rd call for nominations from the floor.

Dwight Kilpatrick was elected by acclamation and accepted the position of SLS Board Chair.

CARRIED

A handwritten signature in blue ink, appearing to be "TCK", is written over the "CARRIED" text at the bottom right of the page.

Congratulations Dwight Kilpatrick on being re-elected as Chair of the Shortgrass Library Board.

Board Vice Chair

Chair Dwight Kilpatrick called for nominations from the floor.

Dwight Kilpatrick nominated Deborah Reid-Mickler.
2nd call for nominations from the floor.
3rd call for nominations from the floor.

Deborah Reid-Mickler was elected by acclamation and accepted the position of SLS Board Vice Chair.

CARRIED

Congratulations Deborah Reid-Mickler on being elected as Vice Chair of the Shortgrass Library Board.

Board Treasurer

Chair Dwight Kilpatrick called for nominations from the floor.

Michelle McKenzie nominated Craig Widmer.
2nd call for nominations from the floor.
3rd call for nominations from the floor.

Craig Widmer was elected by acclamation and accepted the position of SLS Board Treasurer.

CARRIED

Congratulations Craig Widmer on being re-elected as Treasurer of the Shortgrass Library Board.

1.5 APPROVAL OF MINUTES

Moved by Michelle McKenzie that the SLS Board approve the September 15, 2021 SLS Board Meeting Minutes.

CARRIED

1.6 OVERVIEW OF SHORTGRASS' CLIENT SERVICES PRESENTATION

Moved by John Nesbitt that the Shortgrass Board accept the presentation by Client Services Librarian, Kait McClary. Ms. McClary joined the meeting at 1:15pm and then left the meeting at 1:34pm.

2. FINANCIAL STATEMENTS

Moved by Terrie Matz that the SLS Board approve the Financial Statements ending October 31st, 2021 as presented.

CARRIED

2.1 MUNICIPAL AND MATERIAL LEVY PAYMENTS

Moved by Terrie Matz that the SLS Board accept the 2021 Municipal and Material Levy Payment chart for information.

CARRIED

2.2 2022 MUNICIPAL LEVY - MUNICIPAL BUDGET APPROVALS

Moved by Terrie Matz that the SLS Board accept the 2022 Municipal Budget Approval chart for information.

CARRIED

3. ACTION ITEMS

3.1 Moved by Terrie Matz that the SLS board approve the restriction of \$48,704 from unspent salaries as follows:

- \$24,352 for Ebook spending in 2022.
- \$24,352 for Ebook spending in 2023.

CARRIED

Moved by John Nesbitt that the SLS board approve the restriction of \$40,000 of underspent funds as per 2020 audited financial statements as follows:

- \$20,000 for Ebook spending in 2023.
- \$20,000 for Ebook spending in 2024.

CARRIED

Moved by Deborah Reid-Mickler that the SLS board approve the restriction of unspent amounts from the 2021 Operating Budget as follows:

- From Board Travel/Meeting expenses: \$5,500 for Ebook spending in 2021.
- From Member library conferences/meeting expenses & driver salaries: \$2,250 for Ebook spending in 2022.
- From Internet expenses: \$3,000 for Ebook spending in 2024.
- From Driver Salaries: \$20,000 for Ebook spending in 2022

CARRIED

3.2 Moved by Deborah Reid-Mickler that the SLS board approve as amended Policy E:05: Services To Outside Agencies.

CARRIED

3.3 Moved by Terrie Matz that the SLS board approve as amended Policy G.06: Acquisitions: Allotment Funds for Library Purchases

CARRIED

3.4 Moved by Lynette Kopp that the SLS board approve as amended Policy G.07: Acquisitions: Member Libraries and Additional Resources.

CARRIED

4. INFORMATION ITEMS

Moved by Michelle McKenzie that the SLS Board receive the following items for information.

CARRIED

4.1 CEO report - Petra Mauerhoff.

4.2 Manager, Systems & Technical Services report – Chris Field.

4.3 Client Services Librarian Report - Kaitlin McClary.

4.4 2022 Calendar of Meetings.

4.5 SLS Manager Meeting Minutes - September 13 2021.

4.6 Library E-resource usage statistics.

4.7 Solar panel energy production information reports.


6. ADJOURNMENT

Moved by Bruce Hillis that the meeting be adjourned at 1:52p.m.

CARRIED



Board Chair



Executive Assistant



Newell Housing Foundation Minutes

January 13, 2022- 4:00 pm

CITY HALL- HAYES ROOM

Present: K. Steinley, J. Slomp, G. Miedema, R. Franz, A. Philpott, A. Skanderup, J. Petrie, M. Wardrop

Regrets: Y. Fujimoto

Staff: S. Loewen

Guest: B. Morishita via ZOOM

Chair Y. Fujimoto called the meeting to order at 4:04pm

1. Additions to/Adoption of Agenda

Moved by Y. Fujimoto to adopt the Agenda with the additions of 3. e. Website and 3.f. Meeting Dates.

CARREID

2. Bassano Project

Former Newell Housing Foundation Board Chair B. Morishita gave the Board an overview on the history of the Bassano Project, the intent of the project, and the status of the project. The project has been halted and can not move forward until there is a decision from Alberta Health Services on the future of the Bassano Hospital. The last needs assessment for this project is 10+ years old.

B. Morishita left the meeting.

3. New Business

a) CAO Report

Items in the CAO report including vacancies and capital projects were discussed. Covid protocols were also discussed. The videographer from ASCHA will be on site in February for the video tour. Vacancies for December 2021 were: Newbrook Lodge- 23. Playfair Lodge- 2. Dr. Scott Apartments- 1. Pioneer Villas- 6. Community Housing 2. The Villas in Duchess, Tilley, and Rosemary are full.

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

CARRIED

b) Policy 258 Board Member at Large Appointment

A draft policy was presented to the Board for discussion and review. Some items are to be amended and the policy is to be brought back to the Board.

c) Government of Alberta Budget 2022

The Government of Alberta has provided us with the 2022 Budget letter.

d) CAO Contract Renewal 0 April 1 2022

The current CAO Contract is up for renewal April 1, 2022. The contract was presented to the Board for review.



4. Old Business

a) Finance Manager

An update on the search for a new Finance Manager was given to the Board. The CAO will continue to work with the Board Chair to fill this position.

5. Financial Statement

Moved by J. Petrie to accept the Financial Statement as presented.

CARRIED

Consent Agenda Items

Moved by K. Steinley that the items listed in the Consent Agenda be accepted for information.

Meeting Date

The next meeting is February 1, 2022 at 4:00 pm in the Hayes Room at City Hall

Adjournment

The meeting was adjourned at 5:45 pm

Board Chair

Board Member

From: Community Engagement <Community.Engagement@albertahealthservices.ca>
Sent: January 24, 2022 3:13 PM
To: Community Engagement
Subject: EXTERNAL - EMS Pressure and Mitigation Plan Memo

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

Message from

Dr. Mark MacKenzie
Provincial Medical Director, EMS

Darren Sandbeck
Chief Paramedic, EMS



EMS System Pressure and Mitigation

Good Afternoon Mayors, MLA's, Municipal Leaders, Chiefs, and First Nations Health Leads,

Today, Alberta Health (AH) and Alberta Health Services (AHS) Emergency Medical Services (EMS) are announcing a comprehensive 10-point plan for addressing the extraordinary increase in EMS calls that we've experienced over the past months.

This plan, which focuses on immediate actions that will help create capacity within our system, will ensure that EMS continues to remain available and safe for all Albertans.

Specifically, immediate actions of this plan include:

- An 'hours of work' project to help ease staff fatigue:
 - AHS will continue its rollout of the fatigue management (Hours of Work) project, which launched in November 2021. EMS is adjusting working hours, shifts and scheduling to help to alleviate fatigue among staff. AHS will invest a total of \$24.2M in the first two phases of this work.
- Transferring low priority calls to other agencies in consultation with EMS physicians:
 - EMS will be transferring non-emergency or low priority calls to other agencies such as Poison and Drug Information Service (PADIS) (and are currently working to include Health Link 811), where appropriate, and in consultation with OnLine Medical Consultation (OLMC) physicians in dispatch.
- Stopping the automatic dispatch of ambulances to motor vehicle collisions that don't have injuries:
 - As of December 1, 2021 EMS is no longer automatically sending an ambulance to a motor vehicle collision where there are no injuries reported. Previously an ambulance would have been dispatched automatically and the crew would need to confirm there are no injuries. These calls are now responded to by police or fire as appropriate.
- Continued hiring of paramedics.

- EMS is constantly hiring qualified paramedics to fill vacancies.
- Launching pilot projects to manage non-emergency inter-facility transfers
 - Two pilot projects (Calgary Zone and North Zone) are underway where patients who do not need urgent medical care are transported to care homes, and residences by means other than ambulances.

In addition to the above, several more actions are planned for later this year:

- Integrated Operations Centre:
 - AHS will be adding an integrated operations center (IOC) to Calgary. This will mirror Edmonton's IOC, which has successfully brought together paramedic leads and hospital staff for operational oversight on management of integration between EMS and the hospital system to improve patient flow.
- Emergency Communications Evaluation:
 - EMS will be implementing additional dispatching processes provincially, including evaluation by an emergency communications officer to determine if an ambulance from out of area, though it may be closest to a 911 call, is most appropriate to respond. An additional level of 911 call assessment will ensure resources continue to be prioritized for the most urgent calls, while low priority events may be delayed when safe and appropriate to do so, in conjunction with physician advice and oversight.
- Pre-emption of ambulances
 - EMS will have the ability to pre-empt and divert ambulances to higher priority calls, when appropriate. This changes the way ambulances are assigned primarily in Calgary and Edmonton, and will assist with keeping resources in Suburban and Rural communities.
- Red Deer IFT Pilot Project:
 - A pilot project is also being proposed for inter-facility transports in the Central Alberta corridor that will allow dedicated resources for transfers, while leaving ambulances for community coverage and higher priority events.
- Strategic Provincial Service Plan:
 - Creation of a new 5-10 year Provincial Service Plan, which will look at all EMS services, and will be completed in September 2022.

Finally, Alberta Health will also be leading an EMS Advisory group over the coming months, and we look forward to new ideas and connections coming from that work. The pressures facing EMS are not unique to EMS, nor to Alberta. Across the country, EMS and healthcare systems are struggling with demand. EMS calls in Alberta alone have increased by approximately 30 per cent over the last year, with demands on the service now at historic levels. Despite this increase in demand, EMS continues to respond to the vast majority of serious 911 calls quickly and appropriately, thanks to our dedicated EMS teams.

We understand that you are hearing about these concerns from your communities and constituents. We are here to ensure you have the information you need to address those concerns.

AHS remains committed to EMS staff and patients, and this plan allows us to take immediate action to uphold that commitment. Critical patients will continue to be prioritized, and existing system capacity will be maximized. Albertans need our care. We are here. This plan allows us to act immediately, to maintain the high quality care that we are proud to deliver.

We thank all EMS teams for their ongoing dedication; our AHS and Alberta Health colleagues for the continued collaboration; and you – leaders in our communities, for your voice and your support.

We are in this together.

Please continue to reach out to us with your questions directly, through your EMS Zone leadership contacts. We are always available to talk and provide more information. If you do not have a contact, you can email Community.Engagement@AHS.ca.

Please see the following link to the press release:

<https://www.alberta.ca/release.cfm?xID=817698A0B3E38-CB1E-7434-A9265705634345ED>

Many thanks,

Community Engagement
Alberta Health Services



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