



**REGULAR MEETING OF COUNCIL
A G E N D A
Wednesday, February 9, 2023, 6:00 pm
Council Chambers & Zoom Access
(New Agenda Format)**

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. PUBLIC HEARINGS
4. DELEGATIONS
5. APPROVAL OF MINUTES
 - 5.1 Minutes of the January 18, 2023, Regular Meeting of Council
6. CONSENT AGENDA
 - 6.1 Correspondence – Alberta Community & Social Services -Alberta Supports Contact Centre information.
- Town of Fox Creek – Ambulance Service Letter
 - 6.2 Council Committee Reports
 - 6.3 Town of Bashaw January 31, 2023 Monthly Statement
7. NEW & UNFINISHED BUSINESS
 - 7.1 Emergency Advisory Committee – Emergency Management Review
 - 7.2 Water Discussion – Consumption & Financial Data
 - 7.3 Water Pricing 2023
 - 7.4 Bylaw #818 – 2023 – Amend Master Rates & Schedules Bylaw, Public Disturbances Penalties
8. COMMITTEE REPORTS – action to be considered
9. CORRESPONDENCE ITEMS – Action to be considered
10. CLOSED MEETING OF COUNCIL
 - 10.1 Land – Roll 001428 – FOIP Section 17
 - 10.2 Land – Roll 003714 – FOIP Section 17
 - 10.3 Legal – Municipal Agreement – FOIP Section 21
 - 10.4 Personnel – CAO Performance Review – FOIP Section 19
11. NOTICES OF MOTION
12. NEXT MEETING: February 22, 2023 – 6:00 pm Council Chambers
March Meeting Dates – As per rotation: March 1 & 15, 2023 – 6:00 pm
13. ADJOURNMENT



REGULAR MEETING OF COUNCIL MINUTES

Wednesday, January 18, 2023 @ 6:00 pm.

Blended Meeting: Council Chambers & Zoom Electronic Conference

In Person: CAO Fuller (5:30 pm), Mayor McDonald (5:55 pm), Deputy Mayor Orom (5:50 pm), Councillor McIntosh (5:45 pm), Councillor Gust (5:45 pm), Councillor Northey (5:50 pm) and Foreman Taylor (5:45 pm)

Zoom Connection: Mayor McDonald

Public Zoom: C. Ramstad

Recording Secretary: Loretta Paget (5:45 pm)

Absent: None

Press: None

Public: C. Ramstad

1. CALL TO ORDER by Deputy Mayor Orom at 6:00 pm.

2. PUBLIC HEARING – None.

3. ADDITIONS & AGENDA APPROVAL

MOVED by Councillor Northey to approve the January 18, 2023, Regular Meeting of Council Agenda as presented.

MOTION #008-2023

CARRIED.

4. MINUTES

4.1 Minutes of the January 4, 2023, Regular Meeting of Council

MOVED by Councillor Gust to approve the minutes of January 4, 2023, Regular Meeting of Council.

MOTION #009-2023

CARRIED

5. DELEGATIONS

5.1 Bashaw RCMP Detachment Commander – Corporal Mark Cusack

Corporal Mark Cusack shared crime stats with council and updated them on the Bashaw Detachment Commander selection. It is anticipated that the new detachment commander information should be available to us within 1 – 2 months.

Corporal Mark Cusack left the meeting at 6:15 pm.

6. BYLAWS

6.1 Bylaw #816-2022 – Procedure Bylaw

MOVED by Mayor Rob McDonald to proceed with first reading of Bylaw 816 – 2022 Town of Bashaw Procedure Bylaw.

MOTION #010-2023

CARRIED

MOVED by Councillor Guts to proceed with second reading of Bylaw 816 – 2022 Town of Bashaw Procedure Bylaw.

MOTION #011-2023

CARRIED

MOVED by Councillor Northey to move unanimous consent to proceed with third reading of Bylaw 816 – 2022 Town of Bashaw Procedure Bylaw.

MOTION #012-2023

CARRIED

MOVED by Mayor Rob McDonald to proceed with third reading of Bylaw 816 – 2022 Town of Bashaw Procedure Bylaw.

MOTION #013-2023

CARRIED

7. NEW & UNFINISHED BUSINESS

7.1 Town of Bashaw Monthly Statement – December 31, 2022

MOVED by Councillor McIntosh to accept the December 31, 2022, Town of Bashaw Monthly Statement as presented.

MOTION #014-2023

CARRIED

7.2 Bashaw Fire Department 2022 Summary of Fire Responses – Including Medical First Response Calls

MOVED by Councillor McIntosh to accept the Bashaw Fire Department 2022 Summary of Fire Responses as information.

MOTION #015-2023

CARRIED

7.3 Choose Camrose Region Economic Development Program – Request for Letter of Support

MOVED by Councillor Gust to approve the provision of a letter of support for the application of the Northern & Regional Economic Development Program to support the economic initiative for the Choose Camrose Region program proposed by the Camrose County Economic Development Officer.

MOTION #016-2023

CARRIED

7.4 Recreation Grant Discussion

MOVED by Councillor McIntosh to accept the Recreation Grant as information.

MOTION #017-2023

CARRIED.

8. COMMITTEE & STAFF REPORTS

8.1 Committee Reports

- a. Mayor McDonald – Highway 12/21 Regional Water Commission – Special meeting on January 6, 2023, via Zoom.
- b. Deputy Mayor Orom – Highway 12/21 Regional Water Commission – Special meeting on January 6, 2023, via Zoom.
- c. Councillor Northey – No meetings to report.
Bashaw & Area Recreation Board – has been having an online discussion.
Health Care Model – As a result of the recent meeting there have been several surveys completed and helpful data is being collected.
- d. Councillor Gust – no meetings to report.
- e. Councillor McIntosh – Bashaw Chamber of Commerce Meeting – January 18, 2023 – Discussion regarding the Main Street Revitalization program. Subcommittee is formed, and were talking about connecting with other main street groups to collaborate. Also the Bashaw Chamber of commerce has a Facebook page.
There is also a magic show scheduled in the library this upcoming weekend.

8.2 Staff Reports

- a. Foreman Report – see attached.
- b. CAO Report– see attached.

MOVED by Councillor McIntosh to accept January 18, 2023, Council and Staff reports as information.
MOTION #018-2023 CARRIED.

9. CORRESPONDENCE

- 9.1 Fortis Alberta Pilot Rate 62 – Standalone level 3 EV Chargers
- 9.2 National Police Federation – News Release – Necessary Investments to Bolster RCMP in Alberta

MOVED by Councillor McIntosh to accept the January 18, 2023, Correspondence as information.
MOTION #019-2023 CARRIED

Foreman Patrick Taylor remained for the closed meeting and Recording Secretary Loretta Paget left meeting at 7:15 pm.

MOVED by Councillor Northey to move into Closed Meeting of Council for item 10.1 – Legal –Sewer Billing - FOIP Section 27 and 10.2 Legal - Regional Fire Service Agreement - FOIP Section 25; at 7:16 pm.
MOTION #020-2023 CARRIED

10. CLOSED MEETING OF COUNCIL

- 10.1 Legal – Sewer Billing – FOIP Section 27
- 10.2 Legal – Regional Fire Service Agreement – FOIP Section 25

Foreman Patrick Taylor left the meeting at 7:40 pm.

MOVED by Councillor Northey to move out of Closed Meeting of Council for item 10.1 – Legal –Sewer Billing - FOIP Section 27 and 10.2 Legal - Regional Fire Service Agreement - FOIP Section 25; at 8:00 pm.
MOTION #021-2023 CARRIED

MOVED by Mayor McDonald to require Customer number 002048; to pay the Sewer Service line response billing invoice number 05-2022; dated June 15, 2022; and any charges related to delayed payment.
MOTION #022-2022 CARRIED

11. NEXT MEETING: February 8 and 22, 2023 – 6:00 pm Council Chambers

12. ADJOURNMENT – Mayor McDonald at 8:02 pm.

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER



ALBERTA
SENIORS, COMMUNITY AND SOCIAL SERVICES
Office of the Minister



January 18, 2023

Theresa Fuller
FCSS Director
Town Of Bashaw
PO Box 510
Bashaw, AB T0B 0H0

Dear Theresa Fuller:

As Minister of Seniors, Community and Social Services, I appreciate the vital role Family and Community Support Services (FCSS) plays across the province as a source for preventive social supports for Albertans. Our FCSS partners are critical to providing preventive social services, meeting local needs and addressing social problems.

It is my expectation that Seniors, Community and Social Services offices are open and ready to serve Albertans through our 52 Alberta Supports Centres.

The Alberta Supports Contact Centre is available to the public between 7:30 a.m. and 8:00 p.m., Monday to Friday, through phone at 1-877-644-9992 and walk-in support to provide information on Government of Alberta social programs and services. Staff from stakeholder agencies like FCSS can call the Alberta Supports Contact Centre and select the priority line, reserved for agency staff, to shorten the wait time.

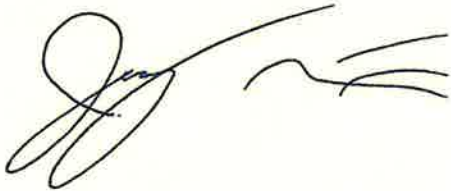
Albertans need to be aware Alberta Supports Centres are open for business. Attached is a poster we encourage all FCSS offices to print out and use to alert their clients that all Alberta Supports Centres across the province are open, both in-person and by phone. By doing so, clients will be familiar with the numerous ways they can access the more than 30 programs and 120 services available to them. The poster is also available online at www.alberta.ca/family-and-community-support-services-fcss-program.aspx.

In the fall of 2022, FCSS offices were provided a listing of department contacts so local FCSS staff can access management staff at the local Alberta Supports Centres. Should you have any questions or concerns about how Albertans can access services at an Alberta Supports Centre, I encourage you to reach out to your local ministry management contact. I have reattached the contact list for your convenience.

.../2

FCSS and Alberta Supports are both integral parts of our social services system. Alberta Supports remains an active participant in the shared community network of service providers, such as FCSS, who work together to support, stabilize and ready Albertans in challenging circumstances for an improved future.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeremy Nixon', with a stylized flourish extending to the right.

Jeremy Nixon
Minister of Seniors, Community and Social Services

Attachments

cc: Jackie Lovely
MLA, Camrose

We're open for business.

**Whether it's in-person, online,
or over the phone, we're here to help.**

Alberta Supports can help you access more than 30 programs and 120 services for seniors, people with disabilities, families and more.

To find a location near you, please visit alberta.ca/alberta-supports

52 Alberta Supports offices



Alberta
SUPPORTS
click.call.come in.

Find out more about Alberta Supports | alberta.ca/alberta-supports

Alberta



January 27, 2023

The Honourable Jason Copping
Minister of Health
432 Legislature Building
10800 – 97 Avenue
Edmonton, Alberta T5K 2B6
health.minister@gov.ab.ca

Re: Town of Fox Creek Ambulance Service

Dear Minister Copping,

In November 2022, the Town of Fox Creek was copied on correspondence from the Town of Ponoka expressing concerns on behalf of their Volunteer Fire Department as first responders to emergency calls. The letter received from the Town of Ponoka summed up some of the major issues in our province perfectly, and the Town of Fox Creek would like to reiterate the concerns with the state of our ambulance service in rural Alberta.

We share in our main concern being the ambulance services that we are receiving from Alberta Health Services. Recently, our community has gone without an ambulance for 14 hours because of patient transfers and staffing issues. The most troubling part of this lapse is the number of times that it seems to be happening. Because of our location, when an ambulance leaves our community, our closest backup unit is a minimum 45 minutes away. Those 45 minutes can quickly turn into over an hour if the roads are bad or if there is not a crew available immediately. Those 45 minutes could very well be the difference between life and death, or could change the course of someone's future.

Much like Ponoka, our Fire Department has been the first responders to many calls that would not necessarily fall under their mandate, however, because they love our community and the people that live here, they go without hesitation. They have seen things they should not have to see and have held the hands of individuals through extremely tough situations.

Fox Creek has also stepped up and is running our Medical First Responder Program out of our volunteer department, however, with a lack of funding for the program, many of the costs to run the program are being covered by the community. It is time the province finds a way to deal with the ambulance situation in rural Alberta that does not fall on the back of volunteer fire departments or municipalities.

It is only a matter of time before the gamble to move Fox Creek's ambulance to a busier location when AHS is short-staffed does not pay off and a life is lost because of the lack of service provided. Unfortunately for Fox Creek, when that happens, it is going to be someone in our community. We are urgently requesting that these issues be addressed with a solution that does not forget about the unique situations of many rural Alberta communities.

Sincerely,



Sheila Gilmour, Mayor

Sheila@foxcreek.ca

cc: The Honourable Danielle Smith, Premier of Alberta
The Honourable Todd Loewen – MLA – Central Peace Notley
The Honourable Rachel Notley – Leader of the Official Opposition NDP
Arnold Viersen, MP, Peace River – Westlock
Alberta Municipalities Members
Town of Ponoka

Council Committee Reports – February 9, 2023

Mayor Rob McDonald – no meetings to report.

Deputy Mayor Cindy Orom – February 3, 2023 – Camrose and Area Lodge Authority.
The board reviewed the skills matrix the government required the board to complete, and a tour of Rosealta Lodge was provided. It was a very quick meeting.

There is talk of hosting a meeting in Bashaw, but no dates or information has been decided.
Councillor Orom to keep administration posted as more details become available.

Councillor Jackie Northey - No meetings of Council committees to report.

Bashaw Wellness Team

The Bashaw Wellness Team is a collaboration between the education, advanced education, social services, justice, health and spiritual sectors of the community. They meet to share trends, challenges, and opportunities for the community. At the February 1 meeting, the team identified that the community, and in fact the region, is witnessing an extraordinary amount of mental health challenges and grief impacting many of our families, children and seniors. We will be looking for targeted ways to wrap around services and supports for those that need it beyond what has already been established.

The team is also working on creating an innovative community health model to address primary care in the region. Ongoing meetings and discussions with MLA's, Alberta Health Services and the Rural Health Physicians Action Plan continue.

Councillor Bryan Gust – no meetings to report.

Councillor McIntosh – absent with notice.

**TOWN OF BASHAW
MONTHLY STATEMENT
January 31, 2023**

| DESCRIPTION | GENERAL ACCOUNT | TERM DEPOSIT | TOTAL |
|--|------------------------|----------------------|------------------------|
| BALANCE AT END OF PREV MONTH | \$ 1,065,027.87 | \$ 465,014.79 | \$ 1,530,042.66 |
| RECEIPTS FOR THE MONTH | \$ 25,012.93 | | \$ 25,012.93 |
| ALBERTA DIRECT DEPOSIT | \$ 63,302.91 | | \$ 63,302.91 |
| TAX RECOVERY | | | \$ - |
| CCUBC /ROYAL/ATB /DEBIT- PAYMENTS | \$ 95,404.25 | | \$ 95,404.25 |
| SERVUS CREDIT UNION - INTEREST | \$ 4,273.16 | | \$ 4,273.16 |
| TERM INTEREST #47 | \$ 1,361.12 | | \$ 1,361.12 |
| TERM INTEREST #48 | \$ 320.58 | \$ - | \$ 320.58 |
| TERM DEPOSIT | | \$ - | \$ - |
| TRANSFER FROM GENERAL TO TERM | | \$ - | |
| TRANSFER FROM TERM TO GENERAL | \$ - | | \$ - |
| SUB-TOTAL | \$ 1,254,702.82 | \$ 465,014.79 | \$ 1,719,717.61 |
| DISBURSEMENTS FOR THE MONTH | \$ 195,858.57 | | \$ 195,858.57 |
| TRANSFER TO/FROM TERM | \$ - | \$ - | \$ - |
| BANK ERROR INTEREST | | | \$ - |
| Posted to February 2023 | \$ 10,718.83 | | \$ 10,718.83 |
| DEBIT MACHINE & TRANSACTIONS | \$ 41.01 | | \$ 41.01 |
| BANK CONFIRMATION FEE | \$ - | | |
| SCHOOL PAYMENT | \$ - | | |
| | | | |
| | \$ - | | \$ - |
| TRANSFER TO RECREATION BRD | \$ - | | |
| BALANCE AT END OF MONTH | \$ 1,048,084.41 | \$ 465,014.79 | \$ 1,513,099.20 |
| | | | |
| BANK BALANCE AT MONTH END | \$ 1,169,110.07 | \$ 465,014.79 | \$ 1,634,124.86 |
| OUTSTANDING DAILY DEPOSITS | \$ 8,387.47 | | \$ 8,387.47 |
| OUTSTANDING ONLINE/INTERAC | \$ 3,032.59 | | \$ - |
| OUTSTANDING DIR DEPOSITS | \$ 6,433.21 | | |
| SUB-TOTAL | \$ 1,186,963.34 | \$ 465,014.79 | \$ 1,651,978.13 |
| LESS OUTSTANDING CHEQUES | \$ 138,878.93 | | \$ 138,878.93 |
| OUTSTANDING AUTO WITHDRAWALS | | | \$ - |
| BANK ERROR | | | |
| | \$ - | | |
| | \$ - | | |
| | | | \$ - |
| BALANCE AT END OF MONTH | \$ 1,048,084.41 | \$ 465,014.79 | \$ 1,513,099.20 |

THIS STATEMENT SUBMITTED TO COUNCIL

February 9, 2023

MAYOR

TOWN MANAGER

System: 2023-02-03 12:06:22 PM
User Date: 2023-01-31

Town of Bashaw
RECONCILIATION POSTING JOURNAL
Bank Reconciliation

Page: 1
User ID: Finance

Audit Trail Code: CMADJ00000297
Chequebook ID: CREDIT UNION
Description: Credit Union General Account

Bank Statement Ending Balance: \$1,169,110.07
Bank Statement Ending Date: 2023-01-01
Cutoff Date: 2023-02-01

| | |
|---------------------------------|-----------------------|
| Statement Ending Balance | \$1,169,110.07 |
| Outstanding Cheques (-) | \$138,878.93 ✓ |
| Deposits in Transit (+) | \$17,853.27 |
| Adjusted Bank Balance | <u>\$1,048,084.41</u> |
| Chequebook Balance as of Cutoff | \$1,048,084.41 |
| Adjustments | \$0.00 |
| Adjusted Book Balance | <u>\$1,048,084.41</u> |
| Difference | <u><u>\$0.00</u></u> |

Town of Bashaw

Request for Decision



| | |
|----------------|---|
| Meeting: | Regular Council |
| Meeting Date: | February 9, 2023 |
| Originated by: | Theresa Fuller, Chief Administrative Officer |
| Agenda Item: | 7.1 Emergency Advisory Committee – Emergency Management review |

Background/Proposal:

The Alberta Local Authority Emergency Management Regulation has been put into force January 1, 2020.

This regulation requires Emergency Advisory committees to meet a minimum of once per year.

As per the town of Bashaw 793 – 2019 – the Municipal Emergency Management Bylaw many of the details are included and required to be reviewed.

Discussion/Options/Benefits/Disadvantages:

Documents included for review:

1. Bylaw 793 – 2019 – Municipal Emergency Management Bylaw.
2. Policy 13.10 – Municipal Notification of Emergencies, including templates for Declaration of a State of local Emergency, Public announcement following the declaration of a state of local emergency, and Termination of a state of Local Emergency.
3. Policy 13.20 – Activation of Municipal Emergency Operations Center, including the Emergency Management Response Chart.

Note: private phone numbers are not included in the information included in the agenda package. However, council members' copies will have contact numbers included.

This information was provided for a meeting of council, as the Emergency Advisory Committee. This is an initial step in the review and understanding of the plan.

1. Council is the Emergency Advisory Committee – read the bylaw and become somewhat familiar (prior to the meeting)
2. How to declare a state of local emergency – included in the bylaw and the policy
3. Notification chart – is the starting point of the plan. This has contact numbers on it. The actual plan we will be formalizing as DEM P. Taylor, DDEM D. Jones and DDEM T. Fuller complete the CEMP program. (DEM – Director of Emergency Services, DDEM – Deputy Director of Emergency Services)
4. Next steps – DEM P. Taylor, DDEM D. Jones and DDEM T. Fuller will call a meeting of the Emergency Management Agency. These are the community members as listed/recommended within the bylaw.

5. Training – I believe most/all council members have taken the Elected official course, DEM P. Taylor, DDEM D. Jones and DDEM T. Fuller to arrange/determine training needs for the balance of the Staff, Emergency Management Agency and anyone we believe is beneficial to train.

Costs/Source of Funding (if applicable)

Annual Operating Budget

Applicable Legislation:

Bylaw 793-2019 – Municipal Emergency Management Bylaw
Emergency Management Act of Alberta.
Local Authority Emergency Management Regulation
MGA 551 (1) Emergencies, 615.1 (1)

Recommended Action:

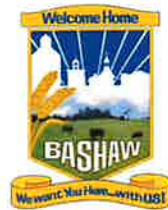
Record this as the Annual meeting of the Emergency Advisory Committee.
Proceed to recommended next steps, provide council with updates on the process.

Community Engagement Consideration:

Administration is willing to proceed upon council request.

Discussion Result:

Additional research Requested:



TOWN OF BASHAW

BYLAW NO. 793 - 2019

BEING A BYLAW OF THE TOWN OF BASHAW, IN THE PROVINCE OF ALBERTA TO ESTABLISH AN EMERGENCY ADVISORY COMMITTEE AND AN EMERGENCY MANAGEMENT AGENCY

WHEREAS the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 provides that a council of a municipality may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property; and

WHEREAS the Council of the Town of Bashaw is responsible for the direction and control of its emergency response and is required, under the *Emergency Management Act*, Revised Statutes of Alberta 2000, Chapter E-6.8, to appoint an Emergency Advisory Committee and to establish and maintain a Emergency Management Agency; and

WHEREAS the Council of the Town of Bashaw wishes to establish regulations and procedures to meet the obligations of the municipality under the *Emergency Management Act* and the *Local Authority Emergency Management Regulation*, Alberta Regulation 203/2018; and

WHEREAS it is desirable in the public interest, and in the interests of public safety, that such a committee be appointed and such an agency be established and maintained to carry out Council's statutory powers and obligations under the *Emergency Management Act*; and

NOW THEREFORE, under the authority of the *Municipal Government Act*, the Council of the Town of Bashaw, in the Province of Alberta, enacts as follows

1. This Bylaw may be cited as the "Municipal Emergency Management Bylaw".
2. In this Bylaw:
 - a) "Act" means the *Emergency Management Act*, Revised Statutes of Alberta 2000, Chapter E-6.8, and any regulations;
 - b) "Alberta Emergency Management Agency" means the provincial government agency charged with the administration of the *Emergency Management Act* and the *Local Authority Emergency Management Regulation*;
 - c) "Chief Administrative Office" or "CAO" means the Chief Administrative Officer of the Town of Bashaw, or their delegate;
 - d) "Council" means the municipal council of the Town of Bashaw;
 - e) "Deputy Director of Emergency Management" or "DDEM" means the person(s) appointed as the Deputy Director(s) of the Emergency Management Agency;
 - f) "Director" means the employee who is the head and responsible for a department of the Town;
 - g) "Director of Emergency Management" or "DEM" means the person appointed as the Director of the Emergency Management Agency;
 - h) "Disaster" means an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property or the environment;
 - i) "Emergency" means an event that requires prompt co-ordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property or the environment;
 - j) "Emergency Advisory Committee" or "Committee" means the committee established under this Bylaw;

Bylaw No. 793 – 2019 Municipal Emergency Management

- k) "Emergency Management Agency" or "Agency" means the agency established under this Bylaw;
 - l) "Emergency Management Plan" means the plan approved by the Committee to coordinate a response to an Emergency or Disaster;
 - m) "Minister" means the Minister charged with administration of the Act; and
 - n) "State of Local Emergency" means a state of local emergency declared in accordance with the provisions of the Act and this Bylaw.
3. The Emergency Advisory Committee is hereby established to advise on the development of emergency plans and programs and to exercise the powers delegated to the Committee by this bylaw.
4. Composition of the Emergency Advisory Committee:
- 4.1. The Committee shall consist of all 5 members of Council.
 - 4.2. The Mayor shall serve as Chairperson on the Committee.
 - 4.3. A quorum of the Committee shall be a majority of the members, except when the Committee is exercising its powers with respect to declaring a State of Local Emergency in which case a quorum is prescribed in section 11.1 of this bylaw.
5. Council shall provide for the payment of expenses of the members of the Committee.
6. Council hereby delegates to the Committee the power to:
- a) approve the Emergency Management Plan;
 - b) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs;
 - c) declare, renew or terminate a State of Local Emergency;
 - d) exercise any power given to the Minister under section 19(1) of the Act in relation to the part of the municipality affected by a declaration of a State of Local Emergency; and
 - e) authorize any persons at any time to exercise, in the operation of an emergency plan or program, any power given to the Minister under section 19(1) of the Act in relation to the part of the municipality affected by a declaration of a State of Local Emergency.
7. The Emergency Advisory Committee:
- a) shall meet to review and approve the Emergency Management Plan and related plans and programs on a regular basis, but at a minimum once per year, to ensure that the Town of Bashaw is prepared to address any potential Emergency or Disaster;
 - b) shall provide guidance and direction to the Agency;
 - c) shall appoint the Director of Emergency Management (DEM) and a Deputy Director or Directors of Emergency Management (DDEM); and
 - d) Shall authorize the DEM to exercise the powers outlined in section 19(1) of the Act during a State of Local Emergency.
8. The Emergency Management Agency is hereby established to act as Council's agent in exercising the powers and duties under the Act, and is responsible for the implementation and administration of the Emergency Management Plan, subject to any such powers and duties delegated under this bylaw to the Committee.

9. Composition of the Emergency Management Agency

9.1. The Agency shall be comprised of the following members:

- a) the DEM;
- b) the DDEM(s);
- c) the CAO;
- d) the Town's designated Fire Chief or their delegate; and
- e) at least one Director appointed by the CAO.

9.2. The DEM may invite representatives of external organizations to work with the Agency, including representatives of:

- a) the Alberta Emergency Management Agency;
- b) the RCMP;
- c) utility companies;
- d) health agencies;
- e) school boards;
- f) the Ambulance Service Manager or designate;
- g) the Seniors Lodge Manager or designate;
- h) the Social Services Manager or designate; and
- i) any other agency or organization that, in the opinion of the DEM, may assist in the development or implementation of the Emergency Management Plan or related plans or programs.

9.3. The Agency shall:

- a) utilize the command, control and coordination system as prescribed by the Managing Director of the Alberta Emergency Management Agency in accordance with the Act;
- b) track training and exercises to support preparedness, response and recovery activities;
- c) support and assist the DEM in the implementation and co-ordination of the emergency response pursuant to the Emergency Management Plan;
- d) at least once a year, provide the Committee with an update on the activities of the Agency;
- e) at least once a year, review the Emergency Management Plan;
- f) at least once a year, provide the Committee with an update on the Agency's review of the Emergency Management Plan; and
- g) annually make the Emergency Management Plan available to the Alberta Emergency Management Agency for review and comment.

9.4. The Agency must, in accordance with the Act, engage in mandatory emergency management exercises and submit an exercise notification to Alberta Emergency Management Agency.

10. Director of Emergency Management

10.1. The DEM shall:

- a) prepare and co-ordinate emergency plans and programs for the Town in accordance with the Act;
- b) act as director of emergency operations on behalf of the Agency with the power to delegate authority;
- c) cause an emergency plan or program to be put into operation;
- d) shall direct and control the emergency response;
- e) co-ordinate all emergency services and other resources used in an Emergency;
- f) review emergency response plans submitted by other municipal stakeholders;
- g) complete any courses prescribed by the Alberta Emergency Management Agency in accordance with the Act; and
- h) perform other duties as prescribed by the Town of Bashaw.

10.2. In a State of Local Emergency, the DEM shall report directly to the Committee.

11. Declaration of a State of Local Emergency

11.1. If the Mayor is available and not incapacitated by the Emergency, then the Mayor acting alone constitutes a quorum of the Emergency Advisory Committee for the purpose of making a decision to declare, renew or cancel a State of Local Emergency or expand or reduce the part of the municipality to which a State of Local Emergency applies. If the Mayor is unavailable or incapacitated then the Deputy Mayor acting alone may exercise this authority and if the Deputy Mayor is unavailable or incapacitated then any member of the Committee acting alone may exercise this authority.

11.2. A declaration, renewal or cancellation of a State of Local Emergency shall be made in accordance with the Act, and specifically:

- a) the declaration, renewal or termination must be made by resolution at a meeting for which notice under the *Municipal Government Act* is not required;
- b) all members of Council shall be notified of the declaration, renewal or termination as soon as practicable;
- c) the declaration must identify the nature of the Emergency and the area of the Town in which it exists;
- d) the details of the declaration shall be published immediately by such means of communication considered most likely to make known to the majority of the population of the area affected the contents of the declaration; and
- e) the Alberta Emergency Management Agency will be notified and the declaration shall be forwarded to the Minister forthwith.

12. Duration of State of Local Emergency

12.1. Upon the declaration of a State of Local Emergency, the Committee may do all acts and take all necessary proceedings including the following:

- a) cause any Emergency Management Plan to be put into operation;
- b) exercise any power given to the Minister under section 19(1) of the Act in relation to the part of the Town affected by the declaration; and

Bylaw No. 793 – 2019 Municipal Emergency Management

- c) authorize any persons at any time to exercise, in the operation of the Emergency Management Plan, any power given to the Minister under section 19(1) of the Act in relation to the part of the Town affected by the declaration.
- 12.2. Upon the declaration of a State of Local Emergency, the Agency is authorized exercise any power given to the Minister under section 19(1) of the Act in relation to the part of the Town affected by the declaration.
13. Termination of State of Local Emergency
- 13.1. A declaration of a State of Local Emergency is considered terminated and ceases to be of any force or effect when:
- a) a resolution to terminate the declaration of a State of Local Emergency is passed under the provisions of this Bylaw;
 - b) a period of seven days has lapsed since it was declared, unless it is renewed by resolution;
 - c) the Lieutenant Governor in Council makes an order for the declaration of a state of emergency under the Act, relating to the same area; or
 - d) the Minister cancels the State of Local Emergency.
- 13.2. When a declaration of a State of Local Emergency has been terminated, the details of the termination shall be published immediately by such means of communication considered most likely to notify the majority of the population of the area affected.
14. Councillor and Employee Training
- 14.1. Councillors shall complete any courses prescribed by the Alberta Emergency Management Agency in accordance with the Act.
- 14.2. Any employee of the Town who has been assigned responsibilities respecting the implementation of the Emergency Management Plan shall complete any courses prescribed by the Alberta Emergency Management Agency in accordance with the Act.
15. The Town will endeavour to collaborate with other communities within the region, including the Camrose County, in developing a Regional Emergency Response Plan.
16. Town of Bashaw Bylaw No. 777 - 2018 and all amendments thereto are repealed.
17. That this bylaw shall take effect on the date of the third and final reading.

Read a first time this 21st day of November, 2019

Read a second time this 5th day of December, 2019

Received Unanimous Consent for presentation of third reading this 5th day of December, 2019

Read a third and final time this 5th day of December, 2019



Mayor, Penny Shantz



Theresa Fuller, Chief Administrative Officer

SIGNED by the Chief Elected Official and the Chief Administrative Officer this 5th day of December 2019.

TOWN OF BASHAW

TITLE: Municipal Notification of Emergencies

POLICY #: 13.10

EFFECTIVE DATE APPROVED BY COUNCIL: March 2, 2010

RESOLUTION: 071-2010

POLICY STATEMENT:

In order to ensure timely and effective emergency management in *the Town of Bashaw*, municipal notification of emergencies shall be proactive, shall be based on event criteria, and shall be developed as part of the municipal emergency plan in coordination with all agencies, that respond to an emergency or may become aware of an emergency. The Director of Emergency Management shall establish, distribute and exercise these municipal notification procedures.

DECLARATION OF A STATE OF LOCAL EMERGENCY (SOLE)

Conditions under which a state of local emergency exists or may exist include:

- Inadequacy of existing legal authority to respond effectively to the emergency
- Potential inadequacy of existing legal authority to respond effectively
- Provision of liability protection for all agencies involved in emergency response

Procedure:

Follow these four steps to make a valid declaration of state of local emergency:

1. Contact authorized council members to declare.

According to (TOWN OF BASHAW) municipal Emergency Management Bylaw, the Mayor can declare, in the absence of the Mayor, the Deputy Mayor can declare, in the absence of Mayor and Deputy Mayor, any sole council member can declare:

| Name | Function | Office/Home No. | Emergency No. | Initial and time of call |
|----------------|--------------|-----------------|---------------|--------------------------|
| Rob McDonald | Mayor | | | |
| Bryan Gust | Deputy Mayor | | | |
| Jackie Northey | Councillor | | | |
| Cindy Orom | Councillor | | | |
| Kyle McIntosh | Councillor | | | |

2. Fill out form "SOLE" and have it signed.

Fill out the attached form including time and date of declaration, and have it signed. If the council members have declared "in absentia" by phone, sign and date and document means of contact, and obtain council member signature(s) as soon as possible. Enter declaration into Municipal Register (can be done later).

3. Make public announcement of declaration.

Use the attached form or any other format you wish to use and contact the following agencies to make declaration public, or post it in public domain (e.g. on front door)

| Media/Radio/TV station | Office No. | Fax No. | Emergency Contact |
|------------------------|--------------|--------------|---|
| CFCW | 780-490-2490 | 780-435-0844 | news@cfcw.com |
| Global TV Edmonton | 780-436-1250 | 780-989-4686 | edmonton@globalnews.ca prefer email releases |
| Bashaw Star | 403-783-3311 | 403-783-6300 | editor@bashawstar.com |

4. Forward/fax declaration to Minister responsible for Alberta Emergency Management

Agency.

Fax to: (780) 644-7962, email: ma.poc@gov.ab.ca or, possible text message a picture to 780-644-5425

Note: Should the declaration be terminated by Council (see form attached), or be renewed by Council, the Minister must be notified. The declaration lapses after seven (7) days or may be cancelled by the Minister.

Declaration of a State of Local Emergency

Whereas an emergency exists in the

TOWN OF BASHAW
(name of municipality)

due to

(enter a description of the nature of the emergency)

Therefore, the Council declares that a state of local emergency exists

in the Town of Bashaw, Alberta
(enter name of municipality, or portion of the named municipality)

Time:

Date:

Signature(s):

Fax to: (780) 644-7962, email: ma.poc@gov.ab.ca or, possible text message a picture to
780-644-5425

Public Announcement following the Declaration of a State of Local Emergency

“The Council of Town of Bashaw
(enter name of Municipality)

declares that a State of Local Emergency exists or may exist in the

(describe affected portion of the municipality)

due to _____

(enter a description of the nature of the emergency)

“The public is advised that for the duration of the emergency, the local authority may take any action it deems necessary to deal with the situation.”

Termination of Declaration of a State of Local Emergency

WHEREAS an emergency existed in the _____ **Town** _____

of Bashaw, Alberta.
(name of municipality)

due to _____

(enter a description of the nature of the emergency)

The Local Authority, satisfied that an emergency no longer exists, does hereby terminate the Declaration of a State of Local Emergency effective immediately.

Time: _____

Date: _____

Signature(s):

Title(s):

Fax to: (780) 644-7962, email: ma.poc@gov.ab.ca

EMERGENCY MANAGEMENT RESPONSE CHART



FIRST RESPONDER DECISION – NOTIFY MUNICIPALITY OF EVENT? ASK:

1. Is there need/ potential need to evacuate residents beyond site?
2. Is environment/property damage or potential damage critical?
3. Does the incident require more resources than are available locally or through mutual aid?
4. Does this event likely attract media beyond local media or require public information?
5. Are regulatory/government/industry agencies required?

YES to any one question

NOTIFY MUNICIPALITY BY CALLING **Patrick Taylor** DEM at
or **Theresa Fuller** Deputy DEM at
If no contact, call AEMA ARRC at 1-866-618-2362

NO to all questions

Proceed with standard first responder procedures, if necessary, call mutual aid

DEM DECISION – Activate Emergency Operation Center (EOC)? ASK:

1. Immediate ALERT activation for public safety? If “yes” - Activate ALERT now by calling authorized users in box to the right!
2. Immediate or potential threat to life, environment or property beyond the ability of first responders?
3. Immediate or potential evacuation of residents beyond site?
4. Prolonged or potentially prolonged disruption of key services?
5. Is public information required or is media interest likely beyond local media?

NO to all → Proceed with standard first responder procedures, if necessary, call mutual aid

ALERT Authorized User List:

| Name | Phone | Cell |
|-------------------|-------|------|
| Patrick Taylor | | |
| Dustin Hemmingson | | |
| Kyle McIntosh | | |

YES to any one question

DEM / Deputy DEM activates EOC:
Delegates as many of these duties as possible!

1. Immediately assembles EOC team, using “EOC Activation Call List” - see **box to the right** and **SECTION 2.2**.
2. Gets EOC facility operational - see **SECTION 3.1**.
3. Starts first coordination/support procedures — SEE **SECTION 2.3.2**
4. Further immediate action:
 - Identifies/assigns job responsibilities of EOC team members as they arrive— see **SECTION 2.4-2.10**
 - If required, appoints Site Manager and defines site perimeters- see **SECTION 2.11**.
 - If required, suggest to declare “State of Local Emergency” - see **SECTION 2.1.6**.
 - Facilitates EOC and municipal operations - see **SECTION 2.3**

CALL AEMA ARRC at 1-866-618-2362

EOC Activation Call List:

| | | |
|-----------------------|-----------------------|--|
| Patrick Taylor | DEM | |
| Dennis Jones | DDEM | |
| Theresa Fuller | DDEM | |
| Theresa Fuller | CAO | |
| Dustin Hemmingson | Fire Chief | |
| Grant Glasier | RCMP Corp. | |
| | Amb. EMS | |
| | Bashaw Continued Care | |
| Christine Buelow BDSS | ESS | |
| Mary Ann Schroeder | Bashaw Bus | |
| Peter Graham | Chamber of Commerce | |
| Marlon Wombold | Funeral Home | |
| Rob McDonald | Elks | |
| | Legion | |
| Robyn King | Ministerial | |
| Mike Kuzio | Camrose County DEM | |

Town of Bashaw



Request for Decision

| | |
|----------------|---|
| Meeting: | Regular Council |
| Meeting Date: | February 9, 2023 |
| Originated by: | Theresa Fuller, Chief Administrative Officer |
| Agenda Item: | 7.2 Water Discussion – Consumption & Financial Data |

Background/Proposal:

Administration generates comparisons annually for both Water consumption and financial information.

Information is attached.

Page 1&2 – Consumption Data

Administration met with the Village of Alix to obtain information on their water reconciliation process. The Village of Alix has been successful in reducing water losses and water consumption. The water reconciliation attached is modelled after their process.

One of the main differences is that the Village of Alix produces monthly water billings, therefore has the ability to compare metered data to reservoir data every month. Currently, the Town of Bashaw completes meter reads every two months.

- Column A provides the amount of water that is billed to us by Highway 12/21 regional water commission.
- Column B is the amount of water tracked in our reservoir. (Water treatment plant)
- Column C is the difference between the two readings. This difference is water that the scada system, and cooling the pumps within the Water Treatment plant uses.
- Column C is fairly consistent for all three years the data is reflected.
- Column D – is the water from column B – two months added together.
- Column E – is metered water that is measured on the utility billing cycle.
- Column F – is the difference between the reading from the water treatment plant and consumption reflected through water meter readings.
- G - is column C plus Column F – the total water loss. Over the three years of data the loss amount has fluctuated from 23% to 29%.
- H – reflects the daily average of water going out of the Water treatment plant. The daily average is lower in 2020, higher in 2021 and 2022.
- Years 2021 and 2022 – there were water breaks, and the daily average is higher. High water consumption businesses can also impact the daily volume of water.

Items that impact the Water Loss from Column G:

- Malfunctioning and older water meters. Several have been replaced, Public works are replacing some of the larger meters at many of the business buildings in town. As we are replacing more of the meters this should have an impact.
- Unknown leaks in the distribution (piping system around town)
- Aging piping, and water line breaks, or breaks that we may not be aware of. The town has several areas that absorb water, and water is not evident at the surface.

- Unmetered sites, these are not common, however there may be some we have not discovered.
- Town sites all have meters installed, and data is being tracked.
- We are looking at generating calculations of the Town water main lines, and all the service lines – this is part of the system and could account for some of the functional discrepancies.
- The town has many recreational features that use water. For example – we have two trailer sani-dump stations. Both stations have water hoses for the convenience of rinsing trailer toilets after they have emptied their tanks. The water use on these hoses is not metered, and they have the potential to be left running. We do collect a small fee for the sani-dump. The fee is not collected consistently and would not be considered enough to cover the cost of the sani-dump and the water consumption. Compliance continues to be a problem.

This amount does not appear evident in our summer metering... as resident consumption is higher as well.

Page 3 – 2022 Water Price Calculation

This is how the water price was calculated in 2022. Council approved the price increase from \$3.47 to \$3.69.

Page 4 – Water Comparison Summary

We have looked at projections and estimations for water consumption and how the cost is calculated. This document looks at actuals for revenue vs expenses. What was the outcome of the calculations?

2019 – Was the first full year on regional water. The pricing was adjusted to reflect a shortfall, as per council direction. The previous year, many residents felt they were “overcharged” for water, as the connection did not happen as planned. It was discovered that we needed to install meters in all town facilities to track the water.

It is to be noted that the revenue (Sale of Water) included the consumption income and base charges. Resident water consumption price was \$ 3.16 per cubic meter.

The town purchased more water than projected and was provided a “true” up payment from the water commission of \$17,066.24. It may be advisable in the future to put these funds aside for operational water offset, or repairs.

2020 – The resident water consumption rate was \$3.47 per cubic meter; the revenue shortfall was \$7,170.70. When the town purchases more water than we projected, the commission “trues” it up. They provided payment to the town of \$8,665.51.

2021 - The resident consumption rate remained at \$3.47 per cubic meter, the revenue shortfall was \$25,253.78. The town has surpassed the water purchase projection of 90,000 cubic meters of water. True up payment of \$ 7,138.21 was received.

2022 - The resident water consumption rate was \$3.69 per cubic meter. Financially we experienced a modest increase in revenue over our expenses. The Repairs & Maintenance costs were higher than what is reflected in the pricing update. Much of the repair costs were covered through Municipal Sustainability Initiative Capital funding. Line inspections revenue is lower and will no longer be received, our town operators are not providing the line monitoring service.

Water connection/disconnection fees continue to be fairly high as well; we received \$4,350.00 which is embedded in the sale of water amount.

Discussion/Options/Benefits/Disadvantages:

This information has been provided to generate a foundation understanding of the water situation.

Costs/Source of Funding (if applicable)

Water base and water consumption charges are intended to cover all expenses for water operational expenses.

The shortfall is offset through taxes within the operating budget.

Applicable Legislation:

MGA – Operating and Capital Budgets – 242 – 246, 248.1

Recommended Action:

Presented as information.

Community Engagement Consideration:

Administration is willing to proceed upon council request.

Discussion Result:

Additional research Requested:

Water Reconciliation 2022

Page 1

Billed WTP
HWY 12 21 TOWN

| | A | B | C | D | E | F | G | H | |
|-----|---------------|--------------|------------------|------------------------|--------------|-----------------|------------------|---------------|---|
| | CUBES | CUBES | DIFF | Wtp both months added. | Metered | DIFF | Total Loss | Daily Ave WTP | Water Loss/Break Commentary |
| JAN | 10745 | 10539 | 206 | | | | | 512 | Water Break on 28th |
| FEB | 8352 | 8043 | 309 | 18582 | 12920 | 5662 | 6177 | 423 | Water Break on 25 |
| MAR | 8196 | 8129 | 67 | | | | | 353 | |
| APR | 7510 | 7399 | 111 | 15528 | 11169 | 4359 | 4537 | 370 | |
| MAY | 9156 | 8782 | 374 | | | | | 405 | |
| JUN | 8847 | 8650 | 197 | 17432 | 13778 | 3654 | 4225 | 393 | Pressure loss 14, 15 and line break 20th. |
| JUL | 8499 | 8224 | 275 | | | | | 411 | |
| AUG | 9154 | 9188 | -34 | 17412 | 12925 | 4487 | 4728 | 399 | |
| SEP | 8712 | 8081 | 631 | | | | | 385 | Hydrant Flushing |
| OCT | 8015 | 8211 | -196 | 16292 | 12024 | 4268 | 4703 | 432 | |
| NOV | 6942 | 6898 | 44 | | | | | 328 | |
| DEC | 7607 | 7481 | 126 | 14379 | 10297 | 4082 | 4252 | 356 | |
| | 101735 | 99625 | 2110 | | 73113 | 4418.667 | 28622 | 397.25 | |
| | | | 2.1179423 | | | | 28.729737 | | |

Water Reconciliation 2021

Billed WTP
HWY 12 21 TOWN

| | CUBES | CUBES | DIFF | Wtp both months added. | Metered | DIFF | Total Loss | Daily Ave WTP | Water Loss/Break Commentary |
|-----|---------------|---------------|------------------|------------------------|--------------|-----------------|------------------|-----------------|------------------------------|
| JAN | 7040 | 6942 | 98 | | | | | 239 | |
| FEB | 7248 | 7128 | 120 | 14070 | 11177 | 2893 | 3111 | 274 | |
| MAR | 8532 | 8317 | 215 | | | | | 268 | |
| APR | 7703 | 7695 | 8 | 16012 | 11927 | 4085 | 4308 | 257 | |
| MAY | 8706 | 8716 | -10 | | | | | 281 | |
| JUN | 9333 | 9226 | 107 | 17942 | 14264 | 3678 | 3775 | 308 | Power failure, generator ran |
| JUL | 9000 | 8886 | 114 | | | | | 296 | |
| AUG | 10030 | 9895 | 135 | 18781 | 14563 | 4218 | 4467 | 319 | |
| SEP | 10493 | 9938 | 555 | 18654 | 12396 | 6258 | 7266 | 331 | Hydrant flushing |
| OCT | 9169 | 8716 | 453 | | | | | 459 | |
| NOV | 9858 | 9728 | 130 | 18706 | 12311 | 6395 | 7586 | 463 | |
| DEC | 10039 | 8978 | 1061 | | | | | 428 | Water line break |
| | 107151 | 104165 | 2986 | | 76638 | 4587.833 | 30513 | 326.9167 | |
| | | | 2.8666059 | | | | 29.292949 | | |

Water Reconciliation 2020

Page 2

Billed WTP
HWY 12 21 TOWN

| | CUBES | CUBES | DIFF | Wtp both months added. | Metered | DIFF | Total Loss | Daily Ave WTP | Water Loss/Break Commentary |
|-----|--------------|--------------|-----------|------------------------|---------|----------|------------|---------------|-----------------------------|
| JAN | 7324 | 7181 | 143 | | | | | 232 | |
| FEB | 6837 | 6735 | 102 | 13916 | 13342 | 574 | 819 | 241 | |
| MAR | 7210 | 7123 | 87 | | | | | 230 | |
| APR | 7193 | 7104 | 89 | 14227 | 10360 | 3867 | 4043 | 237 | |
| MAY | 7957 | 7015 | 942 | | | | | 242 | |
| JUN | 8136 | 8461 | -325 | 15476 | 12807 | 2669 | 3286 | 282 | |
| JUL | 8045 | 7851 | 194 | | | | | 253 | |
| AUG | 7526 | 7420 | 106 | 15271 | 11656 | 3615 | 3915 | 239 | Ran Generator |
| SEP | 7498 | 7032 | 466 | | | | | 234 | |
| OCT | 6750 | 6567 | 183 | 13599 | 10069 | 3530 | 4179 | 219 | |
| NOV | 7179 | 7080 | 99 | | | | | 236 | |
| DEC | 7517 | 7441 | 76 | 14521 | 10732 | 3789 | 3964 | 240 | |
| | 89172 | 87010 | 2162 | | 68966 | 3007.333 | 20206 | 240.4167 | |
| | | | 2.4847719 | | | | 23.222618 | | |

| WATER SUPPLY & DISTRIBUTION | | Base | Location | Months | Base Charge Revenue |
|---|--|----------------|---------------|---------------|---------------------|
| MONTHLY | Bashaw Charge \$30.00 @ 415 Locations | \$ 30.00 | 415 | 12 | \$ 149,400.00 |
| | Est Consumption & Public Works | | | | \$ 287,820.00 |
| | | | Total Revenue | | \$ 437,220.00 |
| Water Supply & Distribution System Expenses | | | | | |
| | | 2021 Yr Actual | 2021 Budget | | |
| | Fixed Costs: | | | | |
| 2-41-00-110-00 | Salaries & Wages | \$ 61,490.02 | \$ 47,475.32 | \$ 47,737.06 | \$ 26,585.44 |
| 2-41-00-225-00 | Memberships Relating to Water | \$ 85.71 | \$ 60.00 | \$ 90.00 | \$ 314,600.00 |
| 2-41-00-250-00 | Repairs & Maintenance - Treatment | \$ 8,551.14 | \$ 16,763.00 | \$ 32,105.00 | \$ 288,014.56 |
| 2-41-00-250-01 | Repairs & Maintenance - Distribution | \$ - | | | \$ 3.69 |
| 2-41-00-540-50 | Campus Energy Power | \$ 12,146.41 | \$ 11,500.00 | \$ 12,000.00 | |
| 2-41-00-540-51 | Water Supply & Distribution Natural Gas | \$ 7,101.90 | \$ 4,500.00 | \$ 6,000.00 | |
| 2-41-00-762-00 | Contributed to Capital Functions - Water Meters | | | | |
| 2-41-00-140-00 | Public Works Course Fees - Water | \$ 727.50 | \$ 2,065.00 | \$ 832.50 | \$ 437,414.56 |
| 2-41-00-211-00 | Travel and Subsistence | \$ 1,225.47 | \$ 2,000.00 | \$ 1,000.00 | \$ 288,014.56 |
| 2-41-00-215-00 | Freight, Postage, Phone | \$ 3,758.18 | \$ 2,000.00 | \$ 2,500.00 | \$ 3.69 |
| 2-41-00-274-00 | Insurance | \$ 9,594.98 | \$ 5,500.00 | \$ 9,600.00 | |
| 2-41-00-531-00 | Chemicals & Salts Etc. | \$ - | | | |
| 2-41-00-510-00 | General Goods & Supplies | \$ 13,478.22 | \$ 19,710.00 | \$ 10,950.00 | |
| | | \$ 118,159.53 | \$ 111,573.32 | \$ 122,814.56 | |
| | | | Price | Cost | |
| | 2022 Consumption Charge per Cubic Metre | | | | |
| 2-41-00-350-00 | Hwy 12 21 Water Purchase | 100,000.000 | \$3.146 | \$ 314,600.00 | 2020 rate \$ 3.47 |
| | 100,000 cubic metres @\$3.146 | | | | INCREASE OF 6.41% |
| | Fixed Cost plus Water Purchase | | | \$ 437,414.56 | |
| | Estimated Consumption - Actual through Meters | 78,000.000 | \$ 3.690 | \$ 287,820.00 | |
| | 83000 | | | \$ - | |
| | Total Revenue Less Expenses (Short) | | | \$ - | \$ 194.56 |

| WATER SUPPLY & DISTRIBUTION | | Base | | Location | Months | Base Charge Revenue |
|-----------------------------|--|---------------|---------------|---------------|-------------|---------------------|
| MONTHLY | Bashaw Charge \$30.00 @ 415 Locations | \$ 30.00 | 415 | 12 | \$ | 149,400.00 |
| | Est Consumption & Public Works | | | | | |
| | WATER REVENUE | 2020 | 2021 | Total Revenue | | |
| 1-41-00-300-00 | Line Inspections | \$3,398.61 | \$5,589.85 | \$ 4,276.35 | \$ | 1,367.52 |
| 1-41-00-410-00 | Sale of Water | \$319,204.46 | \$377,486.20 | \$ 415,972.68 | \$ | 413,389.95 |
| | TOTAL | \$322,603.07 | \$383,076.05 | \$ 420,249.03 | \$ | 414,757.47 |
| | | | | | | |
| 1-41-00-590-00 | Hwy 12/ 21 True Up | \$17,066.24 | \$8,665.51 | \$7,138.21 | | |
| | | | | | | |
| | Water Supply & Distribution System Expenses | | | | | |
| | | 2019 Actual | 2020 Actual | 2021 Actual | 2022 Actual | |
| | Fixed Costs: | | | | | |
| 2-41-00-110-00 | Salaries & Wages | \$ 51,498.82 | \$ 45,003.26 | \$ 61,490.02 | \$ | 41,996.90 |
| 2-41-00-225-00 | Memberships Relating to Water | \$ 57.14 | \$ 57.14 | \$ 85.71 | \$ | 90.48 |
| 2-41-00-250-00 | Repairs & Maintenance - Treatment | \$ 38,318.58 | \$ 20,038.59 | \$ 8,551.14 | \$ | 9,078.05 |
| 2-41-00-250-01 | Repairs & Maintenance - Distribution | | | | | |
| 2-41-00-540-50 | Campus Energy Power | \$ 11,458.27 | \$ 11,554.43 | \$ 12,146.41 | \$ | 11,290.34 |
| 2-41-00-540-51 | Water Supply & Distribution Natural Gas | \$ 4,335.02 | \$ 4,601.30 | \$ 7,101.90 | \$ | 6,611.42 |
| 2-41-00-762-00 | Contributed to Capital Functions - Water Meters | | | | | |
| 2-41-00-140-00 | Public Works Course Fees - Water | \$ 165.00 | \$ 166.07 | \$ 727.50 | \$ | 345.00 |
| 2-41-00-211-00 | Travel and Subsistence | \$ 573.87 | \$ 701.57 | \$ 1,225.47 | \$ | 1,315.60 |
| 2-41-00-215-00 | Freight, Postage, Phone | \$ 2,108.05 | \$ 3,240.92 | \$ 3,758.18 | \$ | 2,204.94 |
| 2-41-00-274-00 | Insurance | \$ 12,548.17 | \$ 5,470.04 | \$ 9,594.98 | \$ | 10,254.47 |
| 2-41-00-531-00 | Chemicals & Salts Etc. | | | | \$ | 1,259.28 |
| 2-41-00-510-00 | General Goods & Supplies | \$ 19,987.16 | \$ 26,934.42 | \$ 13,478.22 | \$ | 6,863.09 |
| 2-41-00-350-00 | Water Purchase | \$ 274,058.12 | \$ 272,420.47 | \$ 327,343.28 | \$ | 320,058.31 |
| 2-41-00-990-00 | Water Adjustments | \$ 306.87 | 58.54 | | \$ | |
| | | \$ 415,415.07 | \$ 390,246.75 | \$ 445,502.81 | \$ | 411,367.88 |
| | | | | | | |
| | DIFFERENCE BETWEEN REVENUE & EXPENSES | | | | \$ | 3,389.59 |
| | | | | | | |
| | Water purchased | 2020 | 2021 | 2022 | | |
| 2-41-00-350-00 | Hwy 12 21 Water Purchase | 99,000 | 89,172 | 107,151 | Cubes | 101,735 |
| | Price per cube to purchase | 2,960 | 3,055 | 3,055 | | 3,146 |
| | | \$293,040.00 | \$272,420.46 | \$ 327,346.31 | \$ | 320,058.31 |

Town of Bashaw

Request for Decision



| | |
|----------------|--|
| Meeting: | Regular Council |
| Meeting Date: | February 9, 2023 |
| Originated by: | Theresa Fuller, Chief Administrative Officer |
| Agenda Item: | 7.3 Water Pricing 2023 |

Background/Proposal:

Option A, B and C are attached.

Discussion/Options/Benefits/Disadvantages:

Option A – Increases base charge to \$37.75 per month, and the consumption charge remains the same at \$3.69 per cubic meter. This increase equates to an annual increase to residents of \$93.00. It covers all the projected expenses, based on budget projections. Treats the water difference as an expense.

Option B – Increases the consumption charge from \$3.69 to \$4.23 per cubic meter; which is 54 cents. This puts some control back on the residents, you pay for what you use. A consumer that uses around 20 cubic meters every two months would pay around an increase of \$64.80 more annually (consumption portion of bill \$507.60 annually), or respectively a low water user that uses 8 cubic meters every two months would pay an increase of \$25.92 more annually (consumption portion of bill \$203.04)

Option C – keep both the base charge and consumption charge the same, and subsidize \$ 39, 235.84 through taxes.

Costs/Source of Funding (if applicable)

Water base and water consumption charges are intended to cover all expenses for water operational expenses.

The shortfall is offset through taxes within the operating budget.

Applicable Legislation:

MGA – Operating and Capital Budgets – 242 – 246, 248.1

Recommended Action:

Administration recommends ensuring we collect our water related expenses from water revenue vs. taxation. This is referred to as full cost water accounting.

Bylaws attached are generated for either Option A or Option B. Administration plans to implement the price change in March 2023.

Administration recommends council approve Option A, and proceed with a minimum of one reading for the corresponding bylaw #819-2023 that increases the Flat Fee Bi-monthly to \$75.50.

Approved: yes /no Motion # _____
Account Code: _____

Community Engagement Consideration:

Administration is willing to proceed upon council request.

Discussion Result:

Additional research Requested:

2023 Town of Bashaw Water Pricing Update
Option A - Increase Base Charge by \$7.75 per month.

| WATER SUPPLY & DISTRIBUTION | | Base | Location | Months | Base Charge Revenue |
|---|--|----------------|---------------|------------------|---------------------|
| MONTHLY | Bashaw Charge \$37.75 @ 415 Locations | \$ 37.75 | 415 | 12 | \$ 187,995.00 |
| | Est Consumption & Public Works | | | | \$ 270,108.00 |
| | | | Total Revenue | | \$ 458,103.00 |
| Water Supply & Distribution System Expenses | | | | | |
| | | 2022 Yr Actual | 2022 Budget | 2023 Budget | |
| | Fixed Costs:- | | | Estimated | \$ 64,151.16 |
| 2-41-00-110-00 | Salaries & Wages | \$ 41,986.90 | \$ 47,737.06 | \$ 48,931.84 | \$ 334,900.00 |
| 2-41-00-225-00 | Memberships Relating to Water | \$ 90.48 | \$ 90.00 | \$ 110.00 | \$ 270,748.84 |
| 2-41-00-250-00 | Repairs & Maintenance - Treatment | \$ 9,078.05 | \$ 34,105.00 | \$ 28,672.00 | \$ 3.70 |
| 2-41-00-250-01 | Repairs & Maintenance - Distribution | | | | |
| 2-41-00-540-50 | Campus Energy Power | \$ 11,290.34 | \$ 12,300.00 | \$ 12,500.00 | |
| 2-41-00-540-51 | Water Supply & Distribution Natural Gas | \$ 6,611.42 | \$ 7,200.00 | \$ 7,500.00 | |
| 2-41-00-762-00 | Contributed to Capital Functions - Water Meters | | | | |
| 2-41-00-140-00 | Public Works Course Fees - Water | \$ 345.00 | \$ 925.00 | \$ 1,510.00 | \$ 458,743.84 |
| 2-41-00-211-00 | Travel and Subsistence | \$ 1,315.60 | \$ 1,300.00 | \$ 1,500.00 | \$ 270,748.84 |
| 2-41-00-215-00 | Freight, Postage, Phone | \$ 2,204.94 | \$ 2,500.00 | \$ 2,000.00 | \$ 3.70 |
| 2-41-00-274-00 | Insurance | \$ 10,254.47 | \$ 10,300.00 | \$ 10,500.00 | |
| 2-41-00-531-00 | Chemicals & Salts Etc. | \$ 1,259.28 | | | |
| 2-41-00-510-00 | General Goods & Supplies | \$ 6,863.09 | \$ 10,950.00 | \$ 10,620.00 | |
| | | \$ 91,309.57 | \$ 127,407.06 | \$ 123,843.84 | |
| | 2023 Consumption Charge per Cubic Metre | | Price | Cost | |
| 2-41-00-350-00 | Hwy 12 21 Water Purchase - | 100,000.000 | \$3.349 | \$ 334,900.00 | 2022 rate \$ 3.69 |
| | 100,000 cubic metres @ \$3.349 | | | | INCREASE OF 0.24% |
| | Fixed Cost plus Water Purchase | | | \$ 458,743.84 | |
| | Estimated Consumption - | 73,200.000 | \$ 3.690 | \$ 270,108.00 | |
| | | | | \$ - | |
| | | | | \$ 270,108.00 | |
| | | | | \$ 640.84 | |
| | Total Revenue Less Expenses (Short) | | | | |

OF _____, A.D. 2023, IN THE
TOWN OF BASHAW,
IN THE PROVINCE OF ALBERTA

*MAYOR

*

*

*CAO

THIRD AND FINAL
READING THIS ___ DAY OF _____,
A.D. 2023, IN THE TOWN OF BASHAW,
IN THE PROVINCE OF ALBERTA

*

*MAYOR

*

*

*CAO

TOWN OF BASHAW,
IN THE PROVINCE OF ALBERTA

*
*

*CAO

THIRD AND FINAL
READING THIS ____ DAY OF _____,
A.D. 2023, IN THE TOWN OF BASHAW,
IN THE PROVINCE OF ALBERTA

*

*MAYOR
*

*CAO

Approved: yes /no Motion # _____

Account Code: _____

Town of Bashaw

Request for Decision



| | |
|----------------|---|
| Meeting: | Regular Council |
| Meeting Date: | February 9, 2023 |
| Originated by: | Theresa Fuller, Chief Administrative Officer |
| Agenda Item: | 7.4 Bylaw #818-2023 – Amend Master Rates & Schedules Bylaw, Public Disturbances Penalties |

Background/Proposal:

Council requested revised Public Disturbance Penalties, as per attached Bylaw.

Discussion/Options/Benefits/Disadvantages:

Bylaw 815 – 2022 Public Disturbance Bylaw was passed in 2022.

Council requested the Penalties be revised to include Industrial Penalties related to objectionable or noxious conditions, as per the bylaw.

Costs/Source of Funding (if applicable)

Enforcement costs would be included in the annual operating budget.

Applicable Legislation:

MGA – Section 7 and 8.

Recommended Action:

Administration recommends a minimum of the first reading proceed at this council meeting.

MOVED BY _____ to proceed with first reading of Bylaw 818-2023 amending the Master Rates & Schedules Bylaw No 760-2014 to amend the Public Disturbance Penalties.

Community Engagement Consideration:

Administration is willing to proceed upon council request.

Discussion Result:

Additional research Requested:



BY-LAW NO. # 818 - 2023

BY-LAW NO. 818 - 2023 A By-law of the Town of Bashaw in the Province of Alberta, introduced for the purpose of amending Master Rates and Schedules By-law No. #760 - 2014 to amend the Public Disturbance Penalties, Section 1, Legislative, Appendix A. Section 14; Penalties, Schedule A.

WHEREAS Bashaw Town Council would like to amend the Public Disturbance Penalties.

NOW THEREFORE Pursuant to the Municipal Government Act, Section 42, the Council of the Town of Bashaw duly assembled, hereby enacts as follows:

That By-law No. #760 – 2014 be amended as follows:

SECTION 14: PENALTIES

SCHEDULE A – PENALITIES

Any person, who contravenes any provision of this Bylaw, is guilty of an offence punishable on summary conviction and is liable:

- (a) for a first offence to a fine of \$250.00; or
- (b) for a second or subsequent offence, to a fine of not less than \$500.00 and not more than \$2,500.00.

Industrial Penalty contravention, as per section 8.2, is guilty of an offence punishable on summary conviction and is liable:

- (a) For a first offence to a fine of \$2000.00
- (b) For a second offence or subsequent offence, to a fine of not less than \$5000.00 and not more than \$10,000.00.

Where an officer believes that a person has contravened any provision of this bylaw, he may commence proceedings by issuing a violation ticket in accordance with the Provincial Offences Procedure Act, R.S.A. 2000, provided however that, this section shall not prevent any officer from issuing a violation ticket requiring the court appearance of the defendant or from laying an information instead of issuing a violation ticket.

Each occurrence of a contravention of this Bylaw, or in the case of continuous contraventions, each day a contravention occurs or continues, constitutes a separate offence and may be punished separately.

RECEIVED FIRST READING THIS
9th DAY OF February, A.D. 2023
IN THE TOWN OF BASHAW, IN THE
PROVINCE OF ALBERTA

* _____
*MAYOR
* _____
* _____
*CAO

RECEIVED SECOND READING THIS
__ DAY OF _____, AD 2023
PROVINCE OF ALBERTA
IN THE TOWN OF BASHAW, IN THE
PROVINCE OF ALBERTA

* _____
*MAYOR
* _____
* _____
*CAO

UNANIMOUS CONSENT TO PROCEED
TO THIRD READING THIS __ DAY
OF _____, A.D. 2023, IN THE
TOWN OF BASHAW,
IN THE PROVINCE OF ALBERTA

* _____
*MAYOR
* _____
* _____
*CAO

THIRD AND FINAL
READING THIS __ DAY OF _____,
A.D. 2023, IN THE TOWN OF BASHAW,
IN THE PROVINCE OF ALBERTA

* _____
*MAYOR
* _____
* _____
*CAO