



**REGULAR MEETING OF COUNCIL  
MINUTES  
January 2, 2025, 6:00 pm  
Council Chambers & Zoom Access**

**In Person:** CAO Fuller (5:40pm), Councillor McIntosh (5:52pm), Deputy Mayor Orom (5:51pm), Councillor Gust (5:50pm), Councillor Northey (5:46pm), and Mayor Rob McDonald (5:50pm).

**Council by Zoom:** none

**Absent with notice:** Secretary Morrison, Foreman Schmidt

**Recording Secretary:** CAO Fuller

**Public:** Chris Harrod (5:48 pm)

**Public Zoom:** 5:48pm

**Press by zoom:** Stu Salkeld (6:00 pm) Carson Ellis (6:00 pm)

1. CALL TO ORDER by Mayor McDonald (6:00pm)
2. ADOPTION OF AGENDA

**MOVED** by Councillor Gust to approve the January 2, 2025, Regular Meeting of Council Agenda, with the amendment to add New & Unfinished Business 7.4 Arena Vending Request to Delegations 4.3 Arena Vending Machine Request-Dustin & Robyn Hemingson.

**MOTION #001-2025**

CARRIED

3. PUBLIC HEARINGS – none

The delegations arrived at 6:23 pm. Council proceeded with the balance of the agenda until they arrived.

Dustin Hemingson joined the meeting at 6:23 pm.

Christine Buelow joined the meeting at 6:23pm pm.

4. DELEGATIONS

4.1 Bashaw & District Support Services – 2025 Budget Presentation – Executive Director Christine Buelow

4.2 Bashaw Youth Foundation – 2025 Budget Presentation – Executive Director Christine Buelow.

4.3 Arena Vending machine Request – Dustin Hemingson

**MOVED** by Councillor McIntosh to accept Bashaw & District Support Services, and the Bashaw Youth Foundation 2025 budget presentations as information.

**MOTION #002-2025**

CARRIED

Dustin Hemmingson left the meeting at 6:31 pm.

Christine Buelow left the meeting at 7:01 pm.

5. APPROVAL OF MINUTES

5.1 Minutes of December 11, 2024, Meeting of Council.

**MOVED** by Councillor McIntosh to approve minutes of the December 11, 2024, Regular Meeting of Council.

**MOTION #003-2025**

CARRIED

6. CONSENT AGENDA

None

7. NEW & UNFINISHED BUSINESS

7.1 Book Public Engagement Date – Direct Control Revision – Land Use Bylaw Amendment Bylaw 830-2024

**MOVED** by Councillor McIntosh to schedule January 30, 2025, from 4:00pm to 7:00 pm for the Public Engagement session – Direct Control Revision – Land Use Bylaw 830-2024.

**MOTION #004-2025**

CARRIED

7.2 Agreement for Alberta Registered Community Recycling Calendars

**MOVED** by Councillor Gust to accept the Agreement for Alberta Registered Community Recycling Calendars as presented.

**MOTION #005-2025**

CARRIED

Councillor McIntosh left the meeting due to pecuniary interests at 6:12pm.

7.3 Joint Use Planning Agreement – Change Request for Joint Use Space

**MOVED** by Councillor Northey to direct administration to contact the Town insurance provider and obtain information regarding insurance requirements for the facility use proposed in the Joint Use and Planning agreement between the town of Bashaw & the Board of Trustees of Battle River School Division.

**MOTION #006-2025**

CARRIED

Councillor McIntosh returned to the meeting at 6:22pm.

7.4 Arena Vending Machine Request – Dustin & Robyn Hemingson

**MOVED** by Councillor Northey to allow Dustin & Robin Hemingson to place a tiny toy vending machine in the Bashaw Arena until the end of the 2024-2025 hockey season; whereas they are to confirm with public works about bouncy balls and sticky hands; to confirm the toys will not negatively impact the facility or staff time.

**MOTION #007-2025**

CARRIED

7.5 Land Sale Funds Transfer to Reserve

**MOVED** by Councillor Gust to transfer land sale funds from Lot 9, Block 48, Plan 802 0160 of \$19,047.62 to the Restricted for Capital surplus; Subdivision, Land and Development section.

**MOTION #008-2025**

CARRIED

8. COMMITTEE REPORTS – none

9. CORRESPONDENCE ITEMS – none

**MOVED** by Councillor McIntosh to enter Closed Meeting of Council for 10.1 Legal – Direct Control – FOIP Section 27 at 7:13 pm.

**MOTION #009-2025**

CARRIED

Chris Harrod left the meeting at 7:13 pm.

Press- Carson Ellis and Stu Salkeld were placed in the Zoom waiting room at 7:13 pm.

10. CLOSED MEETING OF COUNCIL  
10.1 Legal – Direct Control – FOIP Section 27

**MOVED** by Councillor McIntosh to exit Closed Meeting of Council at 7:28 pm.  
**MOTION #010-2025**

CARRIED

11. NOTICES OF MOTION - none
12. NEXT MEETING - Regular Meeting – January 15, 2025 – 6:00 pm.
13. ADJOURNMENT – Councillor McIntosh adjourned the meeting at 7.29 pm.

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CHIEF ELECTED OFFICIAL, Rob McDonald

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CHIEF ADMINISTRATIVE OFFICER, Theresa Fuller

**TOWN OF BASHAW  
MONTHLY STATEMENT  
December 31, 2024**

DESCRIPTION	GENERAL ACCOUNT	TERM DEPOSIT	TOTAL
<b>BALANCE AT END OF PREV MONTH</b>	\$ 1,179,314.24	\$ 546,561.04	\$ 1,725,875.28
RECEIPTS FOR THE MONTH	\$ 41,548.26		\$ 41,548.26
ALBERTA DIRECT DEPOSIT	\$ 18,316.49		\$ 18,316.49
VOID	\$ 24,820.15		\$ 24,820.15
<b>CCUBC /ROYAL/ATB /DEBIT- PAYMENTS</b>	\$ 61,050.26		\$ 61,050.26
SERVUS CREDIT UNION - INTEREST	\$ 3,736.48		\$ 3,736.48
TERM INTEREST #49	\$ 1,308.93		\$ 1,308.93
TERM INTEREST #51	\$ 501.46	\$ -	\$ 501.46
TERM DEPOSIT		\$ -	\$ -
TRANSFER FROM GENERAL TO TERM		\$ -	
TRANSFER FROM TERM TO GENERAL	\$ -		\$ -
<b>SUB-TOTAL</b>	\$ 1,330,596.27	\$ 546,561.04	\$ 1,877,157.31
DISBURSEMENTS FOR THE MONTH	\$ 225,505.37		\$ 225,505.37
TRANSFER TO/FROM TERM	\$ -	\$ -	\$ -
BANK ERROR INTEREST			\$ -
			\$ -
DEBIT MACHINE & TRANSACTIONS	\$ 40.82		\$ 40.82
BANK CONFIRMATION FEE	\$ -		
SCHOOL PAYMENT	\$ 56,213.97		
	\$ -		\$ -
TRANSFER TO RECREATION BRD	\$ -		
<b>BALANCE AT END OF MONTH</b>	\$ 1,048,836.11	\$ 546,561.04	\$ 1,595,397.15
<b>BANK BALANCE AT MONTH END</b>	\$ 1,092,833.23	\$ 546,561.04	\$ 1,639,394.27
OUTSTANDING DAILY DEPOSITS	\$ 433.36		\$ 433.36
OUTSTANDING ONLINE/INTERAC	\$ 3,869.91		\$ -
OUTSTANDING DIR DEPOSITS	\$ -		
<b>SUB-TOTAL</b>	\$ 1,097,136.50	\$ 546,561.04	\$ 1,643,697.54
LESS OUTSTANDING CHEQUES	\$ 48,300.39		\$ 48,300.39
OUTSTANDING AUTO WITHDRAWALS			\$ -
BANK ERROR			
	\$ -		
	\$ -		
			\$ -
<b>BALANCE AT END OF MONTH</b>	\$ 1,048,836.11	\$ 546,561.04	\$ 1,595,397.15

THIS STATEMENT SUBMITTED TO COUNCIL

January 15, 2025

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
TOWN MANAGER

Town of Bashaw  
RECONCILIATION POSTING JOURNAL  
Bank Reconciliation

Audit Trail Code: CMADJ00000320  
Chequebook ID: CREDIT UNION  
Description: Credit Union General Account

Bank Statement Ending Balance: \$1,092,833.23  
Bank Statement Ending Date: 2024-12-31  
Cutoff Date: 2024-12-31

Statement Ending Balance	\$1,092,833.23
Outstanding Cheques (-)	\$48,300.39
Deposits in Transit (+)	\$4,303.27
	-----
Adjusted Bank Balance	\$1,048,836.11
	-----
Chequebook Balance as of Cutoff	\$1,048,836.11
Adjustments	\$0.00
	-----
Adjusted Book Balance	\$1,048,836.11
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Difference	=====

# Public Works Foreman report to Council

## Roads:

- The Grader is repaired structurally now, but oil leaks in the front drive system are still an issue. We are still working on this as we get time between use.
- Snow removal is on-going on sidewalks and roadways.
- Snow removal has been slightly hampered by the staff having to work at the Arena during the week, but manageable.

## Water:

- During my risk assessment, it was noted that our alarm system is not functioning at times or not at all. Theresa and I are working on a permanent solution.
- Daily, weekly, Monthly, and annual reporting to AEP is ongoing.
- Daily rounds are ongoing.
- Water Bac – T samples are being taken weekly and delivered to the Camrose health unit.
- Both Public Works employees are being trained in this area now.

## Wastewater:

- During my risk assessment, it was noted that our alarm system is not functioning at times or not at all. Theresa and I are working on a permanent solution.
- Lift station #1(52 Ave) has had a faulty pump replaced by Sterling Industries.
- Lift station #3 (lagoon) has a faulty pump and it needs replacing. Sterling Industries is working on a replacement pump for this site.
- Routine round checks are on-going.
- Both Public Works employees are being trained in this area now.

## Arena:

- Arena maintenance is on-going.
- The skate sharpener is being used quite regularly now that its back in the Arena.
- Training is on-going with the attendant.
- Public Works is assisting as needed.
- Volunteers have started repainting the arena viewing area and they have also replaced the benches in dressing room #1.

## Parks and Trails:

- Snow clearing as needed.

## Museum:

- Building checks are being done weekly during the winter months.

## Rental Building

- Renovations are completed.
- Eavestroughs' were frozen with ice causing a flood into the building during the warm period in December. New heat tape is required.



CHIEF ADMINISTRATOR'S REPORT  
Submitted for January 15, 2025, Regular Meeting of Council

1. Meetings, training

- December 12, 2024 - Elections Data Sharing Webinar
- December 13, 2024 – Past Councillor husband's funeral – Terry Peterman
- December 18, 2024 – Staff Christmas luncheon
- December 19, 2024 – Health & Safety Software presentation
- December 20, 2024 – CAO appointment in pm
- December 25 & 26, 2024 – CAO out of the office
- December 24, 2024 – CAO out of the office in afternoon
- December 27, 2024 – CAO out of the office
- January 3, 2025 – CAO appointment in the afternoon
- January 8, 2025 – Business Navigation Supports Meeting
- January 10, 2025 – CAO appointment in the afternoon
- January 13, 2025 – CAO appointment in the am
- January 14, 2025 – Business Navigation supports meeting

2. Ongoing follow up of Council assigned tasks.

3. Working on annual activities, grant reporting, locating water and sewer invoice to assist with locating service records for equipment and working on Operating Budget.

4. General administrative activities, removing caveats from properties as applicable; arranging mapping changes for Direct Control Revision project, entering sites into the Health & safety software, researching how to proceed with the Elections Data sharing, water pricing; and following up on various inquiries.

Town of Bashaw



Request for Decision

Meeting:	Regular Council
Meeting Date:	January 15, 2024
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.1 Grant Funding Change

**Background/Proposal:**

At the August 20, 2024, regular meeting of Council; council approved the application to the Local Government Fiscal Framework (Capital) for the 2024 Municipal Infrastructure Management system of \$8,000.00. (Software, tablet and GPS device)

The 2024 Local Government Fiscal framework (Operating) Grant (LGFF Operating) had computer replacement of \$2,830.00 and office window replacement project of \$7,000.00. These two projects were not completed.

The LGFF Operating grant criteria has changed. We are no longer permitted to carry a balance forward. Unspent funds are to be remitted to the province.

**Discussion/Options/Benefits/Disadvantages:**

Administration is proposing that Council approve a change in funding source for the 2024 Municipal Infrastructure Management system of \$8,000.00. (Software, tablet and GPS device). Changing the funding source to the LGFF Operating would reduce the amount to be returned to the province.

The LGFF Capital funds can be carried forward from year to year.

**Costs/Source of Funding (if applicable)**

Local Government Fiscal Framework Operating.

**Applicable Legislation:**

MGA 242-246, 248.1

**Recommended Action:**

Administration requests Council pass the following motion:

MOVED BY \_\_\_\_\_ to remove the \$2,830.00 computer replacement and the \$7,000.00 office window replacement project from the 2024 Local Government Fiscal Framework Operating Grant.

MOVED BY \_\_\_\_\_ to remove the \$8,000.00 for the 2024 Municipal Infrastructure Management system (software, tablet, and GPS device) from the 2024 Local Government Fiscal Framework Capital Grant and approve its addition to the 2024 Local Government Fiscal Framework Operating Grant.

Approved: yes /no Motion # \_\_\_\_\_  
Account Code: \_\_\_\_\_

Or Motion of Council determination.

**Community Engagement Consideration:**

The administration is willing to proceed upon council request.

**Discussion Result:**

Additional research Requested:

Approved: yes /no Motion # \_\_\_\_\_  
Account Code: \_\_\_\_\_

Town of Bashaw

**Request for Decision**



Meeting:	Regular Council
Meeting Date:	January 15, 2024
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.2 2024 Equipment Sales Funds – transfer to reserve

**Background/Proposal:**

The following equipment was sold in 2024:

Street Sweeper	\$ 2,470.63
Tandem Truck	\$ 11,768.15
Ladder Truck & Sand Screener	\$ 11,102.50
Total	\$ 25,341.28

**Discussion/Options/Benefits/Disadvantages:**

The funds from the sale of the equipment could be accessed to replace aging equipment or add new equipment that could benefit street maintenance.

The funds could remain as unrestricted cash if the council preferred.

**Costs/Source of Funding (if applicable)**

Equipment that has been sold.

**Applicable Legislation:**

MGA 248(1- 3)

**Recommended Action:**

Administration requests Council pass the following motion:

MOVED BY \_\_\_\_\_ to move \$25, 341.28 from the unrestricted cash to the restricted for Capital; Roads, Street and equipment reserve.

Or Motion of Council determination.

**Community Engagement Consideration:**

The administration is willing to proceed upon council request.

**Discussion Result:**

Additional research Requested: