



**REGULAR MEETING OF COUNCIL  
A G E N D A  
Wednesday, July 26, 2023, 6:00 pm  
Council Chambers & Zoom Access**

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. PUBLIC HEARINGS
4. DELEGATIONS
  - 4.1 Camrose & Area Lodge Authority Annual Report – CEO, CAO, Carla Beck
5. APPROVAL OF MINUTES
  - 5.1 Minutes of the July 5, 2023, Regular Meeting of Council
6. CONSENT AGENDA
  - 6.1 June 30, 2023 – Town of Bashaw Monthly Statement
  - 6.2 Canada Summer Jobs Application – no funding available
7. NEW & UNFINISHED BUSINESS
  - 7.1 Camrose & Area Lodge Authority Annual Report
  - 7.2 Bashaw Golf & Country Club – Request to waive wastewater disposal charges
  - 7.3 Communication Policy 12.80
  - 7.4 Parade Route Approval Request
8. COMMITTEE REPORTS – action to be considered
9. CORRESPONDENCE ITEMS – Action to be considered
10. CLOSED MEETING OF COUNCIL
11. NOTICES OF MOTION
12. NEXT MEETING: August Meeting Dates –August 2 & 16, 2023 – 6:00 pm  
Discuss meeting date changes. CAO away August 2, 2023.
13. ADJOURNMENT

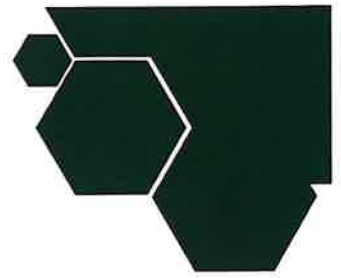
# 2022



## Camrose & Area Lodge Authority Annual Report

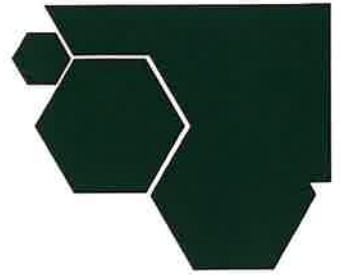


**Prepared by**  
The Bethany Group



# Our ongoing commitment to providing a Caring Community





# Board Chair Message

On behalf of the Camrose and Area Lodge Authority, I am pleased to share our Annual Report to the community. CALA is proud to provide residents modern, safe and affordable supportive living in Camrose and to provide funding support to our partner The Bethany Group, for lodge living in Bashaw. It is an honor to serve the communities of the City of Camrose, the County of Camrose and the Town of Bashaw to ensure area seniors have the opportunity to live in the communities that they have long called home.

We hope this annual report reflects our commitment to a high-quality home environment for residents and prudent management of financial resources. I would also like to extend sincere thanks to our residents who, together with staff, actively participate and engage in activities that continue to build and enhance our lodge caring communities.

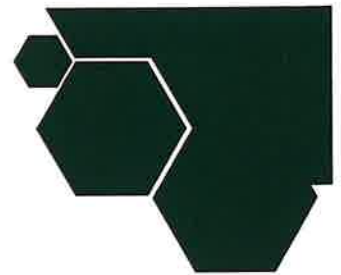
Agnes Hoveland  
*Board Chair*  
*Camrose and Area Lodge Authority*

## **2022 Board of Directors**

Agnes Hoveland – Board Chair  
Lucas Banack – Vice Chair  
David Francoeur  
Doug Lyseng  
Cindy Orom  
Tina Sroka



# CAO Message



Early 2022 saw us continuing to deal with the COVID-19 pandemic, so we were elated when the latter part of the year had restrictions lifted and we were able to, cautiously, begin to resume 'normal' activities and practices.

I share my appreciation to our staff for their dedication in working through the ongoing changes that we encountered and we are pleased to have been able to recruit and hire additional staff to fill the vacant positions that we experienced.

I would also send my thanks to the many residents and families who put their trust in us all to provide quality housing that includes lodge services such as housekeeping, enticing meals and enjoyable activities. The Lodge program allows residents to participate in the life of the lodge as much as they choose while enabling them to continue to participate in the external community as they like.

The Bethany Group is proud to provide the administrative function for Camrose and Area Lodge Authority (CALA) and we thank the CALA Board for their ongoing support of Administration for Rosealta Lodge in Camrose while partnering with The Bethany Group for support of Bashaw Meadows Lodge.

Respectfully,

Carla Beck,  
*CEO, The Bethany Group*  
*CAO, Camrose and Area Lodge Authority (CALA)*





# Business Plan 2023-2025 Year One Accomplishments

## Outcome # 1 Investing Now and In the Future

- The 2023 request of \$266,250 for Capital Maintenance funding has been made to the Government of Alberta. No funding was awarded to these projects in Budget 2023/2024.

## Outcome # 2 Integrated Housing and Supports

- Camrose and Area Lodge Authority is committed to providing an affordable housing option for seniors so they can live in their community of choice. Receiving regular resident feedback and seeking out areas of improvement are an important part of meeting the needs of our residents and communities.

## 2.1 Quality Improvement

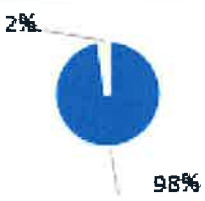
- Our 2022 QI initiative was enhancing the Meal Time Experience. Our team reviewed menus, food choices, resident feedback processes, food presentation and more in an effort to improve all aspects of the dining experience.

## 2.2 Resident Surveys

“I love the staff here. They take such good care of us and they are always trying to make it fun for all”

Quote from resident, *2022 Rosealta Lodge Survey*

Residents provided their feedback on various areas of the lodge living environment. The surveys were tabulated and action plans are being implemented to address areas of concerns. The tabulated results are posted on our website at [www.camroselodges.ca](http://www.camroselodges.ca)

3. I feel that the staff care about me and others	Celebrating Success	What we've learned	What we are doing
 <p>2% 98%</p> <p>■ Yes ■ No</p>	<p>Staff go out of their way for special needs all the time</p>	<p>Residents really appreciate how much the staff care about the people that live in the lodge</p>	<p>We will continue to provide person center focused care to the residents to ensure they always feel special living there.</p>

### **Outcome # 3 Transitions and Aging in the Community**

- CALA is monitoring legislative changes and best practices in continuing care and affordable housing sectors of Alberta. We are working proactively with AHS in their planning processes on delivery models to improve continuity of care for lodge residents.

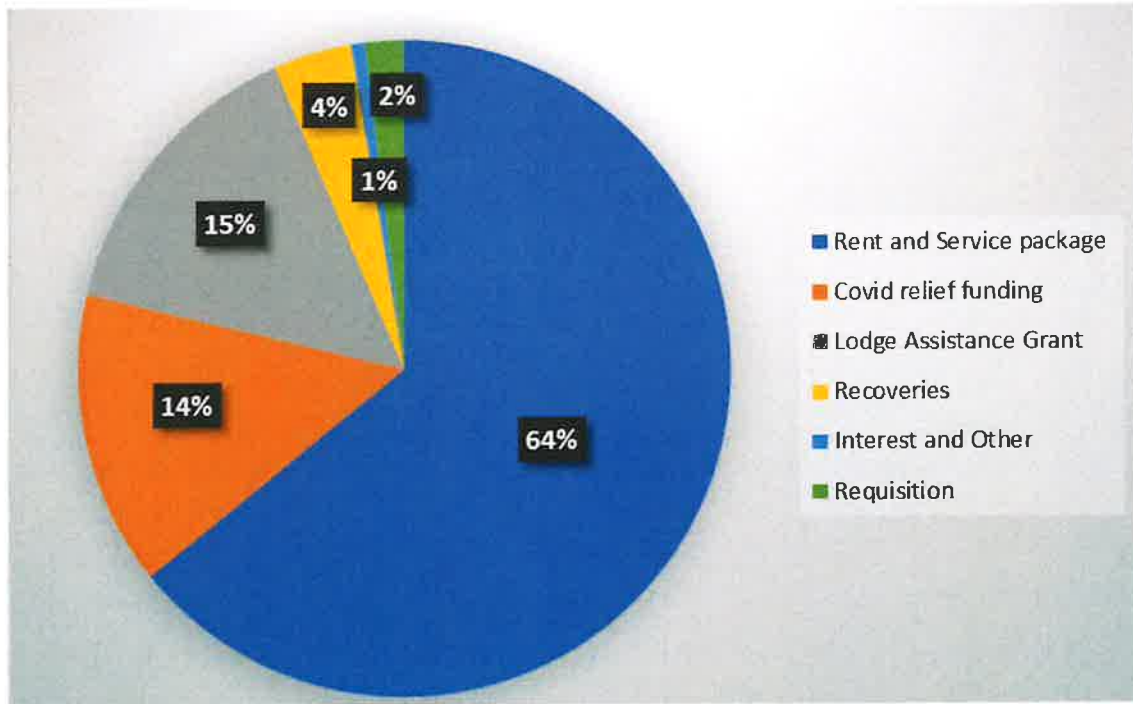
### **Outcome #4 Fair and Flexible**

- CALA looks to find a balanced approach to offering fair and affordable rent and services packages, identifying operational efficiencies and best practices while being mindful of the use of local tax requisition dollars. Increasing costs and inflationary pressures are a top of mind issue for our lodges. We are eager to participate in the Provincial Lodge Program Review anticipated later in 2023 and we will advocate for the needs of rural lodges and for fair funding support from the Provincial Government.

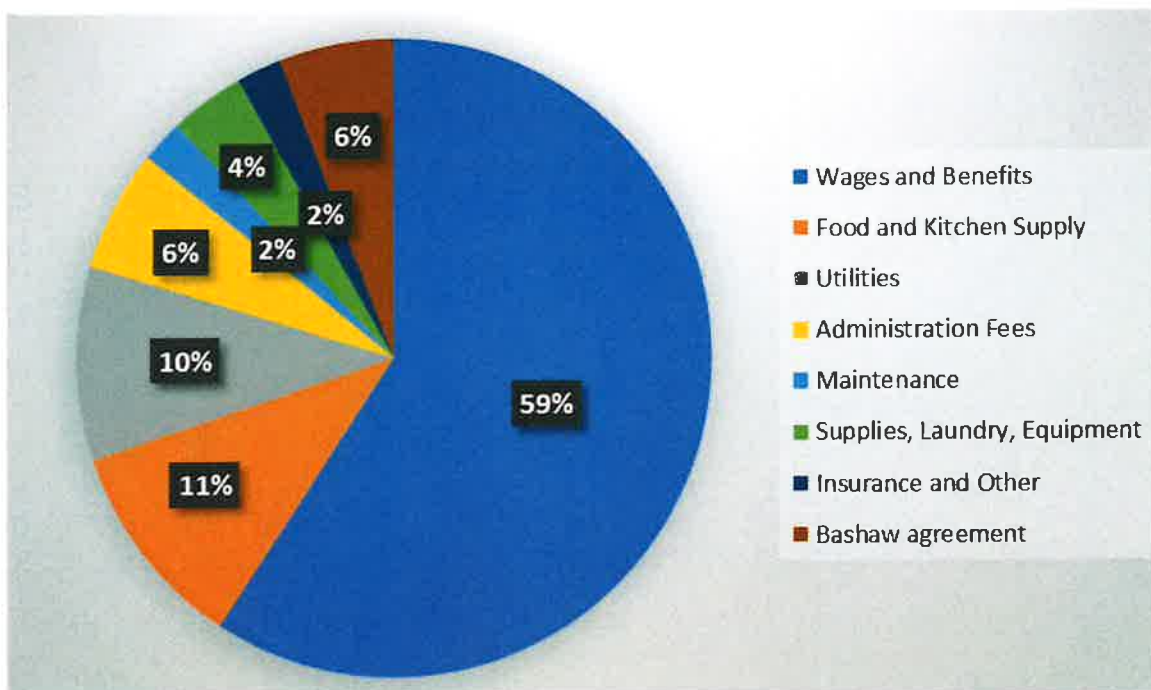
### **Outcome #5 A Sustainable System**

- CALA has completed a board skills assessment to ensure targeted skills and knowledge at the board level are able to best support good local governance.
- A marketing working group has been established to review current practices and develop new promotional tools.
- CALA will be advocating for increased financial support from the provincial government, to address rising costs and to protect low to moderate income seniors without sacrificing service quality.

## CALA 2022 Revenue



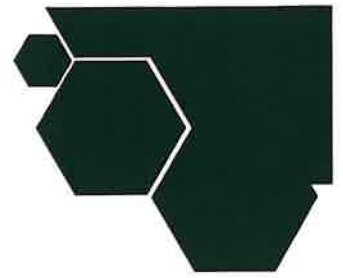
## CALA 2022 Expenses



To view the full 2022 Financial statements, please visit our website at [www.camroselodges.ca](http://www.camroselodges.ca)



**Prepared by**  
The Bethany Group



# Contact Us



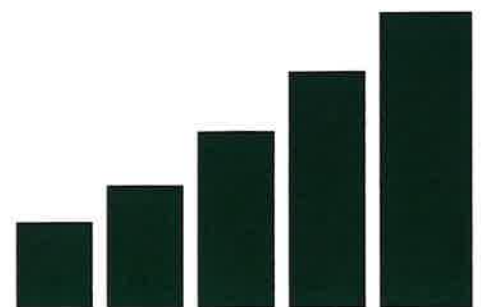
780-679-2000



[info@bethanygrp.ca](mailto:info@bethanygrp.ca)



[www.camroselodges.ca](http://www.camroselodges.ca)





**REGULAR MEETING OF COUNCIL  
MINUTES**

**Wednesday, July 5, 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 (5:52 pm), Councillor Gust (5:55 pm), Councillor McIntosh (5:47 pm) and Public Works Foreman Patrick Taylor (5:35 pm)

**Absent with notice:** Councillor Northey

**Zoom Connection:** none

**Public Zoom:** Jessica Campbell (6:00 pm)

**Recording Secretary:** Chris Morrison (5:30 pm)

**Press:** Jessica Campbell – East Central Review

**Public:** none

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

2. ADOPTION OF AGENDA

**MOVED** by Councillor Gust to approve the July 5th, 2023, Regular Meeting of Council Agenda with the addition of item 8.0 Bashaw School Rebel Run to New & Unfinished business.

**MOTION #132-2023**

CARRIED.

3. PUBLIC HEARINGS - none

4. DELEGATIONS – none

5. APPROVAL OF MINUTES

5.1 Minutes of the June 7, 2023, Regular Meeting of Council.

**MOVED** by Councillor Gust to approve the minutes of the June 7, 2023, Regular Meeting of Council.

**MOTION # 133-2023**

6. CONSENT AGENDA

6.1 Council Committee Reports

6.2 CAO Report

6.3 Foreman Report

6.4 Alberta Municipal Affairs – Municipal Accountability Program Cycle 2

6.5 Alberta Municipal Affairs – Minister of Municipal Affairs

6.6 Alberta Municipal Affairs – Awards deadline extended

6.7 Smoky Lake County – North Saskatchewan Regional Plan

6.8 May 31, 2023 – Balance Variance Report

6.9 May 31, 2023 – Town of Bashaw Monthly Statement

7. NEW & UNFINISHED BUSINESS

7.1 Direct Control Development Permit- 2023 - 07

**MOVED** by Councillor Gust to approve Direct Control Development Permit 2023-07 subject to the conditions as listed on the permit included in the July 5, 2023 Agenda Package, as signed by Council  
**MOTION #134-2023** CARRIED.

7.2 Direct Control Development Permit- 2023 - 08

**MOVED** by Deputy Mayor Orom to approve Direct Control Development Permit 2023-08 subject to the conditions as listed on the permit included in the July 5, 2023 Agenda Package, as signed by Council.  
**MOTION #135-2023**

7.3 Friends of the Majestic Theatre – Request to Waive development permit fees.

**MOVED** by Mayor McDonald to turn down the request to waive fees for a development permit for the Friends of the Majestic Theatre development permit sign application.  
**MOTION #136-2023** CARRIED.

7.4 RCMP – Request to use Arena Parking Lot & greenspace east of the detachment.

**MOVED** by Councillor McIntosh to approve the request by the RCMP to use Arena Park Lot & greenspace east of the detachment for their 150<sup>th</sup> year celebrations, with the recommendation that they coordinate their activities with the Hometown Days Parade committee.  
**MOTION #137-2023** CARRIED.

7.5 Grants in Place of Taxes – Request to write off

**MOVED** by Councillor Gust to write off \$6,384.79 off Roll #000515, Alberta Municipal Affairs, Grants in Place of taxes for the 2023 tax year.  
**MOTION #138-2023** CARRIED.

7.6 Alberta Municipal Data Sharing Partnership

**MOVED** by Councillor McIntosh to approve annual membership with the Alberta Municipal Data Sharing Partnership at the July 5, 2023 meeting of Council.  
**MOTION #139-2023** CARRIED.

7.7 Trailer Sani Dump Station – Sewer fee discussion

**MOVED** by Councillor McIntosh to approve leaving the Heritage Park and Campground Sani dumps open to enable free trailer septic dump for the rest of the camping season and have staff bring back evaluation results for council's consideration on or before the first Council meeting in December 2023.  
**MOTION #140-2023** CARRIED.

7.8 Town Fire Truck – 1992 Volvo – Pump Test results – discussion progressed

7.9 Town of Bashaw Photo Contest

**MOVED** by Councillor Gust to approve \$300.00 for the Photo contest prizes and to direct administration to set parameters for the photo contest and prizes.  
**MOTION #141-2023** CARRIED.

Councillor McIntosh declared a pecuniary interest as he is employed at the Bashaw School. Councillor McIntosh left the meeting at 6:59 pm.

8.0 Bashaw School Rebel Run – Road Closures

**MOVED** by Deputy Mayor Orom to approve road closures at; 54 Avenue below the water tower for the duration of the event, road closure at 52 Avenue, from the library to the fitness park, alleyway use behind Sproule and Robinson Place, approval for the use of the Bashaw Arena complex (external) and Tourism Booth spaces (external), as well as the use of town barricades for October 12, 2023.

**MOTION #142-2023**

CARRIED.

**MOVED** by Councillor Gust to recommend the race organizers contact the Bashaw Fire Department or the alternate Fire Safety Codes Officer (City of Camrose Fire Chief or Deputy Fire Chief) to assist in generating a special event Emergency Response plan for the Town & Country XC Run hosted by Bashaw School on October 12, 2023. .

**MOTION #143-2023**

CARRIED.

**MOVED** by Deputy Mayor Orom to direct administration to circulate Town & Country XC run documents as provided by event planning officials; via Facebook, the Town Website, and the post office notice board.

**MOTION #144-2023**

CARRIED.

Councillor McIntosh returned at 7:09 pm.

8. COMMITTEE REPORTS – none

9. CORRESPONDENCE ITEMS – none

10. CLOSED MEETING OF COUNCIL – none

11. NOTICES OF MOTION – none

12. NEXT MEETING OF COUNCIL

**MOVED** by Deputy Mayor Orom to cancel the Regular Meeting of Council on July 19, 2023.

**MOTION #145-2023**

CARRIED.

**MOVED** by Councillor McIntosh to schedule the next Regular Meeting of Council on July 26th, 2023 at 6:00 pm.

**MOTION #146-2023**

CARRIED.

13. ADJOURNMENT – Councillor Gust at 7:13 pm.

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CHIEF ELECTED OFFICIAL

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CHIEF ADMINISTRATIVE OFFICER

**TOWN OF BASHAW  
MONTHLY STATEMENT  
June 30, 2023**

DESCRIPTION	GENERAL ACCOUNT	TERM DEPOSIT	TOTAL
<b>BALANCE AT END OF PREV MONTH</b>	\$ 875,214.00	\$ 465,014.79	\$ 1,340,228.79
RECEIPTS FOR THE MONTH	\$ 109,744.98		\$ 109,744.98
ALBERTA DIRECT DEPOSIT	\$ 218,537.24		\$ 218,537.24
VOID CHEQUE **PATRICK TAYLOR**	\$ 40.00		\$ 40.00
<b>CCUBC /ROYAL/ATB /DEBIT- PAYMENTS</b>	\$ 84,419.06		\$ 84,419.06
SERVUS CREDIT UNION - INTEREST	\$ 3,946.82		\$ 3,946.82
TERM INTEREST #47	\$ 1,486.40		\$ 1,486.40
TERM INTEREST #48	\$ 350.09	\$ -	\$ 350.09
TERM DEPOSIT		\$ -	\$ -
TRANSFER FROM GENERAL TO TERM		\$ 115,166.07	
TRANSFER FROM TERM TO GENERAL	\$ 72,152.82		\$ 72,152.82
<b>SUB-TOTAL</b>	\$ 1,365,891.41	\$ 580,180.86	\$ 1,946,072.27
DISBURSEMENTS FOR THE MONTH	\$ 168,666.48		\$ 168,666.48
TRANSFER TO/FROM TERM	\$ 115,166.07	\$ 72,152.82	\$ 115,166.07
<b>BANK ERROR INTEREST</b>			\$ -
			\$ -
<b>DEBIT MACHINE &amp; TRANSACTIONS</b>	\$ 39.53		\$ 39.53
<b>BANK CONFIRMATION FEE</b>	\$ -		
<b>SCHOOL PAYMENT</b>	\$ 58,597.85		
	\$ -		\$ -
TRANSFER TO RECREATION BRD	\$ -		
<b>BALANCE AT END OF MONTH</b>	\$ 1,023,421.48	\$ 508,028.04	\$ 1,531,449.52
<b>BANK BALANCE AT MONTH END</b>	\$ 1,087,072.14	\$ 508,028.04	\$ 1,595,100.18
OUTSTANDING DAILY DEPOSITS	\$ 3,485.53		\$ 3,485.53
OUTSTANDING ONLINE/INTERAC	\$ 3,677.16		\$ -
OUTSTANDING DIR DEPOSITS	\$ -		
<b>SUB-TOTAL</b>	\$ 1,094,234.83	\$ 508,028.04	\$ 1,602,262.87
LESS OUTSTANDING CHEQUES	\$ 70,813.35		\$ 70,813.35
OUTSTANDING AUTO WITHDRAWALS			\$ -
BANK ERROR			
	\$ -		
	\$ -		
			\$ -
<b>BALANCE AT END OF MONTH</b>	\$ 1,023,421.48	\$ 508,028.04	\$ 1,531,449.52

THIS STATEMENT SUBMITTED TO COUNCIL

July 26, 2023

\_\_\_\_\_  
MAYOR

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

System: 2023-07-05 11:45:51 AM  
User Date: 2023-06-30

Town of Bashaw  
RECONCILIATION POSTING JOURNAL  
Bank Reconciliation

Page: 1  
User ID: Finance

Audit Trail Code: CMADJ00000302  
Chequebook ID: CREDIT UNION  
Description: Credit Union General Account

Bank Statement Ending Balance: \$1,087,072.14  
Bank Statement Ending Date: 2023-06-01  
Cutoff Date: 2023-06-30

Statement Ending Balance	\$1,087,072.14
Outstanding Cheques (-)	\$70,813.35
Deposits in Transit (+)	\$7,162.69
Adjusted Bank Balance	<u>\$1,023,421.48</u>
Chequebook Balance as of Cutoff	\$1,023,421.48
Adjustments	\$0.00
Adjusted Book Balance	<u>\$1,023,421.48</u>
Difference	<u><u>\$0.00</u></u>

## CAO

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**From:** SV-SF-CSOS <no-reply-aucune-reponse@hrsdc-rhdcc.gc.ca>  
**Sent:** July 13, 2023 4:16 PM  
**To:** CAO  
**Subject:** Result of the assessment of your Canada Summer Jobs (CSJ) application

2023/07/13

Theresa Fuller  
Town of Bashaw  
BOX 510  
BASHAW AB T0B 0H0

**Project Number:** # 019005875

**Constituency:** Battle River-Crowfoot

**Subject:** Result of the assessment of your Canada Summer Jobs (CSJ) application

We have completed the assessment of your application. I regret to inform you that your application has not been retained for funding by the department.

Each year, the requests received for CSJ funding exceed the program budget. Available funds are distributed among the applicant organizations following a prioritization of the projects based on project review and assessment. To view how CSJ applications are assessed, please refer to Section 4 of the [Applicant Guide](#).

The list of employers that have been approved for funding is available [online](#).

We appreciate your interest in the CSJ program and encourage you to visit the [Funding programs and grants for jobs, training, and social development projects](#) website for other future funding opportunities.

If you have any questions, please contact us at (403) 464-9416.

Sincerely,

Jabs, Nina  
Service Canada  
270 - 220 4TH AVENUE SOUTH-EAST  
CALGARY AB T2G 4X3  
[nina.jabs@servicecanada.gc.ca](mailto:nina.jabs@servicecanada.gc.ca)

Town of Bashaw

Box 510, 5011 – 52 Avenue

Bashaw, AB TOB OH0

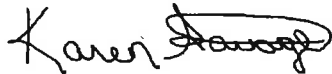
July 11, 2023

Dear Town of Bashaw,

We have received your letter regarding the disposal of wastewater charges. At our Board Meeting held last night (July 10<sup>th</sup>) it was discussed in depth.

The Board would like to request an exemption to these charges, as the Bashaw Golf & Country Club is owned by the Town of Bashaw, and we are a non-profit organization.

Thank you,



Karen Savage

On behalf of the Bashaw Golf & Country Club Board of Directors



Section: TOWN OF BASHAW All Departments	Page: 1 of 2 Policy #: 12.80
Subject: Communication Policy	Motion Number: Date Approved:

**Policy Statement:**

The purpose of this policy is to provide the process of outgoing communication from the Town of Bashaw via traditional and electronic means. In addition, this policy will identify best practices for residents to access council meetings as delegates.

1. **Town of Bashaw Website**  
Will be the main source of information relevant to the Town of Bashaw and its residents.
2. **Post Office Bulletin Board**  
This will be a source of outgoing information for residents who do not have electronic access. Short notice items will be shared on this medium.
3. **Town of Bashaw Facebook Page**  
This will be a source of outgoing information only. Administration and staff will not respond to inquiries, unless it is to correct information that has been erroneously posted.
4. **Town of Bashaw Office Bulletin Board**  
Development permits, council agendas, Tax recovery listing, etc. will be posted in this location.
5. **Notices within Utility Bills**  
Reminders, and outgoing information will be provided to residents as inserts within the bills.
6. **Council Delegation Requests**  
Requests for public presentations shall be made to the Chief Administrative Officer in writing at least seven (7) days prior to Regular Meeting. Requests received less than seven (7) days before a meeting of Council shall be included on the Agenda for the next Regular meeting immediately following. Delegates will be required to complete a Delegation Request Form.
7. **Sign up for Notifications**  
Residents will have the ability to sign up for notifications from the Town of Bashaw. These notifications will be by text message, text to landline, or email. This will be via the Voyent Alert System once it becomes operational.
8. **Public Participation**  
To be implemented as per Public Participation Policy 12.50. The Chief Administrative Officer shall develop and implement a public participation plan at the direction of Council.
9. **Information Inquiries**  
Residents can call the Town of Bashaw Administrative office during office hours. Email inquiries will be responded to by appropriate department.
10. **Arena or Ball Diamond Bookings (Recreation)**  
It is recommended to follow the instructions on the Town website by emailing the appropriate address.

Section: TOWN OF BASHAW All Departments	Page: 1 of 2 Policy #: 12.80
Subject: Communication Policy	Motion Number: Date Approved:

11. Legislative or Bylaw Advertisement

Development related and activities that have descriptions of advertising process within the Municipal Government Act, Bylaw # 780-2018 Bashaw Land Use Bylaw, and any other bylaws that comment on the delivery or provision of communications – will be followed within the legislation as appropriate.

12. Town Project Tenders (Value under \$75,000.00 or as dictated by Provincial trade agreements) – Will be posted on Town of Bashaw Facebook page and website. In the event of time constraints; i.e., limited construction season to support project completion, every effort will be made to proactively advertise.

13. Provincial and Legislative Tendering Requirements – Public Procurement obligations for Municipalities – The Town of Bashaw is required to abide by the following Trade agreements:

- TILMA – Trade, Investment, and Labour Mobility Agreement
- [http://www.tilma.ca/pdf/TILMA\\_Agreement\\_April2009.pdf](http://www.tilma.ca/pdf/TILMA_Agreement_April2009.pdf)
- NWPTA – New West Partnership Agreement
- [http://www.newwestpartnershiptrade.ca/pdf/NWPTA\\_May\\_26\\_2022.pdf](http://www.newwestpartnershiptrade.ca/pdf/NWPTA_May_26_2022.pdf)
- CFTA – Canadian Free Trade Agreement
- <https://www.cfta-alec.ca/wp-content/uploads/2023/01/CFTA-Consolidated-Version-January-31-2023.pdf>
- CETA – Canadian European Union Comprehensive & Economic Trade Agreement
- <https://www.international.gc.ca/trade-commerce/trade-agreements-accords-commerciaux/agr-acc/ceta-aecg/overview-apercu.aspx?lang=eng>

14. After Hours

On-Call services are available for emergency. Responses to general inquiries will not be available after hours.

The Town of Bashaw will strive to provide notices to residents about relevant information in a timely way. The Town of Bashaw assumes no responsibility or liability for any errors or omissions regarding notification or lack of.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO

\_\_\_\_\_  
Date.

July 21, 2023

Bashaw Town Council;

Please accept this letter as a request for road closures during the Bashaw Hometown Days Parade on August 26 (route indicated below). We would also like to close the three main sections of main street between 10:30 and 6:00 pm the same day.

Thank you for your consideration and we look forward to hearing from you.

Sincerely,

Jackie Northey  
Hometown Days Committee.

## Bashaw Parade Route 2023

