



**REGULAR MEETING OF COUNCIL
A G E N D A
Wednesday, April 24, 2024, 6:00 pm
Council Chamber & Zoom Access**

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. PUBLIC HEARINGS
4. DELEGATIONS
 - 4.1 Bashaw Wellness Team – Rural Health Model Presentation – Eric and Georgina Gaudette, Councillor Northey
5. APPROVAL OF MINUTES
 - 5.1 Minutes of the April 10, 2024, Regular Meeting of Council
6. CONSENT AGENDA
 - 6.1 Alberta Agriculture and Irrigation – Grant Approval for Bashaw Business Navigation Supports Project
 - 6.2 Small Communities Opportunity Grant – Description of the Project & partners
 - 6.3 Camrose County – Community Aggregate update
 - 6.4 Camrose County – Subdivision referral notice as per Intermunicipal Development Plan requirement
 - 6.5 Highway 12/21 Regional Water Commission – Bashaw true up payment
 - 6.6 Council Committee report
 - 6.7 Foreman Report
 - 6.8 CAO Report
 - 6.9 Waste Collection Fee Increase – Information will be available day of the meeting.
7. NEW & UNFINISHED BUSINESS
 - 7.1 Town of Bashaw 2024 Operating Budget
 - 7.2 Local Government Fiscal Framework Operating Grant Application
 - 7.3 Revised Agreement for Regional Assessment Review Services
 - 7.4 Bylaw 825 – 2024 – Regional Assessment Review Board Bylaw (revised)
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: Regular Rotation, May 1 & 15, 2024 – 6:00 pm, Council Chambers
Discuss dates, may require revision.
13. ADJOURNMENT

Primary Care in the Bashaw Region: Backgrounder

Summary

We are proposing a innovative model of primary care delivery for the Bashaw region. The Bashaw Model of Primary Care uses a team-based approach to ensure our area's residents have access to timely, local, and competent care. Furthermore, seamless integration with the Bashaw Community Resource Centre's Collaborative Response Model (touting a philosophy of "any door is the right door" to receive service) ensures our patients' concerns are addressed holistically. This will elevate patient health and overall wellbeing by tackling socioeconomic factors at the same time.

We know recruiting practitioners from outside our local area only ensures short term stability and produces a never ending cycle of attraction, retention, and incentive efforts. Today's practitioners no longer want to own and operate clinic space and prefer to just show up with their skills and offer care. To effectively solve this problem and ensure our residents get their primary care needs addressed, two requirements are necessary:

1. Enable team-based primary care using local healthcare workers. Innovation is key. While not all healthcare workers (i.e. physicians and nurse practitioners) are always available locally onsite, creating virtual pathways in a collaborative team-based environment ensures timely and convenient access. Our message to the Minister of Health is clear: ***The Primary Care funding model for our community must flow directly to our community clinic, not to individual practitioners.*** This will ensure a stable funding framework for care providers and essential care delivery, regardless of which primary care practitioners are providing care. If primary care funding flows directly to the clinic, as opposed to the individual providers, the community will have meaningful input into how, where and when care is provided.
2. Integrate our health and community social support sectors. Ideally, this means co-location to find economies of scale and efficiencies in service delivery to clients, while promoting collaboration. This will expand access and ensure that "any door is the right door" for our residents to receive care.

Next Steps

- Council's support in implementing the Bashaw Model of Primary Care. Perhaps this can be done in a letter to the Minister of Health and MLA Jackie Lovely?
- In-person meetings with our region's MLAs (including Jackie Lovely, Jennifer Johnson, Nate Horner and Rick Wilson), along with the Minister of Health, to communicate our community and region's needs (including funding and infrastructure).
- Once the framework is established with the provincial government, recruit local healthcare practitioners to the community clinic and create care pathways to other healthcare practitioners/ specialists who are not local but who are available to support the patients virtually or episodically.

Communications Plan: The Bashaw Model of Primary Care

| Content | Audience | Deliverable | Frequency | Priority | Owner | Preferred Delivery Method | Comments | Status |
|---|--|---|---------------------|-----------------|---|--|--|---|
| Outline the primary care problem in our community, potential solution (Bashaw Model of Primary Care) and next steps | Town of Bashaw Council | Delegation, Comms Plan, one-pager | Once | High | Jackie/ Georgie/ Eric | In-person/ document | Engage mayor & counsellors in next steps of development/ implementation | Drafting, delegation scheduled April 24 |
| Outline the Bashaw Model of Primary Care & offer innovative strategic partnership | Provincial government officials & AH beaurocrats | Briefing Note/ Meeting with Minister & MLAs | Once | High | Jackie | In-person, but Zoom might also work | Need to circle back with Jackie Lovely to "push" for meeting with Health Minister | BN circulated, awaiting meeting - Needs further support from local government |
| Updates on progress, create a feedback loop for community needs and educate on advocacy needs | Patients & community members | Community engagement sessions | Monthly & as needed | High | Bashaw Health & Wellness/ Jackie/ Georgie | In-person | Opportunity to engage the broader community to take some ownership | Planning |
| Similar to engagement sessions, but reaches younger demographic - provides both regular updates and emergent call-to-action as the project progresses | Patients & community members | Community call-to-action briefings | Monthly & as needed | High | Georgie/ Eric | Facebook Live with summary sheet available online and via Community Connections newsletter | Similar to phamily night, but specific to primary care - awareness/ education about primary care for the community as to the vision and goal | Planning |

Communications Plan: The Bashaw Model of Primary Care

| Content | Audience | Deliverable | Frequency | Priority | Owner | Preferred Delivery Method | Comments | Status |
|---|--|--|---------------------------|----------|-----------------------|--|---|---|
| Patient stories/ testimonials | Provincial & Municipal government officials & AH bureaucrats | "Victims of our own success in healthcare innovation" | Ongoing bank of vignettes | High | Jackie/ Georgie/ Eric | Google Doc to collect testimonials (emailed or written and then input to a central location) | Story repository to enable local municipal and community leaders to share why & how our region is innovating in the primary healthcare space, as well as communicate any gaps in care with real patient and caregiver stories | Planning |
| Make our community's intentions and needs clear, as the new funding agreement gets rolled out | NPAA leadership | Outreach to NPAA | Once | Medium | Bashaw Wellness Team | Letter/ follow-up meeting | Overhead costs a concern so a clear costing of participation is useful | Awaiting funding announcement (Spring 2024) |
| Make our community's intentions and needs clear, as the new funding agreement gets rolled out | Physicians in Camrose, Ponoka, Lacombe, Red Deer | Outreach to local physicians | Once | Low | Bashaw Wellness Team | Letter/ follow-up meeting | Overhead costs a concern so a clear costing of participation is useful | Awaiting funding announcement (Fall 2024) |
| Startup operating costs for infrastructure re-imagining required | Patients & community members | Fundraising drive for Bashaw Community Health Centre facility retrofit & startup costs | Ongoing | Medium | Christine | Various strategies, including a community concert | We need a clear funding goal and a picture of how fundraising will be used to achieve the Bashaw Model | Planning |



**REGULAR MEETING OF COUNCIL
MINUTES
Wednesday, April 10, 2024, 6:00 pm
Council Chambers & Zoom Access**

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

Absent with notice: Public Works Foreman Taylor

Recording Secretary: Secretary Morrison (5:45 pm)

Public: none

Public Zoom: none

Press by zoom: Kevin Sabo (6:00 pm), Stu Salkeld (6:00 pm)

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

MOVED by Councillor Gust to approve the April 10th, 2024, Regular Meeting of Council Agenda.

MOTION #055-2024

CARRIED

3. PUBLIC HEARINGS – None
4. DELEGATIONS - None
5. APPROVAL OF MINUTES
 - 5.1 Minutes of March 20, 2024, Regular Meeting of Council.

MOVED by Councillor Northey to approve the minutes of the March 20, 2024, Regular Meeting of Council.

MOTION #056-2024

CARRIED

6. CONSENT AGENDA
 - 6.1 Stettler District Ambulance Association – Contract Negotiations
 - 6.2 Alberta Municipal Affairs – Assessment Model Review
 - 6.3 Alberta Municipal Affairs – Provincial Education Requisition Credit Program Extension
 - 6.4 Town of Bashaw Monthly Statement March 31, 2024
 - 6.5 Alberta Municipalities – Political Parties at local level
 - 6.6 Arena Operations Update
 - 6.7 Water Pricing Update
 - 6.8 January Water Break Cost listing

Deputy Mayor Orom requested item 6.7 Water Pricing Update to be discussed as New & Unfinished Business
7.4 Water Pricing Update.

7. NEW & UNFINISHED BUSINESS

7.1 Financial Audit Extension Request

MOVED by Councillor Gust to request an extension for the town of Bashaw financial statement submission to the end of May 2024.

MOTION #057-2024

CARRIED

7.2 Battle River School Division – Joint Use and Planning Agreement

Councillor McIntosh left the meeting at 6:09 pm due to pecuniary interest.

The council discussed and would like more information on how the agreement applies to homeschool students, and the rationale for the agreement. CAO Fuller will contact Municipal Affairs to get clarification on key points of the agreement.

Councillor McIntosh returned to the meeting at 6:28 pm.

7.3 GIC Interest to Reserve

MOVED by Councillor McIntosh to move \$5357.00 to the Water – Restricted for Operating restricted surplus.

MOTION #058-2024

CARRIED

MOVED by Deputy Mayor Orom to move \$18 176.00 to the roads, streets, equipment – Restricted for Capital restricted surplus.

MOTION #059-2024

CARRIED

7.4 Water Pricing Update

CAO Fuller presented information on Town of Bashaw water revenue and expenses including details about the recent water repair.

8. COMMITTEE REPORTS – none

9. CORRESPONDENCE ITEMS – none

Secretary Morrison left the meeting at 6:38 pm.

Public Zoom Connections were placed in the Zoom waiting room at 6:38 pm.

MOVED by Councillor McIntosh to move into Closed Meeting of Council for 10.1 Legal – Camrose County Memorandum of Understanding – FOIP Section 21

MOTION #060-2024

CARRIED

10. CLOSED MEETING OF COUNCIL

10.1 Personnel – Legal – Camrose County Memorandum of Understanding

Deputy Fire Chief Alec Dubitz, Fire Safety Codes Officer Dennis Jones, and Fire Chief Dustin Hemmingson joined the meeting at 7:06 pm.

Deputy Fire Chief Alec Dubitz, Fire Safety Codes Officer Dennis Jones, and Fire Chief Dustin Hemmingson left the meeting at 7:21 pm.

MOVED by Councillor McIntosh to exit Closed Meeting of Council at 7:27 pm.

MOTION #061-2024

CARRIED

MOVED by Councillor McIntosh to direct administration to book a meeting with Camrose County Council and Bashaw Town Council members in Bashaw.

MOTION #062-2024

CARRIED

MOVED by Councillor McIntosh to authorize the Town of Bashaw Fire Department to purchase a 1-ton grassland fire truck for a value up to \$20,000.00.

MOTION #063-2024

CARRIED

11. NEXT MEETINGS –April 24, 2024 – 6:00 pm, Council Chambers

12. ADJOURNMENT – Deputy Mayor Orom adjourned the meeting at 7:29 pm.

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER, Theresa Fuller



ALBERTA
AGRICULTURE AND IRRIGATION

*Office of the Minister
MLA, Highwood*

MAR 28 2024

Theresa Fuller
Chief Administrative Officer
Town of Bashaw
Box 510
Bashaw, AB T0B 0H0
cao@townofbashaw.com

Dear Theresa Fuller:

I am pleased to confirm that I have approved grant funding of \$90,000 to the Town of Bashaw. This funding will support the Bashaw Business Navigation Supports project.

The funding will be provided in accordance with the Ministerial Grants Regulation following execution of a funding agreement between the Town of Bashaw and Alberta Agriculture and Irrigation.

For further details on arranging the funding agreement, please contact Scott Long, Executive Director, Rural Economic Development Branch, at 780-427-6483 or scott.long@gov.ab.ca.

Best wishes for the successful completion of this project.

Sincerely,

A handwritten signature in blue ink, appearing to read "RJ Sigurdson".

Honourable RJ Sigurdson
Minister, Agriculture and Irrigation

cc: Scott Long, Executive Director, Rural Economic Development
scott.long@gov.ab.ca



How long will it take to complete the project?

24 months

Project Summary

What strategic directions best fit your project?

Rural business supports and entrepreneurship
Support for labour force and skills development
Rural economic development capacity building

Describe the problem this project is intended to address:

Small rural businesses have their own set of challenges including an increasing mobile society who shop out of town, availability of online products, and access to skilled workforce. The bulk of our local businesses are family run entrepreneurships; some are struggling to keep their doors open and some have great potential for growth. Most owners are occupied with the day to day operations of their businesses and family obligations. In many cases, they have invested their savings into their businesses and both partners work at the business to keep payroll feasible. Many do not have the extra time needed to analyze their needs and investigate existing supports to keep their businesses viable or to help them grow.

Does the project build capacity to support agricultural economic activity?

Yes

Brief Project Summary

We believe that the supports our local businesses need to stay viable and grow currently exist through provincial and federal programming. Through this project we plan to provide: 1. An individual business needs analysis 2. A tailored map to the support programs and resources 3. Follow through assistance navigating the support programs and resources 4. Operate workshops based on the overall local business community needs analysis which will also be a good networking opportunity for local business owners. 5. Provide Economic Development information and training to the Chamber of Commerce, Town of Bashaw administrative staff and Bashaw Community Resource Centre to create sustainable supports. Creating business support means that our local rural businesses will be able to keep costs affordable for our citizens and local agricultural community. In rural areas it is imperative to have

access to fuel, food, automotive parts, hardware and construction materials to keep the farm going. If you are able to access those items locally it saves on lost production time and transportation costs which in turn make the agricultural economic activity more profitable. We are aiming to create a cycle of prosperity which will benefit agricultural producers, citizens and the entire local economy.

Project Partners

Partner 0

Name of organization

Bashaw Community Resource Centre

Type of organization

Social and Community Support Services

How will they contribute to the project?

Their staff will participate in economic development training, This will create sustainable resources within the community that businesses will be able to access for assistance with future needs.

Partner's Organization's Address

Address

Box 568, 4909 50 Street

City/Town or Municipality

Bashaw

Postal Code or ZIP Code

T0B 0H0

Province/Territory/State/Other

Alberta

Country

Canada

Partner 1

Name of organization

Bashaw Chamber of Commerce

Type of organization

Volunteer

How will they contribute to the project?

They will contribute volunteers willing to be trained in economic development to support sustaining the project beyond funding. They will also support businesses providing continued benefit of participation with the Chamber.

Partner's Organization's Address

Address

General Delivery

City/Town or Municipality

Bashaw

Postal Code or ZIP Code

T0B 0H0

Province/Territory/State/Other

Alberta

Country

Canada



April 11, 2024

Town of Bashaw
PO Box 510
Bashaw, AB
TOB 0H0

Re: Community Aggregate

Dear Sir or Madam,

We wish to inform you that at their meeting on March 26, 2024, Camrose County Council gave Second and Third Reading to Community Aggregate Bylaw 1544. The Bylaw states that all sand and gravel operators in Camrose County shall report their shipment, in tonnes, from each individual pit within the boundaries of Camrose County on a quarterly basis. It further states that the County shall levy from these operators an amount calculated as \$0.40 per tonne of sand and gravel. For the past number of years, the rate had been set at \$0.25 per tonne of sand and gravel.

Camrose County recognizes that an increase in the rate may provide challenges for sand and gravel operators. Therefore after it was given First Reading, Bylaw 1544 was amended to reflect an **effective date of January 1, 2025**. This will give operators time to prepare for the change. The rate of \$0.25 per tonne of sand and gravel will remain in effect for the rest of 2024.

If you have any questions regarding this matter, please contact the Camrose County office.

Yours truly,

Jaime Aicken, CPA, CGA
Manager of Finance and Accounting Services
Camrose County





April 17, 2024

File No: RC/24/08

Registered Owners: Joan Daviduck
Legal Description: NE-9-42-21-4
Type of Subdivision: Second Parcel Out
Zoning: A - Agricultural

SUBDIVISION REFERRAL NOTICE

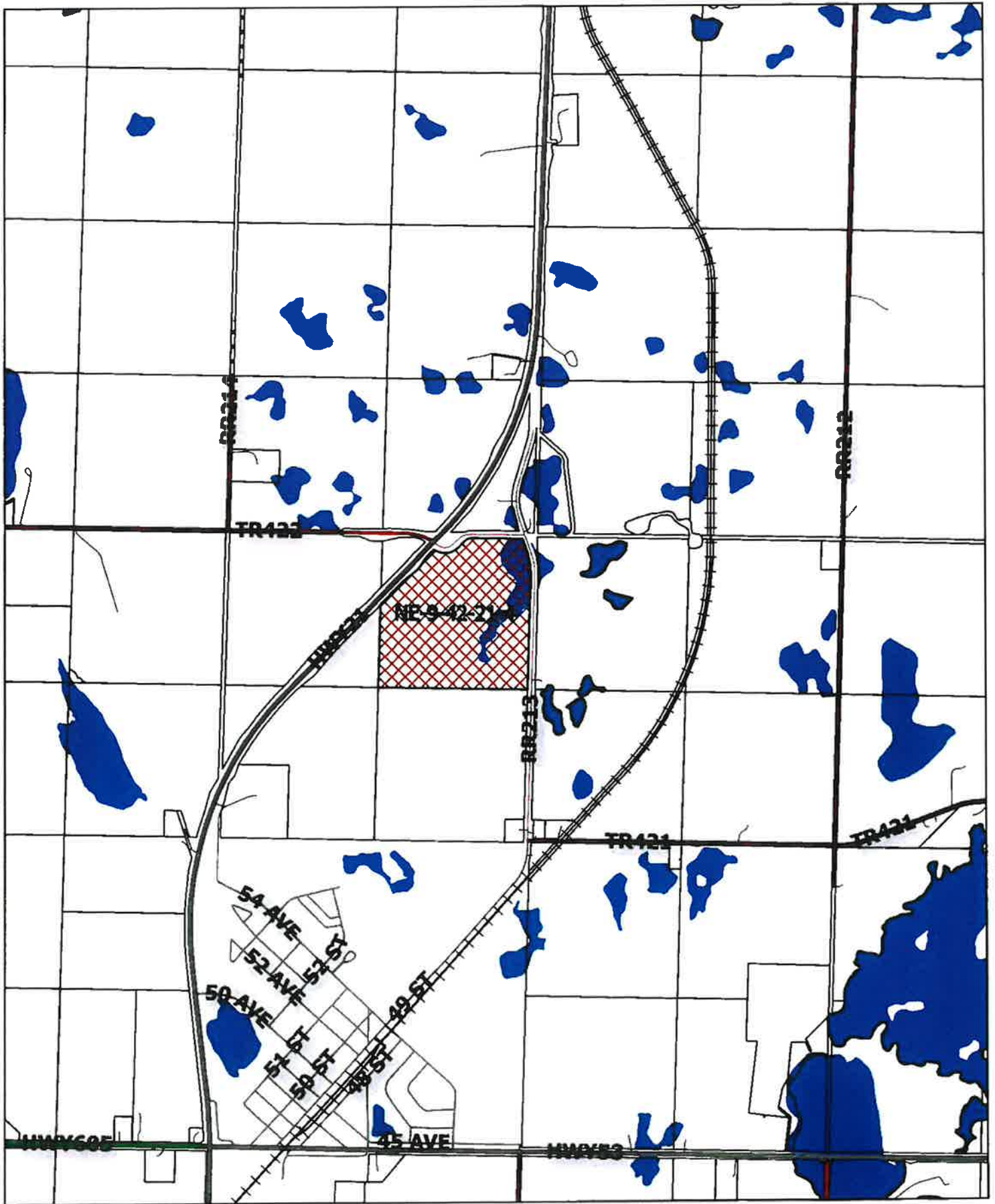
We have received an application for a second parcel out subdivision as shown on the attached sketch. Please reply with approval, comments, concerns, and/or recommendations to the following:

Planning & Development at (780)678-3070
or planning@county.camrose.ab.ca

If our office does not receive your response **by May 10, 2024**, we assume that there are no objections and proceed with the subdivision process.

Circulate to:



- Agricultural Services
- AHS
- Alberta Public Lands
- Battle River School Division
- Canada Post
- City Plumbing Inspector
- FORTIS
- Public Works
- Telus
- Division 1 Councillor
- Chain Lakes Gas Co-op
- Battle River Power
- Ember Resources
- Bashaw IDP



Location Map - RC/24/08

Proposed Subdivision RC/24/08



-  Proposed Subdivision
-  Existing Parcel Boundaries



CR2 DW1

| | | |
|--|---|------------------------------|
| SUBDIVISION APPLICATION <i>MLC</i> | Date Application Accepted as Complete: <u>April 15/24</u> | File Number: <u>RC/24/08</u> |
| | Receipt # <u>202401971</u> amount: <u>\$800</u> | |
| | Date: <u>April 15/24</u> Roll #: <u>57600</u> | |

Legal Description: 1/4: NE Section: 9 Twp: 42 Rge: 21 W4 Lot: ___ Block: ___ Plan: ___

NAME OF APPLICANT(s): DWAYNE ADAM

Address: Box 420 City: BASHAW Postal Code: T0B 0H0

Phone: 780-679-4811 Email: DWAYNEADAMEGMAIL.COM

NAME OF LANDOWNER(s): JOAN DAVIDUCK

Address: 106, 4425 Heritage Way City: Lacombe Postal Code: T4L 2P4

Phone: 403-348-3108 Email: ejdaviduck@yahoo.com

By checking this box I accept correspondence by email only

Certification

I hereby certify that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of facts relating to the condition of the property referred to in this application.

[Signature]
Signature of Applicant

Joan Daviduck
Signature of Registered Owner

Feb. 5/2024
Date

Feb 5 2024
Date

Right of Entry

I authorize staff of Camrose County and referral agencies to enter my land for the purpose of conducting a site inspection with respect to my subdivision application.

Joan Daviduck
Signature of Registered Owner

Signature of Registered Owner

Are there any access restrictions/hazards we should be aware of for site inspection? (i.e. Dogs, Locked Gates, etc.)

NONE KNOWN

Owner's Consent (if the applicant is not owner)

I/We do hereby authorize the applicant named above to make application for subdivision on my/our behalf.

Joan Daviduck
Signature of Registered Owner

Signature of Registered Owner

COLLECTION AND USE OF PERSONAL INFORMATION

The personal information provided will be used to process the Development Permit application and is collected under the authority of Section 642 of the Municipal Government Act. Personal information you provide may be recorded in the minutes of the Municipal Planning Commission, or otherwise made public pursuant to the provisions of the Freedom of Information and Protection of Privacy (FOI/PP) Act, including Section 39 through 42 therein. If you have any questions about the collection and use of this information, please contact the FOI/PP Coordinator at Camrose County (780) 672-4446

Joan Daviduck
Bashaw IDP
48 Paddy Lane

SUBDIVISION APPLICATION

File Number: RC/24/08Roll # 57600

Page 2

Location

Legal Description: ¼: NE Section: 9 Twp: 42 Rge: 21 W4 Lot: _____ Block: _____ Plan: _____Area of the titled parcel: 140[~] acres Area of the proposed parcel(s) 722[~] acres Title #: _____Type of Subdivision (first parcel, lot line adjustment, etc.) Acreage residential - Second Parcel out.Is the land within 1.6 km (1 mile) of another Village or County? YES NO If yes, name: _____Is the land adjacent to or containing a water body? YES NO If yes, name: _____Is the land within 1500m of a sour gas facility? YES NO Comments: _____Is the land within 3.2 km (2 miles) of a highway? YES NO If yes, Number: _____Is the land within 800m (1/2 mile) of a Confined Feeding Operation (feedlot, dairy, etc.)? YES NO Is the land within 450 m of a landfill for the disposal of garbage or refuse? YES NO Is the land within 800m (1/2 mile) of a sewage treatment plant or sewage lagoon? YES NO Is the land within 100m of a gas or oil well? YES NO

Describe any buildings/structures and if they remain (alternatively, you can label the buildings on the aerial photo):

NONE

Land Use

Existing Use: UNAPABLE Proposed Use: RESIDENTIAL ACREAGE Land Use District COUNTY OF CAMB.Adjacent Land Use (i.e. agriculture, industrial uses, wells, etc.) AGRICULTURE/PASTURE

Physical Characteristics of the Land:

Describe the Topography (flat, rolling, steep, mixed) STEEP HILLSDescribe the Vegetation (brush, shrubs, tree stands) BUCK RUBLI, ? TREESDescribe the Water Features (creek, slough, drainage ditch) SW CORNER LOWLANDDescribe the Soil (sandy, loam, clay, etc.) CLAYDescribe any Hazards on Site (steep slopes, floodplains, private landfills, etc.): N/AWithin a Drainage District? YES NO If yes, name: _____

Water and Sewer Service:

Is there a municipal water distribution or wastewater collection system? YES NO If no, how is potable water being provided to the existing parcel? WILL BE DRILLING A WELLDescribe any plans to provide water to the proposed acreage? WELLHow is sewage on the parcel currently being treated? NO CURRENT FACILITY

Location of the water and sewer systems must be included on the site sketch provided.

Note: A letter of compliance for all sewage system(s) on the titled property(s) will be required as a condition of subdivision approval.



AGENDA ITEM

2023 True-Up

April 19, 2024

BACKGROUND

The Board approves an annual operating budget and passes an annual utility rate bylaw. Once the year has been completed, a true-up is calculated based on the actual expenses and revenue collected. The resulting deficit/surplus is then transferred from/to the rate stabilization reserve as per R/34/15 – *Rate Stabilization Reserve Established*. In the event a member's true-up reserve does not have adequate funds to cover a deficit, an invoice will be issued to the member for the remainder of the balance. The maximum member's balance allowed is 30,000 and any amounts over this will be paid to the member over the limit.

ANALYSIS

Budgeted rate for 2023: \$3.349

Actual Rate for 2023: \$3.172

The increase in the actual rate for 2023 resulted in a true-up of \$50,003.39. Please refer to the table below:

| Member | True-up Transfer/Payable | 2023 Opening True-up Reserve Balance | 2023 Ending True-up Reserve Balance |
|-------------------|-------------------------------------|---|--|
| Village of Alix | 9,618 | 5,095 | 14,713 |
| Lacombe County | 6,778 | 22,993 | 29,771 |
| Camrose County | 10,337 | 9,115 | 19,452 |
| Town of Bashaw | 16,740 | 21,914 | 30,000 |
| Village of Edberg | 1,409 | 0 | 1,409 |
| Village of Clive | 5,121 | 0 | 5,121 |
| Total | 50,003 | 59,117 | 100,466 |

Major reasons for variance from budget in 2023 are as follows:

- Unexpected estimated 2023 true-up receivable from Stettler of \$33,000
- Budgeted new debenture payment of 57,898, loan was not completed in 2023



FINANCIAL IMPLICATIONS

2023 calculated true-up resulted in a proposed transfer from the rate stabilization reserve of \$41,384.80 and a Payable to the Town of Bashaw for \$8,654.59. These amounts are reflected in the current 2023 draft financial statements.

RECOMMENDATION

The Board approves the following resolution:

A transfer to the rate stabilization reserve for \$41,384.80 and a payable to the Town of Bashaw for 8,654.59 to allocate the 2023 operating surplus.

PREPARED BY: Les Martel, Financial Coordinator, Lacombe County

REVIEWED BY: Dion Burlock, Manager, Highway 12/21 Regional Water Services Commission

Council Committee Reports – April 24, 2024

Mayor Rob McDonald:

April 8, 2024 – Library Annual General meeting

April 8, 2024 – Library regular meeting. Attendance during January, February, and March is down vs last year, but book loans are up considerably. School aged kids' visits are down. The Tax clinic use has increased.

April 18, 2024 – Drought Town hall meeting with Provincial Government. High point of meeting is that the Red Deer river is at an average level for this time of year.

April 19, 2024 – Highway 12/21 Regional Water Commission meeting.

- Red Deer River and Dickson Dam are about average. This agrees with what I heard on the town hall call yesterday.

- The two snowpack basins that we monitor are average, and well above average.

- 7000-8000 m³ is the estimate of our water loss Jan 20 - Feb 5

- The true up will result in an \$8600 cheque to Bashaw.

Deputy Mayor Cindy Orom:

March 22, 2024 – Camrose and Area Lodge Authority meeting. Financial report review and financial statements approved.

Councillor Jackie Northey:

April 18, 2024 – Bashaw Area Recreation Board Meeting – Each culture/recreation group reported on the years activities. There seems to be an ebb and flow of sports activities. Cultural activities were well supported. Funding requests were approved.

The Board has decided to host a meeting to discuss the building of a new arena and whether collaboration with other communities will work. Meeting is set for May 2, 2024 at 7:00 p.m. at the Resource Centre.

Councillor Bryan Gust:

April 10, 2024 – Bashaw Historical Society meeting.

Councillor McIntosh:

Verbal report may be available at the meeting.

**Town of Bashaw
Public Works Project Duties list - April 24, 2024**

| Project or Duty Description: | Priority | Regular Duty | Additional Duty | Start Date: | Estimated Project timeline | Issues, details, causes of delays? | Date Completed |
|--|----------|--------------|-----------------|----------------|----------------------------|--|----------------|
| Water Related | | | | | | | |
| Water Meter Replacement | X | | | ASAP | | Ongoing, once more meters received. | |
| Hydrant Repairs | | X | | 01-Jun-23 | | | |
| Shut off Valve checks and replacements | | | | | | TBD | |
| CC Valve Replacement | | X | | ASAP | | Record locations that require replacement and plan for it. Need to allow sites to settle before proceeding with paving. | |
| Water leak site cleanups | | | | | | | |
| Recreation/Arena | | | | | | | |
| Gutter Repairs | X | | | ASAP | | | |
| Arena floors and Maintenance | | X | | May-24 | 2 Weeks | Paint the floors and Small repairs | rain days |
| Zamboni Door | | X | | Apr-24 | | Currently being worked on. | |
| Spring Clean up | | X | | May-24 | 1 Week | Dates TBD | |
| Garbage cleanup | | X | | | | Ongoing through out the year. | |
| Community Center | | | | | | | |
| HVAC Cleaning | | X | | Jun-24 | | Modern PURIAR | |
| Parks, trees, Cemetery | | | | | | | |
| service fish pond air pump | | X | | April 15/23 | 1-day | Completed. | |
| Trail cleanup | X | | | | | Two old buildings removed by water treatment plant, site clean ups completed. | |
| Pond Treatment Program | | X | | Apr-24 | As Needed | | |
| | | | | Jun-24 | As Needed | | |
| Weed Control | | X | | Apr-24 | As Needed | Ball diamonds have been completed, additional areas to come. | |
| Pest control | X | | | Apr-24 | on going | Ongoing | |
| Put the dock back in the fish pond | | X | | May-24 | 1 day | | |
| Lawn Maintenance | | X | | Apr-24 | As needed | Ball diamonds have been cut already. | |
| Cemetery | | | | | | | |
| Pest control | X | | | Apr-24 | As needed | Started. | |
| Round up around grave covers | | X | | May-24 | 1 Week | | |
| Streets | | | | | | | |
| Street Cleaning | X | | | May-24 | 2 week | Waiting for sweeper to return from servicing | |
| Culvert Maintenance | | | | | | | |
| Curb repairs around Town | | X | | May-24 | 2 Weeks | Evaluate various sites for improvement. | |
| Hydrant flushing - | | X | | Jul-24 | 1-month | | |
| Wastewater Maintenance List | | X | | May-24 | 2 Days | | |
| Weed Control | X | | | May-24 | 1-month | Wastewater Maintenance List.xls | |
| Hydrant control valve repairs | X | | | May - June | | Sinking around the valve | |
| Lawn Maintenance | | X | | ASAP | 2 Weeks | W:\Parks\Lawn Maintenance List.xls | |
| Road repairs | | X | | Weekly ongoing | | | |
| Community cleanup | | X | | | 2 Weeks | Determined once capital budget approved. Date to be booked in May | |
| Garbage cleanup | | | X | | | Ongoing | |

**Town of Bashaw
Public Works Project Duties list - April 24, 2024**

| | | | | | | |
|-----------------------------|---|--|-----------|-----------|---|---------|
| Flowers On main St | x | | 01-May-24 | 2 Days | Planters to be delivered to Greenhouse. | |
| Main St Line Painting | x | | July | 2 weeks | | |
| Airport | | | | | | |
| Lawn Maintenance | x | | | As needed | | |
| Building Maintenance | | | | | Major repairs required. More information to come after Airport meeting. | |
| Sewer | | | | | | |
| Lift Station 1 Cleaning | x | | Quarterly | 1 day | Grease buildup control | Monthly |
| Wastewater Maintenance List | x | | May-24 | | Sewer clean up. | |
| Lagoon pump maintenance | x | | Apr-24 | | Treatment Program | |
| Lagoon maintenance | x | | May-24 | As needed | Sludge samples and levels. | |
| Shop | | | | | | |
| Put winter equipment way | x | | Apr-24 | | Ongoing | |
| Shop cleanup | x | | | | | |
| Equipment maintenance | x | | | On Going | Overhaul on grader and loader complete. | |
| Inventory | | | | Jun-24 | | X |



CHIEF ADMINISTRATOR'S REPORT
Submitted for April 24, 2024, Regular Meeting of Council

1. Meetings, training

- March 22, 2024 – Interview possible new staff
- March 26, 2024 – Minor Hockey Meeting
- March 27, 2024 – Extended Producer Responsibility webinar
- April 2, 2024 – Canadian Municipal Administrators Association Mastermind Zoom
- April 4, 2024 – budget meeting with Foreman
- April 8, 2024 – budget meeting with Municipal Treasurer
- April 9, 2024 – worked on budget with Municipal Treasurer
- April 10, 2024 – met with Councillor McIntosh to complete municipal awards applications.
- April 11, 2024 – Meeting with Human Resources consultant
- April 11, 2024 – Meeting with Nordic Managing Systems – annual review
- April 11, 2024 – Meeting with Business Supports Contractor – preparation for Small Communities Opportunity Grant implementation.
- April 12, 2024 – Meeting with Extended Producer Responsibility contractor – Circular Materials.
- April 15, 2024 – Interview possible new staff

2. Booked ICS 100 Training for staff and advisory committee. It is scheduled for May 15, 2024, in the small room in the community hall.

3. Staffing – One staff off on Long Term disability. We currently have two permanent full-time staff. Advertisement for 1-year Full Time Term Position posted. Interviews have been ongoing.

4. Capital budget generation.

5. Alberta Municipal Data Sharing Partnership (AMDSP)–Activities are outstanding.

6. Asset Retirement Obligations – The town sites have been inspected by a chosen contractor. The information has been provided to the auditor.



**TOWN OF BASHAW
MASTER RATES AND SCHEDULES BYLAW 760-2014**

TITLE: WASTE COLLECTION SERVICE FEE
SECTION: 3 PUBLIC WORKS APPENDIX: A
REPEALED BYLAW # 749-2013 DATE: SEPTEMBER 16, 2014
AMENDING BYLAW # 824-2023 Third and final reading November 15, 2023

1. WASTE COLLECTION SERVICE FEE(S):

a) Household Garbage and

b) Recyclable Materials

❖ Calculation of Service Fee for the waste collection services as noted above shall be calculated as follows:

The total annual expenses for waste collection service (wages, contract fee, fuel surcharge, etc.) divided by the number of service collection properties divided by 12 billing cycles per year

❖ Waste collection service fee(s) cannot be suspended, reduced, waived or pro-rated and shall be charged to each property serviced within the Town of Bashaw twelve (12) times a year

2. OTHER FEES

- | | |
|--|-------------------------|
| a) Administration Fee | \$40.00 |
| b) PENALTIES on overdue utility service accounts | 3% per billing |
| c) Non-compliance with Waste Bylaw (Enforcement) | \$100.00 |
| d) Overdue Account Transfer Fee (Enforcement) | \$40.00 per transaction |

| | 2023 ACTUAL | 2023 BUDGET | 2024 BUDGET |
|---|-------------------|--------------------|----------------------------|
| GARBAGE COLLECTION & DISPOSAL | | | |
| 1-43-00-410-0 Garbage Coll. & Disp. & Other Charges | -72,399.25 | -75,600.00 | -\$85,100.00 NOTE 1 |
| | <u>-72,399.25</u> | <u>-75,600.00</u> | <u>-\$85,100.00</u> |
| RECYCLING REVENUE | | | |
| 1-44-00-410-0 Recycling Revenue | -1,000.00 | -\$1,000.00 | \$0.00 NOTE 2 |
| | <u>-1,000.00</u> | <u>-1,000.00</u> | <u>\$0.00</u> |

| | | | |
|--|--------------------|------------------|---------------------------|
| GARBAGE COLLECTION & DISPOSAL | | | |
| 2-43-00-110-0 Salaries and Wages | \$3,409.08 | \$3,454.88 | \$5,829.47 |
| 2-43-00-230-0 Garbage Contract | \$65,293.31 | \$65,000.00 | \$74,000.00 NOTE 3 |
| 2-43-00-230-0 Not Used | | | |
| 2-43-00-250-0 Waste Management Authority-Tipping Fee | \$3,984.40 | \$4,200.00 | \$4,200.00 |
| 2-43-00-525-0 Landfill Monitoring | \$900.86 | \$1,000.00 | \$1,000.00 |
| 2-43-00-990-0 Adjustments | | | |
| | <u>\$73,587.65</u> | <u>73,654.88</u> | <u>\$85,029.47</u> |

| | | | |
|--|-------------------|-------------------|----------------------|
| RECYCLING | | | |
| 2-44-00-274-0 Recycling Trailer Insurance | \$5.50 | \$6.50 | \$5.00 |
| 2-44-00-290-0 Toxic Roundup | \$2,805.27 | \$7,100.00 | \$0.00 |
| 2-44-00-510-0 General Goods and Supplies - Recycling | \$0.00 | | \$0.00 |
| 2-44-00-520-5 Recycling Trailer Repairs #414 | \$0.00 | | \$0.00 |
| | <u>\$2,810.77</u> | <u>\$7,106.50</u> | <u>\$5.00</u> |

NOTE 1 Initially revenue was budgeted as \$70,014.18.
 Projected expenses are: \$85,029.47
 Match Expense to \$85,100 and adjust the monthly billing to residents to reflect the increase

NOTE 2 Toxic Waste Roundup Contribution of \$1000 from Camrose County

NOTE 3 Increase due to: 3% increase on contract, Fuel surcharge, tree bin (\$1600)
 Staff wages for street garbage and spring/fall cleanups
 Stat holidays garbage taken elsewhere \$900 (8 Holiday Mondays in 2024)

| | | |
|---|---|------------------------------|
| 1-43-00-410-0 Garbage Coll. & Disp. & Other Charges | 2024 REVENUE NEEDED | -\$85,100.00 |
| | 2024 REVENUE INCL MARCH UTIL | -\$17,462.28 |
| | 2024 REVENUE NEEDED IN 9 BILLS | -\$67,637.72 |
| | -\$67,637.72 DIVIDED BY 9 MONTHS | |
| | EQUALS | -\$7,515.30 PER MONTH |
| | DIVIDED BY 423 USERS | -17.76667 PER MONTH |

Change Monthly billing to \$17.80 / month will cover expenses for 2024
\$17.80 / month will generate \$90352.80 in 2025

PLEASE NOTE - LAST INCREASE TO GARBAGE WAS APRIL 2013 FROM 22.43 TO 27.50 BIMONTHLY (CURRENT \$13.75 / MONTH)
 Difference \$4.05

Town of Bashaw

Request for Decision



| | |
|----------------|---|
| Meeting: | Regular Council |
| Meeting Date: | April 24, 2024 |
| Originated by: | Theresa Fuller, Chief Administrative Officer |
| Agenda Item: | 7.1 2024 Operating Budget Draft – Unaudited Actuals (Audit is delayed) |

Background/Proposal:

Attached is the 2024 Operating budget.

The town audit is still in the process of completion, the audited financial statements will be presented to council once available. Once the audit is complete, the actuals within the budget will be updated.

Discussion/Options/Benefits/Disadvantages:

Budget Commentary:

- This budget proposes a 3.43 % increase.
- The Water Leak search/repair will be included in the capital budget and funded through unrestricted surplus, as requested by council.

Council Legislative

- Minimal changes to this department
- Staff functions were reduced to \$2,000.00.

General Administration

- Franchise fee revenue is stable – at \$63,636.00.
- Return on investments was increased to \$51,000.00.
- Increase of Local Government Fiscal Framework (formerly MSI operating) Operating Grant from continues at \$ 118,190.00.
- A portion of the office rent revenue covers the taxes imposed on the site, the revenue has been adjusted for this.
- Funds included for window replacement in the council chamber. Administration advertised locally to obtain quotes, one response received, however they did not provide a quote.
- Funds included to repair the office front door.
- Computer replacement – we are planning to replace two computers and are in negotiation with Trinus regarding IT services. We expect the possibility of changes in this area.

Fire Department

- County Fire Fighting responses revenue was increased based on the five-year average.
- In town fire revenue was increased based on the five-year average.
- We plan to keep the fire fighter honorarium stable; we anticipate additional calls this year.
- The Fire Department has received several grants.
- Agri-spirit Grant – for grain entrapment equipment and response training.
- AHS – Medical First Response – for equipment and training.
- Travel and subsistence were reduced closer to the actual.

- General supplies were reduced, many of the supplies fit the criteria for one or the other of the grants they received.

Community Services

- Increased cemetery revenue projection by \$1000.00
- Confirmed with Museum, they will cover the cost of the insurance, repairs, and supplies.
- Cemetery Professional services reflect the contracted grass cutting services.
- Policing, the annual billing has now been adjusted to a closer figure to what will be billed.

Public Works

- Sales of water – bulk was increased by \$1000.00.
- Other revenue – includes the water true up cheque of \$ 8,654.59.
- Septic receiving station revenue was increased by \$500.00.
- Sale of Water – Bills – we anticipate increased accuracy in billing and a modest increase.
- Sewage services fees and charges have been increased modestly due to the correction in the billing.
- Garbage collection and Disposal revenue was increased to reflect the fee increase that will be implemented.
- Shop natural gas was reduced.
- Repair costs to street sweeper increased, the unit required servicing.
- Repair cost to loader of \$6,0000 included.
- Repair cost to grader of \$9, 400.00 included.
- Includes sidewalk annual replacement.
- Travel and subsistence increased to include weekly mileage for water sample, and staff travel for course attendance.
- General goods and supplies – water includes funds for water meter failures.
- Lagoon annual maintenance treatment and sludge survey included. This is to proactively monitor sludge.
- Water Repairs and Maintenance expenses for water repair have been adjusted.
- Increase in power from the water treatment plant.
- Beautification funds are included at \$18, 000.00.
- Garbage collection and Disposal – costs increased E360 increase of 3%, plus fuel surcharges, and tree bin costs have increased.
- Staff wage for spring and fall cleanup has increased.
- Increases in insurance are evident within various areas.

Recreation

- Minor hockey increased their ice times, resulting in increased revenue.
- The conditional grant from Lacombe County is estimated to be lower.
- Fun Hockey did not book ice time this season.
- Increases to concession lease will be implemented for 2025.
- Nordic Preventative Maintenance contract increased by \$3,400.00.
- Funds included for glass replacement and netting installation to protect the centennial room windows.

Costs/Source of Funding (if applicable)

Taxation, provincial transfers, and user fees

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

Applicable Legislation:

Municipal Government Act; Section 242 and 243.

Community Engagement Consideration:

The administration is willing to proceed as the council's request.

Recommended Action:

Approve the budget as presented, or request administration make additional adjustments.

MOVED BY _____ to approve the 2024 Town of Bashaw Operating Budget of \$1,480,080.07 Budget before the levy, \$869,703.88 Municipal Taxes and an increase of taxes of 3.43%.

Discussion Result:

Additional research Requested:

Budget 2024
April 24, 2024

TOWN OF BASHAW
2024 OPERATING BUDGET
Actuals are unaudited

| REVENUE | EXPENSES |
|---------|----------|
| 2024 | 2024 |

| MUNICIPAL DEPARTMENT | | | |
|--|------------------------|----------------------|----------------------|
| TAXES | | | |
| OTHER REVENUE FROM OWN SOURCES | -151,136.00 | | |
| GRANTS | -118,190.00 | | |
| RESERVE FUNDS FROM OPERATING | | | |
| REQUISITIONS REVENUE/EXPENSES | -227,739.22 | \$ 227,739.22 | |
| COUNCIL AND OTHER LEGISLATIVE EXPENSES | | \$ 32,945.00 | |
| TOTAL MUNICIPAL DEPARTMENT | \$ (497,065.22) | \$ 260,684.22 | -\$236,381.00 |

| ADMINISTRATION DEPARTMENT | | | |
|--|-----------------------|----------------------|----------------------|
| GENERAL ADMINISTRATIVE REVENUES/EXPENSES | -24,400.00 | 421,986.98 | |
| MUNICIPAL PLANNING, ZONING & DEVELOPMENT | -1,800.00 | | |
| SUBDIVISION LAND & DEVELOPMENT | 0.00 | 4,500.00 | |
| RENTAL BUILDINGS/EXPENSES | -6,559.62 | 5,300.00 | |
| TOTAL ADMINISTRATION DEPARTMENT | \$ (32,759.62) | \$ 431,786.98 | \$ 399,027.36 |

| COMMUNITY SERVICES DEPARTMENTS | | | |
|--|------------------------|----------------------|---------------------|
| FIRE FIGHTING & PREVENTIVE SERVICES- Fire Tab | -94,190.63 | 136,130.47 | |
| DISASTER SERV & EMERGENCY MEASURES- PW Tab | | 50.00 | |
| BYLAW SERVICES | -6,000.00 | 51,484.00 | |
| FAMILY & COMMUNITY SUPPORT SERVICES | -57,324.42 | 63,699.55 | |
| MEDICAL CLINIC | | 0.00 | |
| TOTAL COMMUNITY SERVICES DEPARTMENTS | \$ (157,515.05) | \$ 251,364.02 | \$ 93,848.97 |

| PUBLIC WORKS DEPARTMENTS | | | |
|--|------------------------|------------------------|----------------------|
| SHOP | | 104,256.30 | |
| ROADS, STREETS, WALKS, LIGHTING | -2,000.00 | 274,326.34 | |
| AIRPORT | -2,160.59 | 7,014.56 | |
| STORM SEWERS & DRAINAGE | | 1,200.00 | |
| WATER SUPPLY & DISTRIBUTION | -463,949.59 | 447,400.29 | |
| SANITARY SEWAGE SERVICES & TREATMENT | -126,700.00 | 82,347.62 | |
| GARBAGE COLLECTION & DISPOSAL | -85,100.00 | 85,029.47 | |
| RECYCLING SERVICE | 0.00 | 5.00 | |
| UTILITY PENALTIES - Admin Tab | -12,000.00 | | |
| CEMETERY - Community Services Tab | -3,500.00 | 18,878.92 | |
| TOTAL PUBLIC WORKS DEPARTMENTS | \$ (695,410.18) | \$ 1,020,458.50 | \$ 325,048.32 |

| RECREATION DEPARTMENTS | | | |
|---|-----------------------|----------------------|----------------------|
| TOURISM - Community Services Tab | 0.00 | 4,016.45 | |
| RECREATION FACILITIES & PROGRAMS | -92,330.00 | 225,673.06 | |
| PARKS - PW Tab | -5,000.00 | 94,817.82 | |
| COMMUNITY CENTRE - PW Tab | | 60,982.89 | |
| MUSEUM Community Services Tab | | 0.00 | |
| TOTAL RECREATION DEPARTMENTS | \$ (97,330.00) | \$ 385,490.23 | \$ 288,160.23 |

| | | | |
|--|--------------------------|------------------------|---------------------|
| TOTAL REVENUE & EXPENSES | \$ (1,480,080.07) | \$ 2,349,783.95 | \$869,703.88 |
| 2024 BUDGET BEFORE LEVY | \$ (1,480,080.07) | \$ 2,349,783.95 | |
| 2023 TRANSFER FROM RESERVES TO OPERATING MUNICIPAL TAXES REQUIRED | \$ 869,703.88 | | |
| Last Years' Levy | \$ 839,833.48 | | |
| Diff | \$ 29,870.40 | | |
| Projected Increase | | 3.43 | |

SIGNED: _____
MAYOR ROB MCDONALD

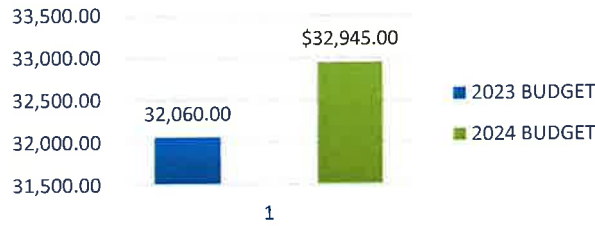
SIGNED: _____
CAO THERESA FULLER

Council Legislative

Town of Bashaw
Approval Date - April 24, 2024

| ACCOUNT | DESCRIPTION | 2023 Actual | 2023 BUDGET | 2024 BUDGET |
|--|---|--------------------|------------------|--------------------|
| EXPENSES | | | | |
| COUNCIL & OTHER LEGISLATIVE | | | | |
| 2-11-00-130-40 | Canada Pension Plan - Councillors | \$1,200.86 | \$1,150.00 | \$1,300.00 |
| 2-11-00-130-44 | AMSC Insurance & Health Benefits - Council | \$789.45 | \$820.00 | \$850.00 |
| 2-11-00-151-00 | Meeting Fees - Council | \$22,142.86 | \$22,300.00 | \$22,500.00 |
| | Council AUMA CONFERENCE | | \$0.00 | |
| 2-11-00-211-00 | Travel, Subsistence & Course Fees - Council | \$150.00 | \$0.00 | \$0.00 |
| 2-11-00-230-00 | Professional Services | | | \$0.00 |
| 2-11-00-290-00 | Election Fees | | \$0.00 | \$0.00 |
| 2-11-00-510-00 | Council Supplies | \$336.49 | \$500.00 | \$500.00 |
| 2-11-00-770-00 | Community Contributions | \$6,984.50 | \$7,290.00 | \$7,795.00 |
| | LEGION | | | \$40.00 |
| | CHAMBER OF COMMERCE | | | \$155.00 |
| | BUS SOCIETY | | | \$5,000.00 |
| | GRADE 7 | | | \$50.00 |
| | GRADE 5 | | | \$50.00 |
| | STAFF FUNCTIONS | | | \$2,000.00 |
| | INCIDENTALS | | | \$500.00 |
| TOTAL | | \$31,604.16 | 32,060.00 | \$32,945.00 |
| | | | DIFFERENCE | 2.76% |

COUNCIL



General Administration April 24, 2024

Town of Bashaw

| ACCOUNT | DESCRIPTION | LAST YR ACTUAL 2023 | 2023 BUDGET | 2024 BUDGET <i>enter revenue as negative</i> |
|--|--|------------------------|----------------|--|
| REVENUES | | | | |
| TAXES | | | | |
| 1-00-00-110-00 | Residential | -602,116.66 | \$602,213.65 | |
| 1-00-00-110-01 | Non-Residential | -172,534.11 | \$172,534.66 | |
| 1-00-00-110-03 | Machinery and Equipment | -19,118.94 | \$19,119.00 | |
| 1-00-00-110-04 | Linear | -23,323.70 | \$23,323.76 | |
| 1-00-00-110-05 | Railway | -1,885.00 | \$1,885.01 | |
| 1-00-00-110-06 | Farmland | -139.17 | \$139.17 | |
| 1-00-00-110-07 | Adjustments to Property Taxes | | | |
| 1-00-00-110-08 | Camrose & District Lodge Authority | -1,613.44 | \$1,610.00 | -\$2,695.00 |
| 1-00-00-110-09 | Alberta School Foundation - ASFF | -225,987.78 | \$226,016.34 | -\$224,855.89 |
| 1-00-01-110-00 | Residential Grants in Lieu | -2,327.30 | \$2,327.29 | |
| 1-00-01-110-01 | Non-Residential Grants in Lieu | -18,290.90 | \$18,290.96 | |
| 1-00-00-110-10 | Designated Industrial Properties (DIP) | -176.71 | \$176.72 | -\$188.33 |
| | | -1,067,513.71 | 1,067,636.54 | -\$227,739.22 |
| OTHER REVENUE FROM OWN SOURCES | | | | |
| 1-00-00-510-00 | Penalties and Costs on Taxes | -34,154.41 | -\$30,000.00 | -\$34,000.00 |
| 1-00-00-530-00 | Fines Issued | -2,834.00 | -\$2,200.00 | -\$2,500.00 |
| 1-00-00-540-00 | Franchise Fees | -61,160.45 | -\$66,321.00 | -\$63,636.00 |
| 1-00-00-550-00 | Return on Investments | -86,943.86 | -\$25,000.00 | -\$51,000.00 |
| 1-00-00-740-00 | Provincial Unconditional Grants | | | |
| | | -185,092.72 | -123,521.00 | -\$151,136.00 |
| NON FUNCTIONAL REVENUE CONDITIONAL GRANTS | | | | |
| 1-00-00-830-00 | Federal Conditional Grant | | | |
| 1-00-00-840-00 | Provincial Conditional Grant | -118,190.00 | -\$118,190.00 | -\$118,190.00 |
| 1-00-00-910-00 | Reserves Transferred to Operating | | | |
| | | -118,190.00 | -118,190.00 | -118,190.00 |
| UNCONDITIONAL GRANTS | | | | |
| TOTAL GENERAL MUNICIPAL | | | | |
| | | -1,370,796.43 | 825,925.54 | -\$497,065.22 |
| GENERAL ADMINISTRATIVE REVENUES | | | | |
| 1-12-00-410-00 | General Services and Supplies Revenues | -2,619.70 | -\$2,500.00 | -\$2,500.00 |
| 1-12-00-520-00 | Licenses and Permits | -75.20 | -\$200.00 | -\$100.00 |
| 1-12-00-560-00 | Rentals and Lease Revenue COLLECT GS | -18,862.62 | -\$19,500.00 | -\$18,800.00 |
| 1-12-00-590-00 | Other Revenue | -5,133.80 | -\$3,000.00 | -\$3,000.00 |
| 1-12-00-840-00 | provincial conditional grant | | | |
| | TOTAL ADMINISTRATIVE REVENUE | -26,691.32 | -25,200.00 | -\$24,400.00 |
| UTILITY PENALTIES | | | | |
| 1-45-00-510-00 | Utility Penalty | -11,521.87 | -12,000.00 | -12,000.00 |
| | | -11,521.87 | -12,000.00 | -12,000.00 |
| MUNICIPAL PLANNING, ZONING & DEVELOPMENT | | | | |
| 1-61-00-520-00 | Development Permits | -1,840.00 | -1,800.00 | -1,800.00 |
| | | -1,840.00 | -1,800.00 | -1,800.00 |
| SUBDIVISION LAND & DEVELOPMENT | | | | |
| 1-66-00-464-00 | Sales of Land | -13,987.80 | 0.00 | 0.00 |

General Administration April 24, 2024

| | | | |
|----------------------------|----------------------|-------------------|----------------------|
| | -13,987.80 | 0.00 | 0.00 |
| OFFICE RENT | | | |
| 1-69-00-560-01 Office Rent | -6559.62 | -7,734.00 | -6,559.62 |
| | 0.00 | -7,734.00 | -6,559.62 |
| TOTAL REVENUE | -1,424,837.42 | 779,191.54 | -\$541,824.84 |

| GENERAL ADMINISTRATION & OTHER | | | Distribution Sheet | |
|--|---------------------|-------------------|--------------------|---------------------|
| 2-12-00-110-00 Salaries - Office Staff | 182,985.24 | \$180,481.60 | | \$181,050.80 |
| 2-12-00-110-00 CAO Council Meetings | | | | |
| 2-12-00-130-40 Employer Cost CPP | 10,685.78 | \$10,730.99 | | \$11,302.08 |
| 2-12-00-130-41 Employer Cost Employment Insurance | 3,477.26 | \$3,608.55 | | \$3,768.18 |
| 2-12-00-130-43 Employer Cost LAPP | 16,123.85 | \$16,471.18 | | \$18,174.24 |
| 2-12-00-130-44 Employer Cost - AMSC | 11,133.43 | \$11,405.56 | | \$13,631.51 |
| 2-12-00-130-45 Workers Compensation | 4,640.78 | \$3,753.47 | | \$4,706.84 |
| 2-12-00-130-46 R.R.S.P. Contribution | | \$1,230.32 | | \$709.80 |
| 2-12-00-140-00 Administrative Course Fees | 2,150.00 | \$2,000.00 | | \$2,650.00 |
| 2-12-00-211-00 Travel & Subsistence | 137.00 | \$1,500.00 | | \$1,500.00 |
| 2-12-00-215-00 Freight, Postage,Phone & Land Titles | 6,824.82 | \$5,300.00 | | \$8,345.00 |
| 2-12-00-220-00 Advertising, Printing, Subscriptions | 1,333.41 | \$1,000.00 | | \$1,400.00 |
| 2-12-00-225-00 Municipal Memberships | 3034.30 | 3,088.00 | | 3,797.50 |
| GFOA & CAMA | | | 445.00 | |
| LGAA | | | 412.50 | |
| RMA | | | 115.00 | |
| AUMA | | | 2,000.00 | |
| Central AB Mayor & Mid-sized towns | | | 400.00 | |
| CLGM | | | 425.00 | |
| 2-12-00-230-00 Professional & Consulting Services | 61,324.46 | \$ 63,091.40 | | 69,440.40 |
| Edge Website host and Domain renewal | | | 295.00 | |
| Assessor fees (must)/Camalot fees | | | 14,700.00 | |
| Trinus Web hosting - email (must) | | | 2,651.40 | |
| Trinus Server Monitoring and updates (must) | | | 22,500.00 | |
| Trinus PDF fillable software | | | 694.00 | |
| Voyent Alert | | | 2,400.00 | |
| Diamond Maintenance Plan | | | 13,700.00 | |
| Utility Safety Membership (Click Before You Dig) | | | \$200.00 | |
| Esri Canada (GIS Mapping System) | | | 1500.00 | |
| Diamond Upgrade and emailing Capability | | | 8500.00 | |
| Asset Retirement evaluation | | | 2,300.00 | |
| 2-12-00-230-20 Professional Fees - Audit | 3,375.00 | 19,000.00 | | 22,100.00 |
| 2-12-00-230-21 - Engineering | 1,553.04 | | | 2,000.00 |
| 2-12-00-230-22 - Legal | \$2,670.10 | 12,000.00 | | 10,000.00 |
| 2-12-00-240-00 Maintenance - Janitor | \$0.00 | 0.00 | | 0.00 |
| 2-12-00-250-00 Repairs & Maintenance | \$15,326.45 | 19,000.00 | | 12,100.00 |
| 2-12-00-274-00 Insurance | \$27,252.62 | 27,448.09 | | 29,980.12 |
| 2-12-00-510-00 General Office Supplies | \$10,196.92 | 12,210.50 | | 9,930.00 |
| Paper | | | 3,000.00 | |
| Breakroom supplies | | | 600.00 | |
| Office supplies | | | 3,500.00 | |
| Trinus -Computer Replacement | | | 2,830.00 | |
| Other | | | | |
| 2-12-00-540-50 General Administration Power | \$1,955.67 | 2,600.00 | | 2,600.00 |
| 2-12-00-540-51 General Administration Natural Gas | \$1,764.36 | 2,100.00 | | 2,100.00 |
| 2-12-00-810-00 Bank Charges | \$563.05 | 600.00 | | 600.00 |
| 2-12-00-910-00 Tax Adjustments | \$9,662.93 | 9,625.93 | | 10,000.00 |
| 2-12-00-990-00 Miscellaneous | \$75.00 | 200.00 | | 100.00 |
| 2-12-00-990-01 PENNY | \$0.03 | 0.50 | | 0.50 |
| 2-12-00-290-00 Election and Census Fees | | 0.00 | | |
| | \$378,245.50 | 408,446.09 | | \$421,986.98 |
| SUBDIVISION LAND & DEVELOPMENT | | | | |
| 2-66-00-230-00 Subdivision, Land and Development | \$4,243.00 | 3,700.00 | | 4,500.00 |
| 2-66-00-990-00 Cost of Land Sold | | | | |

General Administration April 24, 2024

| | | | |
|-------------------------|---------------------------------|---------------------|---------------------|
| | \$4,243.00 | 3,700.00 | 4,500.00 |
| RENTED BUILDINGS | | | |
| 2-69-00-250-00 | Repairs & Maintenance | \$14,245.39 | \$1,000.00 |
| 2-69-00-540-50 | Building Rentals Power | \$1,494.56 | \$1,600.00 |
| 2-69-00-540-51 | Building Rentals Natural Gas | \$2,287.06 | \$2,600.00 |
| | | <u>\$18,027.01</u> | <u>\$5,300.00</u> |
| REQUISITIONS | | | |
| 2-99-00-750-00 | Alberta school Foundation Fund | \$226,016.34 | 226,016.34 |
| 2-99-00-752-00 | Camrose Area Lodge Authority | \$1,610.00 | 1,610.00 |
| 2-12-00-230-00 | Gov't of Alberta DIP Assessment | \$176.72 | 176.72 |
| | | <u>\$227,626.34</u> | <u>227,803.06</u> |
| TOTAL EXPENSES | | \$628,141.85 | \$645,149.15 |

| | | |
|----------------------------------|---------------|---------------|
| TOTAL REVENUE LESS TAXES | -\$288,445.00 | -\$769,564.06 |
| TOTAL EXPENSES LESS REQUISITIONS | \$417,346.09 | \$431,786.98 |
| NET | \$128,901.09 | -\$337,777.08 |
| | DIFFERENCE | -362.04% |



Fire Department April 24, 2024

Town of Bashaw

| ACCOUNT | DESCRIPTION | LAST YR ACTUAL 2023 | 2023 BUDGET | 2024 BUDGET <i>enter revenue as negative</i> |
|--|--|------------------------|---------------------|--|
| REVENUES | | | | |
| FIRE FIGHTING & PREVENTIVE SERVICES | | | | |
| 1-23-00-400-00 | County Fire Fighting Responses | -\$24,747.35 | -\$13,500.00 | -\$16,900.00 |
| 1-23-00-400-01 | Motor Vehicle Responses | -\$2,228.12 | -\$2,400.00 | -\$2,400.00 |
| 1-23-00-400-04 | Fire Expenses Recovered | -\$66,716.74 | -\$3,500.00 | -\$3,500.00 |
| 1-23-00-560-00 | In Town Fire Revenue | -\$8,465.98 | -\$1,000.00 | -\$4,000.00 |
| 1-23-00-580-00 | Public Relations Revenue | | | \$0.00 |
| 1-23-00-590-00 | Other Revenue - Donations | -\$5,000.00 | | \$0.00 |
| 1-23-00-850-00 | Annual County Shared Service Funding | -\$26,231.99 | -\$26,231.99 | -\$26,700.63 |
| 1-23-00-850-01 | Annual Training Shared Service Funding | -\$1,000.00 | -\$1,000.00 | -\$1,000.00 |
| 1-23-00-850-02 | Annual Pager Maintenance Shared Service Funding | -\$500.00 | -\$500.00 | -\$500.00 |
| 1-23-00-850-03 | Annual Firefighter Shared Service Funding | -\$1,751.28 | -\$1,680.00 | -\$1,680.00 |
| 1-23-00-850-04 | Annual Personal Protective Eqpt. Shared Service | -\$3,842.00 | -\$3,200.00 | -\$3,800.00 |
| 1-23-00-850-06 | Annual County Funding Emergency Dispatch | -\$5,830.14 | -\$5,831.00 | -\$5,831.00 |
| 1-23-00-840-00 | PROV GRANTS | \$0.00 | 0.00 | -\$12,879.00 |
| 1-23-00-860-00 | Grants from Private Organizations | \$0.00 | 0.00 | -\$15,000.00 |
| | TOTAL FIRE REVENUE | -\$146,313.60 | -\$58,842.99 | -\$94,190.63 |
| EXPENSES | | | | |
| FIRE FIGHTING & PREVENTIVE SERVICES | | | | |
| 2-23-00-110-00 | Administration | \$5,266.31 | \$7,253.54 | \$8,437.44 |
| 2-23-00-130-00 | Employer Contribution - A.M.E.& Seaboard | \$3,149.22 | \$3,300.00 | \$3,300.00 |
| 2-23-00-159-00 | Deputy Fire Chief Fees | \$2,100.00 | \$2,100.00 | \$2,100.00 |
| 2-23-00-159-01 | Fire Chief Honorarium | \$3,000.00 | \$3,000.00 | \$3,000.00 |
| 2-23-00-159-02 | Firefighter Honorarium | \$35,527.00 | \$37,000.00 | \$37,600.00 |
| 2-23-00-159-03 | Regional Fire Service Coordinator | \$0.00 | \$0.00 | \$0.00 |
| 2-23-00-211-00 | Travel & Subsistence | \$454.91 | \$1,000.00 | \$500.00 |
| 2-23-00-215-00 | Telephone & (Monitoring = \$311.40 per year) Ipad Data | \$4,638.57 | \$5,100.00 | \$4,700.00 |
| 2-23-00-215-01 | Pager Repair & Maintenance | \$400.68 | \$410.00 | \$410.00 |
| 2-23-00-216-00 | Freight & Postage | \$109.94 | \$250.00 | \$250.00 |
| 2-23-00-217-00 | Dispatch | \$7,773.50 | \$7,800.00 | \$7,800.00 |
| 2-23-00-220-00 | Office Printing Advertising | \$99.99 | \$150.00 | \$150.00 |
| 2-23-00-220-01 | Public Relations | \$0.00 | \$0.00 | \$0.00 |
| | Incidentals | | | \$0.00 |
| 2-23-00-225-00 | | | | \$0.00 |
| 2-23-00-239-00 | Fire Mutual Aid | \$1,278.50 | \$1,000.00 | \$1,300.00 |
| 2-23-00-250-00 | Fire Hall Maintenance | \$5,900.71 | \$4,300.00 | \$3,000.00 |
| | Some funds for basic repairs, etc. | | | \$3,000.00 |
| 2-23-00-274-00 | Building Insurance | \$1,963.58 | \$1,963.58 | \$2,289.03 |
| 2-23-00-274-01 | Vehicle & Mobile Equipment Insurance | \$1,861.21 | \$1,861.21 | \$1,415.00 |
| 2-23-00-510-00 | General Supplies | \$3,830.63 | \$4,800.00 | \$30,579.00 |
| | Administrative Stationary items, garbage bags | | | \$200.00 |
| | Hose, supplies, basic operations items | | | \$500.00 |
| | Jaws of Life service and fuel | | | \$1,500.00 |
| | Consumable inventory; floor dry, mask wipes, | | | \$500.00 |
| | AHS MFR Grant expenditures | | | \$12,879.00 |
| | FCC AgriSpirit - Grain entrapment device & training | | | \$15,000.00 |
| 2-23-00-521-03 | Town Fire Truck (1992)Volvo Repairs & Maint | \$33,448.84 | \$2,300.00 | \$2,500.00 |
| 2-23-00-521-40 | Fuel Urban Fire Vehicles (Town) | \$382.06 | \$150.00 | \$400.00 |
| 2-23-00-521-50 | Fuel County Fire Vehicles & Equipment | \$3,881.32 | \$2,300.00 | \$2,300.00 |
| 2-23-00-522-01 | County Fire Truck - Repairs & Maintenance | \$66,425.07 | | \$0.00 |
| 2-23-00-522-02 | County Rescue Van - Repairs & Maintenance | \$0.00 | | \$0.00 |
| 2-23-00-522-03 | County Water Truck 96 Mack - Repairs & Maintenance | \$0.00 | | \$0.00 |
| 2-23-00-523-00 | Personal Protective Equipment Repairs & Maintenance | \$16,372.24 | \$16,100.00 | \$16,500.00 |
| | SCBA Harness | | | \$2,500.00 |
| | Annual Recert SCBA | | | \$4,500.00 |

Fire Department April 24, 2024

| | | | | |
|----------------|---------------------------------------|-------------------|-------------------|---------------------|
| | 2 head to toe bunker gear | | \$7,500.00 | |
| | 2 SCBA tanks | | \$2,000.00 | |
| 2-23-00-540-32 | Training | \$192.50 | 2,000.00 | \$1,500.00 |
| | S courses | | \$1,500.00 | |
| 2-23-00-540-50 | Fire Protection Power Fire Hall | \$1,791.21 | \$2,100.00 | \$2,100.00 |
| 2-23-00-540-51 | Fire Protection Natural Gas Fire Hall | \$3,698.39 | \$3,200.00 | \$4,000.00 |
| 2-23-00-580-00 | Fire Fundraising Expenses | | 0.00 | \$0.00 |
| 2-23-00-770-01 | Grants to Organization | | | |
| | TOTAL EXPENSES | 203,546.38 | 109,438.33 | \$136,130.47 |
| | TOTAL REVENUE | | -\$58,842.99 | -\$94,190.63 |
| | TOTAL EXPENSES | | \$109,438.33 | \$136,130.47 |
| | NET | | \$50,595.34 | \$41,939.84 |
| | | | DIFFERENCE | -17.11% |



Community Services April 24, 2024

| ACCOUNT | DESCRIPTION | LAST YR ACTUAL | 2023 BUDGET | 2024 BUDGET |
|----------------|--|----------------|-------------|-------------|
| | REVENUES | 2023 | | |
| | BYLAW SERVICES | | | |
| 1-26-00-520-00 | Building Permit Fees | -3292.98 | -1,200.00 | -3,000.00 |
| 1-26-00-525-00 | Animal Licenses & Fines | -3266.33 | -3,051.97 | -3,000.00 |
| | | -6,559.31 | -4,251.97 | -6,000.00 |
| | FAMILY & COMMUNITY SUPPORT SERVICES | | | |
| 1-51-00-840-01 | F.C.S.S. Provincial Conditional Gra | -25,382.70 | -24,554.00 | -25,698.53 |
| 1-51-00-850-01 | F.C.S.S. Camrose County Requisiti | -\$28,144.12 | -28,144.12 | -31,625.89 |
| | | -53,526.82 | -52,698.12 | -57,324.42 |
| | CEMETERIES & CREMATRIUMS | | | |
| 1-56-00-410-00 | Cemetery Revenue | -4,463.65 | -3,500.00 | -3,500.00 |
| 1-56-00-860-00 | Contributions from Organizations | | 0.00 | |
| 1-56-00-840-00 | Cemetery Prov Cond Grant | | | |
| | | -4,463.65 | -3,500.00 | -3,500.00 |
| | TOURISM | | | |
| 1-62-00-410-00 | Sale of Promotional Items | -20.00 | 0.00 | 0.00 |
| 1-74-10-590-01 | Museum Donations | 0.00 | | 0.00 |
| | | -20.00 | 0.00 | 0.00 |
| | TOTAL COMM SERVICE REVENUE | -\$64,569.78 | -60,450.09 | -66,824.42 |
| | EXPENSES | | | |
| | BYLAW SERVICE | | | |
| 2-26-00-110-00 | Bylaw Enforcement Salaries | 3,800.00 | 3,650.00 | 4,400.00 |
| 2-26-00-230-00 | Cat and Dog Control Fees | 3,243.88 | 2,650.00 | 4,000.00 |
| 2-26-00-250-00 | Building Inspector | 0.00 | 250.00 | 0.00 |
| 2-26-00-330-00 | Weed Inspector | 0.00 | 0.00 | 0.00 |
| 2-26-00-230-01 | Policing expenses | 39,644.25 | 42,839.25 | 43,084.00 |
| | | 46,688.13 | 49,389.25 | 51,484.00 |
| | PREVENTIVE SOCIAL SERVICES | | | |
| 2-51-00-755-00 | Contribution to FCSS | \$59,872.50 | 58,837.12 | 63,699.55 |
| | BDSS & BYF \$63,699.55 | | | |
| | | 59,872.50 | \$58,837.12 | 63,699.55 |
| | BASHAW MEDICAL CLINIC | | | |
| 2-53-00-110-00 | Medical Clinic Expenses | 0.00 | 0.00 | 0.00 |
| | | 0.00 | 0.00 | 0.00 |
| | CEMETERIES & CREMATORIUMS | | | |

Community Services April 24, 2024

| | | | | |
|----------------|--------------------------------------|-----------|-----------|-----------|
| 2-56-00-112-00 | Public Works Salaries | 3,602.76 | 10,348.00 | 3,070.92 |
| 2-56-00-136-00 | Cemetery Payroll Expenses | | 0.00 | |
| 2-56-00-230-00 | Cemetery - Professional Services | 14,233.63 | 183.63 | 15,000.00 |
| 2-56-00-250-00 | Cemetery - Repairs & Maintenance | 293.76 | 700.00 | 700.00 |
| 2-56-00-274-00 | Cemetery Insurance | 7.92 | 7.92 | 8.00 |
| 2-56-00-520-59 | Mobile Unit 412 Cub 725CC Mowe | 28.87 | 300.00 | 50.00 |
| 2-56-00-521-59 | Mobile Unit 412 Fuel Cub 725CC Mower | 0.00 | 300.00 | 50.00 |

| | | | |
|--|-----------|-----------|-----------|
| | 18,166.94 | 11,839.55 | 18,878.92 |
|--|-----------|-----------|-----------|

TOURISM

| | | | | |
|----------------|-----------------------------------|----------|----------|----------|
| 2-62-00-215-00 | Freight, Postage, Telephone | 1,150.38 | 1,200.00 | 1,200.00 |
| 2-62-00-220-00 | Tourism - Advertising | 690.35 | 1,800.00 | 2,000.00 |
| 2-62-00-274-00 | Tourist Information Centre Insura | 316.10 | 316.10 | 316.45 |
| 2-62-00-250-00 | Tourism Repairs & Maintenance | 0.00 | 3,200.00 | 500.00 |
| 2-62-00-510-00 | General Goods and Supplies | 0.00 | 0.00 | 0.00 |

| | | | |
|--|----------|----------|----------|
| | 2,156.83 | 6,516.10 | 4,016.45 |
|--|----------|----------|----------|

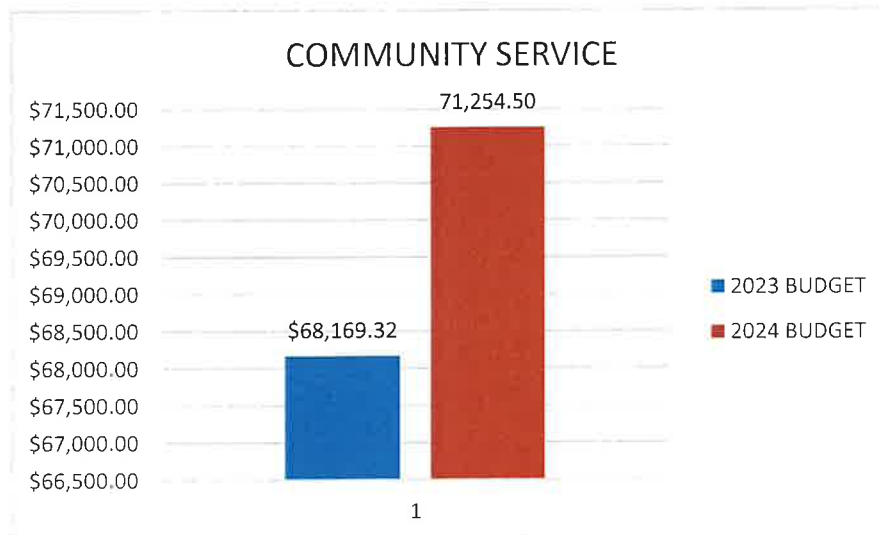
MUSEUM

| | | | | |
|----------------|---|------------|----------|------|
| 2-74-10-110-00 | Museum Wages | | 0.00 | 0.00 |
| 2-74-10-274-00 | Museum - Insurance | \$1,737.39 | 1,737.39 | 0.00 |
| 2-74-10-250-00 | Museum - Repairs & Maintenance & supplies | 0.00 | 300.00 | 0.00 |

| | | | |
|--|----------|----------|------|
| | 1,737.39 | 2,037.39 | 0.00 |
|--|----------|----------|------|

| | | | |
|------------------------------------|------------|------------|------------|
| TOTAL COMM SERVICE EXPENSE: | 128,621.79 | 128,619.41 | 138,078.92 |
|------------------------------------|------------|------------|------------|

| | | |
|----------------|--------------|------------|
| TOTAL REVENUE | -\$60,450.09 | -66,824.42 |
| TOTAL EXPENSES | \$128,619.41 | 138,078.92 |
| NET | \$68,169.32 | 71,254.50 |
| | DIFF | 4.53% |



**Public Works
April 24, 2024**

Town of Bashaw

| ACCOUNT | DESCRIPTION | LAST YR ACTUAL 2023 | 2023 BUDGET | 2024 BUDGET <i>enter revenue as negative</i> |
|---|---------------------------------------|------------------------|----------------------|--|
| REVENUES | | | | |
| ROADS, STREETS, WALKS, LIGHTING | | | | |
| 1-31-00-840-00 | Provincial Conditional Grant | 0.00 | | |
| 1-32-00-560-00 | Equipment Rental | -820.00 | -\$1,000.00 | -\$1,000.00 |
| 1-32-00-590-00 | Other Revenues | -5,520.10 | -\$1,000.00 | -\$1,000.00 |
| 1-32-00-830-00 | Provincial Grants & federal grants | | | |
| 1-32-780-00 | Gain/Loss on TCA | | | |
| | | <u>-6,340.10</u> | <u>-\$2,000.00</u> | <u>-\$2,000.00</u> |
| AIRPORT | | | | |
| 1-33-00-560-00 | Hay Revenue - Airport | -1,360.59 | -1,360.59 | -1,360.59 |
| 1-33-00-561-00 | Airport Hangar Lease | -800.00 | -800.00 | -800.00 |
| | | <u>-2,160.59</u> | <u>-2,160.59</u> | <u>-2,160.59</u> |
| WATER SUPPLY & DISTRIBUTION | | | | |
| 1-41-00-300-00 | Water Inspections | 0.00 | \$0.00 | \$0.00 |
| 1-41-00-410-00 | Sale of Water (Bills) | -405,160.91 | -\$458,103.00 | -\$446,295.00 |
| 1-41-00-411-00 | Sale of Water (Bulk) | -11,986.00 | -\$6,300.00 | -\$9,000.00 |
| 1-41-00-590-00 | Other Revenue | -730.00 | -\$1,000.00 | -\$8,654.59 |
| 1-41-00-830-00 | Federal Conditional Grants | 0.00 | | |
| 1-41-00-840-00 | Provincial Conditional Grant | 0.00 | | |
| | | <u>-417,876.91</u> | <u>-\$465,403.00</u> | <u>-\$463,949.59</u> |
| SANITARY SEWAGE SERVICES & TREATMENT | | | | |
| 1-42-00-239-00 | Septic Receiving Station | -12,137.27 | -\$10,900.00 | -\$11,500.00 |
| 1-42-00-410-00 | Sewage Services Fees and Charges | -103,297.40 | -\$104,400.00 | -\$115,000.00 |
| 1-42-00-590-00 | Other Sewer Revenue | -167.62 | -\$1,100.00 | -\$200.00 |
| 1-42-00-590-01 | Flusher Truck | -6,625.91 | \$0.00 | \$0.00 |
| 1-42-00-840-00 | Prov & federal grant Cond Grant | 0 | | \$0.00 |
| | | <u>-122,228.20</u> | <u>-\$116,400.00</u> | <u>-\$126,700.00</u> |
| GARBAGE COLLECTION & DISPOSAL | | | | |
| 1-43-00-410-00 | Garbage Coll. & Disp. & Other Charges | -72,399.25 | -\$75,600.00 | -\$85,100.00 |
| | | <u>-72,399.25</u> | <u>-75,600.00</u> | <u>-\$85,100.00</u> |
| RECYCLING REVENUE | | | | |
| 1-44-00-410-00 | Recycling Revenue | -1,000.00 | -\$1,000.00 | \$0.00 |
| | | <u>-1,000.00</u> | <u>-1,000.00</u> | <u>\$0.00</u> |
| RECREATION FACILITIES & PROGRAMS | | | | |
| SEE RECREATION TAB | | | | |
| PARKS | | | | |
| 1-72-00-400-00 | Parks Revenue | -6,709.26 | -\$4,700.00 | -\$5,000.00 |
| 1-72-00-860-00 | Grants - Other Organizations | -200.00 | | \$0.00 |
| | | <u>-6,909.26</u> | <u>-4,700.00</u> | <u>-\$5,000.00</u> |
| TOTAL REVENUE | | -628,914.31 | -\$667,263.59 | -\$684,910.18 |
| EXPENSES | | | | |
| DISASTER SERVICES & EMERGENCY MEASURES | | | | |
| 2-24-00-215-00 | Freight, Postage, Phone EOC Centre | 9.65 | \$50.00 | \$50.00 |
| 2-24-00-510-00 | General Office Supplies | 0.00 | | |
| 2-24-00-540-00 | Disaster Services & Training | 0 | | |
| | | <u>9.65</u> | <u>50.00</u> | <u>\$50.00</u> |

**Public Works
April 24, 2024**

| SHOP | | | Distribution Sheet | |
|----------------|---|--------------|---------------------------|--------------|
| 2-31-00-110-00 | Salaries | \$25,666.28 | \$6,007.25 | \$12,160.37 |
| 2-31-00-110-01 | Salaries PW Administration Common Service | \$10,816.11 | \$10,634.83 | \$11,513.69 |
| 2-31-00-130-40 | Employer Cost CPP & Benefits | \$10,247.60 | \$11,211.31 | \$12,933.76 |
| 2-31-00-130-41 | Employer Cost Employment Insurance | \$3,505.09 | \$3,817.46 | \$4,539.35 |
| 2-31-00-130-43 | Employer Cost LAPP | \$15,193.69 | \$17,438.35 | \$18,300.13 |
| 2-31-00-130-44 | Employer Cost - AMSC | \$13,950.49 | \$12,169.07 | \$13,948.01 |
| 2-31-00-130-45 | Workers Compensation Board | \$4,640.82 | \$3,827.74 | \$5,188.59 |
| 2-31-00-140-00 | Course Fees | \$0.00 | | |
| 2-31-00-190-00 | Safety Equipment and Clothing | \$3,894.28 | \$5,147.00 | \$3,852.00 |
| | Coveralls | | | \$800.00 |
| | Gloves | | | \$200.00 |
| | Safety Glasses | | | \$100.00 |
| | Reflective Vests | | | |
| | Hearing protection | | | \$625.00 |
| | Boots | | | \$400.00 |
| | First aid kit shop | | | \$30.00 |
| | CCD Health Systems Simply Safety Annual Fee | | | \$497.00 |
| | other (BlackLine monitoring fee) | | | \$1,200.00 |
| 2-31-00-215-00 | Freight, Postage & Phone | \$3,493.69 | \$3,151.00 | \$3,401.00 |
| | Telephone | | | \$1,575.00 |
| | On-Call Cell Phone | | | \$710.00 |
| | Radio License | | | \$106.00 |
| | Foreman /DEM Cell Phone | | | \$710.00 |
| | FREIGHT | | | \$300.00 |
| 2-31-00-250-00 | Repairs and Maintenance | \$3,268.79 | \$2,500.00 | \$3,000.00 |
| | Other Repairs | | | \$1,500.00 |
| | Light fixture replacement x 4 | | | \$600.00 |
| | Fire Extinguisher Inspection | | | \$900.00 |
| 2-31-00-274-00 | Insurance | \$1,997.74 | \$1,997.74 | \$1,819.40 |
| 2-31-00-510-00 | General Supplies | \$2,551.12 | 3,600.00 | \$3,000.00 |
| | Coffee Supplies | | | \$400.00 |
| | Cleaning Products | | | \$300.00 |
| | Light Bulbs | | | \$100.00 |
| | Office Supplies | | | \$300.00 |
| | Acetylene & Oxygen | | | \$150.00 |
| | Bolts & Hardware | | | \$600.00 |
| | Welding Rods | | | \$350.00 |
| | Paint | | | \$300.00 |
| | General Supplies | | | \$500.00 |
| 2-31-00-510-63 | Shop Tools | \$1,325.60 | \$1,000.00 | \$2,500.00 |
| | Tools | | | \$2,500.00 |
| 2-31-00-531-00 | Gas and Oil | \$249.43 | \$150.00 | \$300.00 |
| 2-31-00-540-50 | Campus Energy Power - Shop | \$2,549.21 | \$2,500.00 | \$2,800.00 |
| 2-31-00-540-51 | Access Gas Natural Gas Shop | \$4,388.04 | \$5,600.00 | \$5,000.00 |
| | | \$107,737.98 | \$90,751.75 | \$104,256.30 |

| ROADS, STREETS, WALKS, LIGHTING | | | | |
|--|---|-------------|-------------|-------------|
| 2-32-00-110-00 | Salaries & Wages + STEP | \$50,201.04 | \$63,554.95 | \$68,834.35 |
| 2-32-00-110-64 | Flusher Truck Man Hours | \$612.37 | \$645.84 | \$0.00 |
| 2-32-00-140-00 | Public Works Course Fees - Streets | \$3,561.00 | \$3,000.00 | \$3,800.00 |
| | Staff Class 3 training, pesticides | | | \$3,800.00 |
| 2-32-00-111-11 | STEP | \$0.00 | | |
| 2-32-00-211-00 | Streets Travel & Subsistence | \$348.42 | \$0.00 | \$400.00 |
| 2-32-00-215-00 | Freight, Postage, Phone | \$920.57 | \$350.00 | \$1,000.00 |
| 2-32-00-250-00 | Road & Street Contract with Non-Govt | \$0.00 | | \$0.00 |
| 2-32-00-270-00 | Misc. General Services | \$0.00 | \$0.00 | \$0.00 |
| 2-32-00-274-00 | Insurance | \$6,626.59 | \$6,626.59 | \$5,362.00 |
| 2-32-00-510-00 | General Goods & Services | \$9,938.16 | \$16,500.00 | \$14,750.00 |
| | Street Signs and Posts, line paint | | | \$3,200.00 |
| | Salt for Streets Potash 710 per tonne (3 Tonnes) | | | \$2,000.00 |
| | Crackfill product - 1 tote | | | \$4,000.00 |
| | Oil and Glycol recycle | | | \$0.00 |
| | Replacement Christmas decorations | | | \$5,050.00 |
| | FLAGS | | | \$500.00 |
| 2-32-00-520-00 | Equipment, Machines, Parts & Supplies | \$0.00 | | \$200.00 |
| 2-32-00-520-41 | Mobile 401 - IHC 4300 (ladder truck) | \$763.19 | \$1,200.00 | \$1,000.00 |

**Public Works
April 24, 2024**

| | | | | |
|------------------------------------|--|---------------------|--------------------|---------------------|
| 2-32-00-520-42 | Mobile 402 2012 Ford Supercab 1/2 Ton | \$352.69 | \$200.00 | \$400.00 |
| 2-32-00-520-43 | Mobile 403 - 2013 Ford 550 (New) | \$3,377.33 | \$500.00 | \$800.00 |
| 2-32-00-520-44 | Mobile 404 - Sander | \$19.56 | \$700.00 | \$700.00 |
| 2-32-00-520-45 | Mobile 405 - SWEEPER | \$2,430.14 | \$600.00 | \$5,000.00 |
| 2-32-00-520-46 | Mobile 406 - JOHN DEERE TC44H WHEEL LOADER | \$637.45 | \$2,000.00 | \$6,000.00 |
| 2-32-00-520-47 | Mobile 407 - GRADER J.D. 570 A | \$885.97 | \$3,000.00 | \$9,400.00 |
| 2-32-00-520-48 | Mobile 408 - Kubota M60 | \$1,861.70 | \$800.00 | \$3,500.00 |
| 2-32-00-520-49 | Mobile 409 - Ford Sicklemower | \$0.00 | \$100.00 | \$0.00 |
| 2-32-00-520-50 | Woods Airport Mower 15 Foot - disposed of | \$0.00 | | \$0.00 |
| 2-32-00-520-51 | Lawn Mowers 510-12 | \$0.00 | \$1,000.00 | \$500.00 |
| 2-32-00-520-52 | Water Pumps 510-12 | \$0.00 | \$50.00 | \$50.00 |
| 2-32-00-520-53 | Whacker Packer | \$0.00 | \$0.00 | \$0.00 |
| 2-32-00-520-54 | Chain Saw | \$17.18 | \$200.00 | \$50.00 |
| 2-32-00-520-55 | Mobile 410 - Ford Tandem | \$10,722.27 | \$4,000.00 | \$8,000.00 |
| 2-32-00-520-56 | Mobile 411 - Kubota B 7610 Tractor | \$420.18 | \$1,000.00 | \$1,000.00 |
| 2-32-00-520-57 | Mobile 412 2018 Kubota ZD 1211 Mower | \$1,647.77 | \$1,000.00 | \$1,700.00 |
| 2-32-00-520-58 | Mobile 413 Steamer | \$1,350.58 | \$500.00 | \$1,400.00 |
| 2-32-00-520-60 | Mobile 415 - Generator | \$486.81 | \$150.00 | \$500.00 |
| 2-32-00-520-61 | Mobile 416 - J.D. E12 FLEX WING | \$0.00 | \$500.00 | \$500.00 |
| 2-32-00-520-62 | Mobile 417 - 2003 GMC 4 X 4 | \$1,146.03 | \$2,000.00 | \$1,200.00 |
| 2-32-00-520-63 | Mobile 419 - 2007 Kubota mower | \$1,011.48 | \$200.00 | \$1,000.00 |
| 2-32-00-520-64 | Mobile 420 Flusher Truck Rental use from Rosalind | \$4,603.79 | \$0.00 | \$5,000.00 |
| 2-32-00-520-65 | Mobile 421 Baldor Generator | \$0.00 | \$400.00 | \$400.00 |
| 2-32-00-520-66 | Mobile 426 Bobcat A770 | \$126.51 | \$1,000.00 | \$1,200.00 |
| 2-32-00-521-41 | Fuel - Mobile 401 | \$675.79 | \$1,000.00 | \$1,000.00 |
| 2-32-00-521-42 | Fuel Mobile 402 2012 Ford Supercab 1/2 Ton | \$3,006.79 | \$3,400.00 | \$3,200.00 |
| 2-32-00-521-43 | Fuel - Mobile 403 2013 Ford 550 | \$2,531.16 | \$3,200.00 | \$2,600.00 |
| 2-32-00-521-45 | Fuel - Mobile 405 Sweeper | \$1,270.94 | \$2,000.00 | \$2,000.00 |
| 2-32-00-521-46 | Fuel - Mobile 406 & 409 was put here 146.50 | \$3,084.00 | \$5,000.00 | \$3,500.00 |
| 2-32-00-521-47 | Fuel - Mobile 407 Grader | \$2,128.08 | \$6,000.00 | \$3,500.00 |
| 2-32-00-521-48 | Fuel - Mobile 408 Kubota | \$950.20 | \$750.00 | \$1,000.00 |
| 2-32-00-521-51 | Fuel - Lawn Mowers | \$207.11 | \$200.00 | \$210.00 |
| 2-32-00-521-52 | Fuel - Water Pumps | \$0.00 | \$600.00 | \$600.00 |
| 2-32-00-521-53 | Fuel - Wacker Packer | \$0.00 | \$20.00 | \$20.00 |
| 2-32-00-521-54 | Fuel - Chain Saw | \$0.00 | \$50.00 | \$50.00 |
| 2-32-00-521-55 | Fuel - Mobile 410 Ford Tandem | \$747.26 | \$3,300.00 | \$2,000.00 |
| 2-32-00-521-56 | Fuel - Mobile 411 Kubota B 7610 Tractor | \$371.51 | \$900.00 | \$500.00 |
| 2-32-00-521-57 | Fuel - Mobile 412 2018 Kubota ZD1211 Mower | \$801.65 | \$1,000.00 | \$900.00 |
| 2-32-00-521-58 | Fuel - Mobile 413 Steamer | \$40.82 | \$500.00 | \$500.00 |
| 2-32-00-521-61 | Fuel - Mobile 415 Generator | \$0.00 | \$700.00 | \$700.00 |
| 2-32-00-521-62 | Fuel - Mobile 417 2003 GMC 4 x 4 | \$4,011.75 | \$6,400.00 | \$4,500.00 |
| 2-32-00-521-63 | Fuel - Mobile 419 Husqvarna Mower | \$443.01 | \$200.00 | \$500.00 |
| 2-32-00-521-64 | Fuel - Mobile 420 Flusher Truck | \$1,625.70 | \$1,000.00 | \$500.00 |
| 2-32-00-521-65 | Fuel - Mobile 421 Baldor Generator | \$0.00 | \$700.00 | \$700.00 |
| 2-32-00-521-66 | Fuel - Mobile 426 Bobcat A770 | \$246.89 | \$2,000.00 | \$1,500.00 |
| 2-32-00-530-00 | Construction, Maint. Supplies & Repairs | \$9,757.21 | \$13,500.00 | \$13,500.00 |
| | Pot hole spray patching | | | \$3,500.00 |
| | Pot hole Patching Material Large areas | | | \$10,000.00 |
| | Other | | | \$0.00 |
| 2-32-00-532-00 | Grounds Materials/Trees | \$2,625.00 | \$3,300.00 | \$4,400.00 |
| | Contracted tree trimming | | | \$2,600.00 |
| | Chemical for weeds | | | \$800.00 |
| | Tow behind weed sprayer | | | \$1,000.00 |
| | Other | | | |
| 2-32-00-535-00 | Sidewalk replacement | \$14,484.48 | \$10,000.00 | \$10,000.00 |
| 2-32-00-539-00 | Dust Control | \$5,520.00 | \$5,400.00 | \$5,600.00 |
| 2-32-00-540-50 | Campus Energy Power | \$65,497.70 | \$63,000.00 | \$67,000.00 |
| 2-32-00-610-02 | Sand Screening | \$27.55 | \$200.00 | \$200.00 |
| | | \$224,123.38 | 246,097.38 | \$274,326.34 |
| AIRPORT | | | | |
| 2-33-00-250-00 | Airport Repairs & Maintenance | \$40.47 | 200.00 | 2,000.00 |
| 2-33-00-274-00 | Insurance | \$2,871.80 | 2,871.80 | 2,814.56 |
| 2-33-00-520-00 | Parts & Supplies | \$1,445.38 | 1,800.00 | 1,500.00 |
| 2-33-00-540-50 | Campus Energy Power | \$665.37 | 1,200.00 | 700.00 |
| | | \$5,023.02 | 6,071.80 | 7,014.56 |
| STORM SEWERS & DRAINAGE | | | | |
| 2-37-00-250-00 | Storm Sewer - Repairs & Maintenance | 0.00 | 1,200.00 | 1,200.00 |

**Public Works
April 24, 2024**

| | 0.00 | 1,200.00 | 1,200.00 |
|--|--------------|--------------|--------------|
| WATER SUPPLY & DISTRIBUTION SYSTEM | | | |
| 2-41-00-110-00 Salaries & Wages | \$55,584.77 | \$48,565.09 | \$60,455.52 |
| 2-41-00-140-00 Public Works Course Fees - Water | \$1,177.05 | \$1,510.00 | \$1,540.00 |
| Banff Seminar/ | | | \$180.00 |
| Entry Level Training | | | \$460.00 |
| Level 1 Certification Preparation | | | \$550.00 |
| Math & Support systems for Operators | | | \$350.00 |
| 2-41-00-211-00 Travel and Subsistence | \$2,356.82 | \$2,000.00 | \$5,200.00 |
| 2-41-00-215-00 Freight, Postage, Phone | \$3,518.62 | \$2,300.00 | \$4,000.00 |
| 2-41-00-225-00 Memberships Relating to Water | \$0.00 | \$110.00 | \$165.00 |
| 3 AWWOA Membership (3 staff) | | | \$165.00 |
| | | | |
| 2-41-00-250-00 Repairs & Maintenance - Treatment & Distribution | \$75,317.15 | \$32,672.00 | \$27,300.00 |
| Curb stop Repairs | | | \$1,500.00 |
| THM's Tests (4 samples) | | | \$300.00 |
| Water leak repair | | | \$8,000.00 |
| Distribution Water Test (1 test) lead (new Regulation 2020) | | | \$1,300.00 |
| Hydrant Repair parts | | | \$1,000.00 |
| Instrument Calibration CL 17 602.80 x 2 Pocket 160. 2100Q 270. | | | \$1,300.00 |
| Asphalt - patching water breaks | | | \$9,000.00 |
| Nordic Maint Contract WTP(M/U air unit, exhaust, heater) | | | \$0.00 |
| Generator, Pump Servicing (Sterling) Maint.contr. | | | \$4,900.00 |
| 2-41-00-274-00 Insurance | \$10,504.36 | \$10,504.36 | \$11,329.77 |
| 2-41-00-350-00 Purchased Bulk Water for Resale | \$317,451.71 | \$334,900.00 | \$304,290.00 |
| 2-41-00-510-00 General Goods & Supplies | \$21,131.24 | \$10,620.00 | \$11,620.00 |
| Curb Box Replacement Parts | | | \$850.00 |
| Water meters | | | \$4,000.00 |
| Neptune 360 software fee. | | | \$3,720.00 |
| Clamps And Couplings | | | \$2,000.00 |
| Analyzer Supplies | | | \$900.00 |
| HQ2100 Calibration Kit | | | \$150.00 |
| | | | |
| 2-41-00-531-00 Chemicals & Salts Etc. | 0.00 | 0.00 | \$0.00 |
| Chlorine | | | |
| Clear Tech ClearHib 5 Corrosion Inhibitor | | | |
| Testing strips/ Chlorine | | | |
| Analyzer Supplies | | | |
| Other | | | |
| | | | |
| 2-41-00-540-50 Campus Energy Power | \$13,016.20 | \$12,500.00 | \$13,500.00 |
| 2-41-00-540-51 Access Gas Natural Gas | \$7,225.75 | \$7,800.00 | \$8,000.00 |
| 2-41-00-762-00 Contributed to Capital Functions | | | \$0.00 |
| 2-41-00-990-00 Adjustments | | | \$0.00 |
| 2-41-00-831-00 Debenture Interest Payments | | | |
| | 507,283.67 | 463,481.45 | \$447,400.29 |
| SANITARY SEWAGE SERVICE & TREATMENT | | | |
| 2-42-00-110-00 Salary & Wages | \$14,821.91 | \$28,855.15 | \$30,446.18 |
| 2-42-00-140-00 Public Works Course Fees - Sewer | \$1,261.34 | \$500.00 | \$780.00 |
| Banff AWWOA Seminar | | | \$180.00 |
| Level 1 Training | | | \$300.00 |
| Operator Training | | | \$300.00 |
| 2-42-00-211-00 Travel and Subsistence | \$700.10 | \$1,200.00 | \$1,200.00 |
| 2-42-00-215-00 Freight, Postage, Telephone | \$1,419.86 | \$1,300.00 | \$1,500.00 |
| 2-42-00-225-00 Memberships Relating to Sewer | \$0.00 | \$110.00 | \$165.00 |
| AWWOA/Staff | | | \$55.00 |
| AWWOA/Staff | | | \$55.00 |
| AWWOA/Staff | | | \$55.00 |
| | | | |
| 2-42-00-239-00 Septic Station Repairs & Maintenance | \$1,156.68 | \$1,500.00 | \$1,500.00 |
| 2-42-00-239-02 Septic Station Supplies | \$0.00 | \$200.00 | \$200.00 |
| 2-42-00-250-00 Repair & Maintenance | \$38,040.20 | 13,300.00 | \$13,507.00 |
| Fire Extinguisher Inspection | | | \$100.00 |
| Gas Detection meter testing and repair | | | \$1,000.00 |
| Lagoon Discharge Water testing | | | \$300.00 |
| Vega Upgrade Quote - Lift station 2 230124TC1 | | | \$7,107.00 |
| Sterling - Preventative maintenance contract | | | \$5,000.00 |

Public Works April 24, 2024

| | | | | |
|----------------|---|-------------|-------------|--------------------|
| 2-42-00-274-00 | Insurance | \$4,185.99 | \$4,093.94 | \$8,499.44 |
| 2-42-00-510-00 | General Goods and Supplies | \$6,728.07 | \$11,850.00 | \$11,850.00 |
| | Digestco 310.10/pail | | | \$2,650.00 |
| | Sewer pipe and parts | | | \$500.00 |
| | Lagoon Annual Maintenance treatment and sludge survey | | | \$8,700.00 |
| 2-42-00-540-50 | Campus Energy Power | \$9,937.49 | \$12,400.00 | \$10,200.00 |
| 2-42-00-540-51 | Access Gas Natural Gas | \$2,215.18 | \$2,800.00 | \$2,500.00 |
| 2-42-00-990-00 | Adjustments | | | |
| | | \$80,466.82 | \$78,109.09 | \$82,347.62 |

GARBAGE COLLECTION & DISPOSAL

| | | | | |
|----------------|---|-------------|-------------|-------------|
| 2-43-00-110-00 | Salaries and Wages | \$3,409.08 | \$3,454.88 | \$5,829.47 |
| 2-43-00-230-00 | Garbage Contract | \$65,293.31 | \$65,000.00 | \$74,000.00 |
| 2-43-00-230-01 | Not Used | | | |
| 2-43-00-250-01 | Waste Management Authority-Tipping Fees | \$3,984.40 | \$4,200.00 | \$4,200.00 |
| 2-43-00-525-00 | Landfill Monitoring | \$900.86 | \$1,000.00 | \$1,000.00 |
| 2-43-00-990-00 | Adjustments | | | |
| | | \$73,587.65 | 73,654.88 | \$85,029.47 |

RECYCLING

| | | | | |
|----------------|--|------------|------------|--------|
| 2-44-00-274-00 | Recycling Trailer Insurance | \$5.50 | \$6.50 | \$5.00 |
| 2-44-00-290-00 | Toxic Roundup | \$2,805.27 | \$7,100.00 | \$0.00 |
| 2-44-00-510-00 | General Goods and Supplies - Recycling | \$0.00 | | \$0.00 |
| 2-44-00-520-59 | Recycling Trailer Repairs #414 | \$0.00 | | \$0.00 |
| | | \$2,810.77 | \$7,106.50 | \$5.00 |

PARKS

| | | | | |
|----------------|--|-------------|-------------|-------------|
| 2-72-00-110-00 | Salaries & Wages - Parks | \$32,713.88 | \$35,964.66 | \$52,245.85 |
| 2-72-00-111-11 | Salaries & Wages - Parks S.T.E.P. | \$0.00 | \$9,600.00 | \$9,600.00 |
| 2-72-00-211-00 | Travel & Subsistence | \$102.60 | \$0.00 | \$300.00 |
| 2-72-00-250-00 | Parks Repairs & Maintenance (incl pest control) | \$2,384.96 | \$7,500.00 | \$4,000.00 |
| 2-72-00-274-00 | Insurance | \$622.14 | \$622.14 | \$621.97 |
| 2-72-00-510-00 | General Goods & Supplies | \$8,071.20 | \$8,750.00 | \$8,950.00 |
| | Restroom Supplies | | | \$1,350.00 |
| | Paint | | | \$550.00 |
| | Cleaning products | | | \$600.00 |
| | Garbage bags | | | \$150.00 |
| | trees | | | \$300.00 |
| | Plants | | | \$800.00 |
| | Main Street Flowers for baskets | | | \$4,700.00 |
| | Mulch/Dirt | | | \$500.00 |
| 2-72-00-540-50 | Campus Energy Power - Heritage Park | \$975.56 | \$1,300.00 | \$1,100.00 |
| 2-72-00-770-00 | Grants to Organizations - Beautification Committee | \$10,187.32 | \$18,000.00 | \$18,000.00 |
| | | \$55,057.66 | 81,736.80 | \$94,817.82 |

COMMUNITY CENTRE

| | | | | |
|----------------|--|-------------|-------------|-------------|
| 2-74-00-110-00 | Community Centre - Wages | \$838.93 | \$1,959.05 | \$2,103.94 |
| 2-74-00-215-00 | Community Centre-Static IP | \$1,004.00 | \$1,000.00 | \$1,000.00 |
| 2-74-00-215-01 | Community Centre - Xplornet & Telus | \$833.88 | \$1,500.00 | \$900.00 |
| 2-74-00-250-00 | Community Centre - Repairs & Maintenance | \$12,900.34 | \$12,943.00 | \$13,753.88 |
| | NORDIC Maintenance Agreement | | | \$9,953.88 |
| | Furnace Cleaning, or other requirements | | | \$3,800.00 |
| 2-74-00-250-01 | Happy Gang - Repairs & Maintenance | 307.79 | 0.00 | \$500.00 |
| 2-74-00-230-00 | Community Centre - Special Services; fire inspection | 0.00 | | \$0.00 |
| 2-74-00-274-00 | Community Centre - Insurance | \$7,207.98 | \$7,207.98 | \$11,483.03 |
| 2-74-00-510-01 | Community Centre - Supplies | \$86.64 | \$100.00 | \$100.00 |
| 2-74-00-540-50 | Campus Energy Power Community Hall Town Share | \$10,041.48 | \$8,500.00 | \$11,000.00 |
| 2-74-00-540-51 | Cultural Natural Gas Comm Hall Town Share | \$3,800.51 | \$6,000.00 | \$4,500.00 |
| 2-74-01-540-50 | Campus Energy Power - Community Centre 1/2 Share | \$0.00 | | |
| 2-74-01-540-51 | Cultural Natural Gas Community Centre 1/2 Share | \$0.00 | | |

Public Works April 24, 2024

2-74-01-770-00 Library Contribution

\$15,623.75 \$15,624.00

\$15,642.04

\$52,645.30 \$54,834.03

\$60,982.89

TOTAL PUBLIC WORKS EXPENSES

1,108,745.90 1,103,093.68

\$1,157,430.29

TOTAL REVENUE

-\$667,263.59

-\$684,910.18

TOTAL EXPENSES

\$1,103,093.68

\$1,157,430.29

NET

\$435,830.09

\$472,520.11

DIFF

8.42%

PUBLIC WORKS



Recreation April 24, 2024

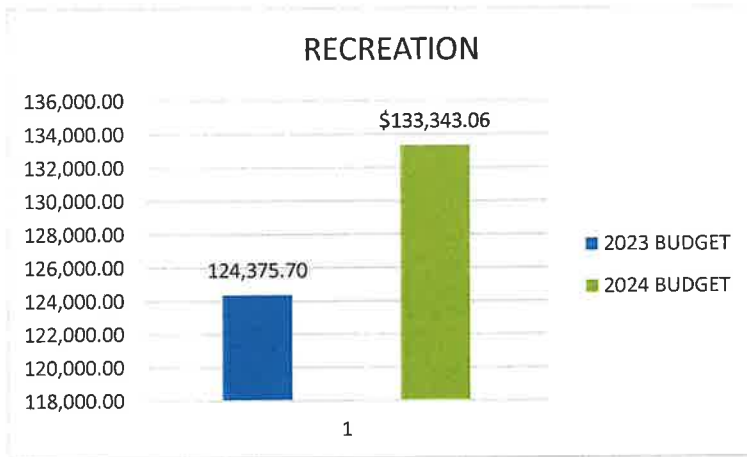
Town of Bashaw

| ACCOUNT | DESCRIPTION | LAST YR ACTUAL 2023 | 2023 BUDGET | 2024 BUDGET <i>enter revenue as negative</i> |
|---|---|------------------------|-------------------|--|
| REVENUES | | | | |
| RECREATION FACILITIES & PROGRAMS | | | | |
| 1-71-00-410-12 | Ball Diamond Revenue | -1,875.27 | -\$1,270.00 | -\$1,400.00 |
| 1-71-00-410-20 | Skate Sharpening Revenue | -119.02 | -\$300.00 | -\$120.00 |
| 1-71-00-410-21 | Ice Revenue - Minor Hockey | -42,021.41 | -\$41,510.00 | -\$42,000.00 |
| 1-71-00-410-22 | Ice Revenue - Figure Skating | -7,114.27 | -\$7,300.00 | -\$7,110.00 |
| 1-71-00-410-23 | Ice Revenue - Senior Hockey | -4,583.31 | -\$3,000.00 | -\$4,500.00 |
| 1-71-00-410-24 | Ice Revenue - Private Rentals | -233.34 | -\$200.00 | -\$200.00 |
| 1-71-00-410-25 | Ice Revenue - Other | -442.85 | -\$100.00 | -\$200.00 |
| 1-71-00-410-26 | Arena - Summer Recreation Revenue | -228.57 | -\$200.00 | -\$200.00 |
| 1-71-00-410-27 | Ice Revenue - Fun Hockey | -900.00 | -\$2,300.00 | \$0.00 |
| 1-71-01-410-21 | Minor Hockey - Visitors | -690.46 | -\$700.00 | -\$600.00 |
| 1-71-01-410-23 | Senior Hockey - Visitors | | \$0.00 | \$0.00 |
| 1-71-00-560-01 | Building Space Rent | 0.00 | \$0.00 | \$0.00 |
| 1-71-00-590-20 | Other Revenues | -14,268.50 | -\$3,000.00 | -\$3,000.00 |
| 1-71-00-850-00 | Conditional Grants from Other Local Gov | -45,278.17 | -\$33,000.00 | -\$33,000.00 |
| 1-71-00-770-00 | Contributions - Local Boards & Agencies | | | |
| 1-71-00-840-00 | Provincial Conditional Grant | | | |
| TOTAL RECREATION | | -117,755.17 | -92,880.00 | -\$92,330.00 |

| | | | | |
|---|---|-------------|--------------------|--------------------|
| EXPENSES | | | | |
| RECREATION FACILITIES & PROGRAMS | | | | |
| 2-71-00-110-00 | Administration Salaries & Wages | \$20,398.68 | \$17,873.86 | \$16,296.65 |
| 2-71-00-110-20 | Salaries & Wages | \$52,867.39 | \$61,873.14 | \$65,144.17 |
| 2-71-00-130-00 | Employee Benefits & EI CPP Expense | \$4,883.72 | \$13,579.10 | \$13,885.95 |
| 2-71-00-140-00 | Recreation Training | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Arena Operator Level 1 - 2 Staff | | | \$1,000.00 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| 2-71-00-151-00 | Fees & Benefits | \$0.00 | | \$0.00 |
| 2-71-00-211-00 | Travel & Subsistence | \$70.68 | \$1,000.00 | \$1,000.00 |
| 2-71-00-215-20 | Freight, Postage & Telephone - Arena | \$2,088.22 | \$2,200.00 | \$2,200.00 |
| 2-71-00-220-00 | Advertising | \$0.00 | \$300.00 | \$0.00 |
| 2-71-00-225-00 | Membership Fee | \$0.00 | \$210.00 | \$210.00 |
| 2-71-00-230-20 | Recreation - Special Services | \$737.00 | \$550.00 | \$796.82 |
| 2-71-00-770-00 | Grants to Organizations | \$0.00 | | \$0.00 |
| 2-71-00-250-12 | Ball Diamond & Raquet Sports Rep & Ma | \$0.00 | \$3,000.00 | \$3,000.00 |
| 2-71-00-250-20 | Repairs & Maintenance - Arena | \$57,522.57 | \$40,676.00 | \$49,271.52 |
| | Furnace Replacement | | | \$6,900.00 |
| | Nordic Maintenance Contract | | | \$26,631.52 |
| | Olympia Repair | | | \$9,500.00 |
| | Boards around ice surface | | | \$1,000.00 |
| | AlSCO - mats | | | \$1,440.00 |
| | Fire extinguishers and concession suppression | | | \$2,000.00 |
| | Glass replacement, Netting Cent Rm | | | \$1,800.00 |
| 2-71-00-274-20 | Insurance | \$14,443.60 | \$14,443.60 | \$16,267.96 |
| 2-71-00-510-12 | Ball & Raquet Sports Supplies | \$665.50 | \$1,000.00 | \$1,000.00 |
| 2-71-00-510-20 | Supplies - Arena | \$9,958.97 | \$12,000.00 | \$9,000.00 |
| 2-71-00-540-50 | Campus Energy Power | \$28,399.13 | \$30,000.00 | \$30,000.00 |

Recreation April 24, 2024

| | | | | |
|----------------|--|---------------------|---------------------|---------------------|
| 2-71-00-540-51 | Recreational Natural Gas | \$14,170.65 | \$17,000.00 | \$16,000.00 |
| 2-71-00-230-20 | Recreation - Special Services; fire inspection | | \$550.00 | \$600.00 |
| | TOTAL EXPENSES | \$206,206.11 | \$217,255.70 | \$225,673.06 |
| | | | | |
| | TOTAL REVENUE | | -92,880.00 | -92,330.00 |
| | TOTAL EXPENSES | | 217,255.70 | \$225,673.06 |
| | NET | | 124,375.70 | \$133,343.06 |
| | | | DIFF | 7.21% |



Town of Bashaw

Request for Decision



| | |
|----------------|---|
| Meeting: | Regular Council |
| Meeting Date: | April 24, 2024 |
| Originated by: | Theresa Fuller, Chief Administrative Officer |
| Agenda Item: | 7.2 2024 Local Government Fiscal Framework Operating Grant (LGFF) |

Background/Proposal:

The province released the provincial budget at the end of February. Municipal Sustainability Initiative Operating Funding is now called Local Government Fiscal Framework Operating Grant. We are slated to receive \$ 118, 190.00.

The budget has the LGFF Operating Grant as revenue within it. Enclosed are the recommended expenses for the application.

The following areas were changed:

- Grass contractor – operating support for cemeteries was included.
- Community hall Utilities (town portion) – operating support for community facilities.
- Ice Resurfacers repairs – Operating support for recreation facilities.
- Glass replacement, netting – Operating support for recreation facilities.
- Arena, Rink power – operating support for recreation facilities.
- Contracted protective services replaced a portion of the policing expense.

There is a small carry forward from 2023. This will not be allowed with the new LGFF. Municipalities are expected to spend their full allocation within the year allocated.

Discussion/Options/Benefits/Disadvantages:

Discussion regarding what items the council would like to approve within the grant.

Costs/Source of Funding (if applicable)

Local Government Fiscal Framework (LGFF) Operating Grant or taxation.

Applicable Legislation:

Municipal Government Act; Section 242 and 243.

Community Engagement Consideration:

The administration is willing to proceed as the council requests.

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

Recommended Action:

Administration requests the following motion be passed:

MOVED BY _____ to approve the 2024 Local Government Fiscal Framework Operating grant listing as follows, General Administration \$15,030.00, Libraries \$ 15,123.75, Children & Family Services \$30, 500.00, Municipal Buildings & Facilities \$ 19,824.00, Parks, Sport & recreation \$43,613.00, Public Security and Safety \$ 15, 171.00.00, and Public Transit \$5,000.00 for a total of \$ 144,261.75.

Discussion Result:

Additional research Requested:

| | A | B | C | D | E |
|-----|---|--|-------------------------|--------------|---|
| 139 | | 2024 LGFF Operating Grant | | | |
| 140 | | BALANCE FORWARD | | \$26,071.75 | |
| 141 | | | 2024 Allotment | \$118,190.00 | |
| 142 | | | | \$144,261.75 | |
| 143 | | | | | |
| 144 | | Government Wide Objective #1 | (GWO #1) | | |
| 145 | | General Administration | | | |
| 146 | | | | | |
| 147 | | 2024 Financial Software Upgrade. Emailing (Incomplete) | | \$8,500.00 | |
| 148 | | Computer Replacement - Trinus | | \$2,830.00 | |
| 149 | | Development Advisory Services - Camrose County | | \$3,700.00 | |
| 150 | | TOTAL General Administration | | \$15,030.00 | |
| 151 | | | | | |
| 152 | | Government Wide Objective #2 | (GWO #2) | | |
| 153 | | | | | |
| 154 | | Libraries | | | |
| 155 | | 2024 Bashaw Municipal Library | LIBRARY DONATION | \$8,500.00 | |
| 156 | | Parkland Regional Library | | \$6,623.75 | |
| 157 | | Total Libraries | | \$15,123.75 | |
| 158 | | | | | |
| 159 | | Government Wide Objective #2 | (GWO #2) | | |
| 160 | | 2024 Children and Family Services | | | |
| 161 | | Operating support for cemeteries | Grass Contractor | \$15,000.00 | |
| 162 | | Community Hall Utilities | Gas and Power town half | \$15,500.00 | |
| 163 | | | | | |
| 164 | | | | \$30,500.00 | |
| 165 | | Government Wide Objective #2 | (GWO #2) | | |
| 166 | | 2024 Municipal Buildings & Facilities | | | |
| 167 | | Windows at Municipal office | | \$7,000.00 | |
| 168 | | Fuel & Maintenance used to maintain infrastructure | | \$11,324.00 | |
| 169 | | Pin locator | | \$1,500.00 | |
| 170 | | TOTAL Municipal Buildings and Facilities | | \$19,824.00 | |
| 171 | | 2024 Parks Sport and Recreation | | | |
| 172 | | Ice Resurfacer repairs | | \$9,500.00 | |
| 173 | | Glass Replacement, netting - operating support | | \$1,800.00 | |
| 174 | | Arena.Rink Power | | \$30,000.00 | |
| 175 | | Operating support for arena.repairs.glass repl. Etc. | | \$2,313.00 | |
| 176 | | TOTAL Parks, sport and recreation | | \$43,613.00 | |
| 177 | | | | | |
| 178 | | 2024 Public Security and Safety | | | |
| 179 | | Policing Requisition Jan to March 2024 | | \$10,771.00 | |
| 180 | | Contracted protective services | | \$4,400.00 | |
| 181 | | | | \$15,171.00 | |
| 182 | | Government Wide Objective #3 | (GWO #3) | | |
| 183 | | 2024 Public Transit | | | |
| 184 | | Bashaw Bus Society | | \$5,000.00 | |
| 185 | | Total Transit | | \$5,000.00 | |
| 186 | | | | | |
| 187 | | April 24, 2024 Council meeting | Total | \$144,261.75 | |
| 188 | | Approved Motion # | Balance | \$0.00 | |
| 189 | | Application Included in budget. | | | |
| 190 | | | | | |
| 191 | | | | | |
| 192 | | | | | |
| 193 | | | | | |

Town of Bashaw

Request for Decision



| | |
|----------------|---|
| Meeting: | Regular Council |
| Meeting Date: | April 24, 2024 |
| Originated by: | Theresa Fuller, Chief Administrative Officer |
| Agenda Item: | 7.3 Revised Agreement for Regional Assessment Review Services |

Background/Proposal:

Revised agreement and Bylaw as per Camrose County administration request. The need for revision is reflected as updates.

- Approve the new agreement with the reflected changes.
- Removes Ferintosh, sets per diems to Camrose County for automatic update, set mileage rate to Revenue Canada.
- Adds in an assistant clerk – which each participating municipality is to provide.
- Recommended generation of new corresponding bylaw.
- Allows for approval of the board once corresponding with the election year. Removes the annual approval at the Organizational meeting.

Discussion/Options/Benefits/Disadvantages:

The changes are administrative in nature. They do not appear to change the intent, or content of the assessment review board activities.

The addition of the assistant clerk is new, however realistic.

Costs/Source of Funding (if applicable)

Each member municipality – on a prorated basis pays for the training and time of each member.

Appeal costs are borne by the municipality the appeal occurs in.

Applicable Legislation:

Municipal Government Act; Section 455(1)

Community Engagement Consideration:

The administration is willing to proceed as the council requests.

Recommended Action:

Administration requests the following motion be passed:

MOVED BY _____ to approve the revised agreement for Regional Assessment review services with Camrose County, Village of Bawlf, Village of Bittern Lake, Village of Edberg, Village of Hay Lakes, and Village of Rosalind for a term of five (5) years from the date of execution, and the agreement may be renewed based on the terms within the agreement.

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

Discussion Result:

Additional research Requested:

Dated this ____ day of _____, 2024

Between

Camrose County
("Coordinator")

- and -

Town of Bashaw
Village of Bawlf
Village of Bittern Lake
Village of Edberg
~~**Village of Ferintosh**~~
Village of Hay Lakes
Village of Rosalind
("Member Municipality")

AGREEMENT FOR REGIONAL ASSESSMENT REVIEW SERVICES

BACKGROUND

- A. Camrose County is the Coordinator for property assessment complaints for the residents of the Member Municipalities identified in Schedule A;
- B. The Member Municipalities wish to partner together to create one Regional Assessment Review Board.
- C. The Member Municipalities are willing to join the Camrose County Regional Municipalities' membership.

The Parties agree as follows:

1. AGREEMENT

The following schedules form part of this agreement:

Schedule A – List of Member Municipalities

~~Schedule B – Sample Bylaw~~

Schedule ~~C~~**B** - Statement of Work

Schedule D – Member Municipality Fees

2. DEFINITIONS

In this Agreement, unless the context provides otherwise, the following words or phrases shall have the following meanings:

- a. **“Assessor”** is the person appointed by the Member Municipality to assess residents’ property.
- b. **“Assistant Clerk”** is a staff person employed by a Member Municipality to provide service to the Complainant;
- c. **“CARB”** is Composite Assessment Review Board as defined by the Matters Relating to Assessment Complaints Regulation;
- d. **“Clerk”** is the staff person appointed by the County Administrator of Camrose County to act as the Designated Officer to the Regional Assessment Review Board;
- e. **“Complainant”** is an assessed person or taxpayer of the Member Municipality who files a complaint regarding that person’s tax or assessment notice;
- f. **“Coordinator”** is Camrose County.
- g. **“Hearing”** is the act of hosting a formal meeting by an officially constituted body to listen to evidence and pleadings initiated by a complainant;
- h. **“LARB”** is Local Assessment Review Board as defined by the Municipal Government Act;
- i. **“Member Municipality”** is a municipality listed in Schedule A;
- j. **“Regional Assessment Review Board”** means the Board appointed to hear appeals on tax and assessment notices established in accordance with section 454 of the Municipal Government Act.

3. MEMBER MUNICIPALITY RESPONSIBILITIES

- 3.1. The Member Municipality shall be entitled to participate in the Regional Assessment Review Board once it passes a Bylaw in the form attached as Schedule B.
- 3.2. The Member Municipality will pay the member fees in consideration for the coordination and services provided by the Clerk on an occurrence basis. The member fees cover coordination and services as defined in Schedule C and D.
- 3.3. In addition to the Member Municipality fees, the Member Municipality will pay additional fees for a Merit Hearing, a LARB Hearing and a CARB Hearing. All of the cumulative costs (i.e. Clerk wages, administration, stationery, postage, Board honorariums, subsistence, travel kilometers, meals and lodging) associated with coordinating and staging a Hearing will be borne by the Member Municipality required to summon it.

3.4. If legal services are required for general purposes to facilitate the administration of the complaint, (i.e. procedure questions) the cost of the service will be paid by the Coordinator.

3.5. If legal services are required for issues that relate only to a specific complaint, the cost of the service will be payable by the Member Municipality which has jurisdiction over the appeal or hearing.

4. COORDINATOR RESPONSIBILITIES

4.1 The Coordinator will provide services for the Member Municipality as identified in Schedule C.

4.2 The Coordinator is responsible for ensuring the Regional Assessment Review Board members receive training in accordance with the MGA and regulations.

4.3 The Coordinator will keep a record of the complaint in accordance with the MGA and regulations.

4.4 The Coordinator will retain paper records such as background information, correspondence, appeal notices and withdrawn appeals for ten (10) years upon receipt of such paper records. However, agendas and minutes are permanent records.

4.5 The Coordinator will obtain legal services when required.

5. ASSISTANT CLERK RESPONSIBILITIES

5.1 The Assistant Clerk will, when required, administer withdrawn appeals in accordance with the Member Municipality's practice.

5.2 The Assistant Clerk will, upon receiving an appeal, review the documents for validity and compliance with the MGA and regulations.

5.3 The Assistant Clerk will forward a copy of all the appeal documents to the Regional Clerk, and advise regarding hearing location preferences.

5.4 Any other responsibilities as identified in Schedule C.

6. BOTH PARTIES RESPONSIBILITIES

6.1 Both parties will make every reasonable effort to ensure that personal information that will be or is intended to be used to make a decision in an assessment review is both complete and accurate.

7. TERM

7.1 The term of this Agreement is for five (5) years from the date of execution, and the agreement may be renewed with mutual consent of all parties.

8. PAYMENT OF FEES

8.1 The Member Municipalities agree to pay the Coordinator the fees for the services within 30 days of receipt of invoice. Fees are set out in Schedule D.

9. PRIVACY

9.1 The Coordinator is subject to the *Freedom of Information and Protection of Privacy Act* (FOIP) and will protect the confidential information provided from unauthorized access or disclosure.

9.2 The Member Municipalities shall ensure that any information of a confidential nature which it provides to the Coordinator is clearly marked as such.

10. INFORMATION SHARING

10.1 In order to process reviews for a property tax or assessment notice, the Coordinator is authorized to collect the following types of personal information:

.1 Roll#

.2 Legal Address

.3 Civic Address

.4 Registered Owner Name(s)

.5 Registered Owner(s) mailing address and phone number

.6 Assessed Value and Assessment Class of the property under review

.7 Name, address and phone number of Registered Agent for the Owner

10.2 The specific personal information will be collected from the Member Municipality.

10.3 The collection of personal information from a source other than the individual the information is about is authorized by FOIP Section 34(1)(b).

11. TERMINATION OF AGREEMENT

11.1 The Member Municipality may withdraw at any time upon ten (10) days written notice, forfeiting the full amount of any Member Municipality fees paid as well as honouring any outstanding debts owed.

11.2 The Coordinator may terminate the agreement at any time upon six (6) months written notice.

12. DISPUTE RESOLUTION

12.1 All claims, disputes, and other matters arising out of this Agreement or relating to a breach thereof may, upon agreement of both parties, be referred to either:

- .1 Should a Member Municipality identify an issue related to this Agreement that may result in a serious disagreement between the Member Municipalities, the Chief Administrative Officer of that Municipality shall approach the Chief Administrative Officer of the other Municipality to consider the issues and attempt to resolve the disagreement.
- .2 Should the Chief Administrator Officers be unable to resolve the disagreement then the Member Municipalities shall request a joint meeting of the Councils of the Municipalities who shall attempt to resolve the disagreement.
- .3 Should the Councils be unable to resolve the disagreement, the Municipalities could elevate the dispute and move to a more formal and structured resolution process.
- .4 Mediation – voluntary, no risk, non-binding process bringing the parties to a resolution. The mediator will be appointed upon the agreement of both parties; or
- .5 Arbitration – upon the agreement of both parties, be referred to a single arbitrator under the Arbitration Act, and if so referred, the decision of the arbitrator shall be final, conclusive and binding upon the parties. If the parties are not able to agree on an arbitrator, the Alberta Court of Queens Bench shall select one. All costs associated with the appointment of the arbitrator shall be shared equally unless the arbitrator determines otherwise in accordance with the Arbitration Act of Alberta.

13. INDEMNIFICATION

- 13.1 The Member Municipality agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Coordinator, its Officers, Directors and Employees against all damages, liabilities or costs arising out of the property assessment or disputes related to the property assessment.
- 13.2 The Member Municipality is solely responsible for the property assessments and compliance with the outcome of the disputed property assessments.
- 13.3 In the furnishing of any services by the Coordinator, the Coordinator shall not assume any responsibility, obligations or duties in respect to the services.

14. INSURANCE

- 14.1 The Member Municipality shall maintain, in full force and effect with insurers licensed in the Province of Alberta the following insurance:
- .1 Professional Liability Insurance with policy limits of not less than \$1,000,000 per claim \$2,000,000 per aggregate;

.2 General Liability insurance policy of not less than \$2,000,000 per occurrence. The Coordinator must be named as additional insured

14.2 Certificates evidencing the existence of the policies shall be provided to the Coordinator.

15. NOTICES

15.1 Any notices or other correspondence required to be given to an opposite party shall be deemed to be adequately given if delivered to:

To the Member Municipality at:

Town of Bashaw, Box 510, Bashaw, AB T0B 0H0
Village of Bawlf, Box 40, Bawlf, AB T0B 0J0
Village of Bittern Lake, General Delivery, Bittern Lake, AB T0C 0L0
Village of Edberg, Box 160, Edberg, AB T0B 1J0
Village of Ferintosh, Box 160, Ferintosh, AB T0B 1M0
Village of Hay Lakes, Box 40, Hay Lakes, AB T0B 1W0
Village of Rosalind, Box 181, Rosalind, AB T0B 3Y0

To the Coordinator at:

Camrose County
3755-43 Avenue
Camrose, AB T4V 3S8
Phone: (780) 672-4446 Fax (780) 672-1008

16. FORCE MAJEURE

16.1 Each party reserves the right, at its option, either to suspend or cancel this Agreement, in whole or in part, at any time, without incurring any costs or damages whatsoever, where such suspension or cancellation is caused by force majeure, including, but not limited to, acts of God, the public enemy of the government, strikes or other labour disputes, fires, floods, freight embargoes, unusually severe weather or other contingencies beyond the control of either party.

17. SINGULAR AND MASCULINE

17.1 Words importing the singular number shall include the plural number and vice versa and words importing one gender only in this Agreement shall include all genders and words importing parties or persons in this Agreement shall include individuals, partnerships, corporations, and other entities, legal or otherwise.

18. GOVERNING LAW

18.1 This Agreement shall be deemed to have been made in accordance with the laws of the Province of Alberta except the International Sale of Goods Act, which is specifically excluded. The Courts of Alberta shall have sole and exclusive jurisdiction over any dispute or lawsuit between the parties.

19. INTERPRETATION

19.1 The headings in the Agreement are for ease of reference only and shall not affect the meaning or the interpretation of this Agreement.

20. SUCCESSORS

20.1 This Agreement shall inure to the benefit of and be binding upon the Parties and, except as herein before provided, the successors and assigns thereof.

21. ENTIRE AGREEMENT

21.1 This Agreement is the whole agreement between the parties and may not be modified, changed, amended or waived except by signed written agreement of the parties.

22. COUNTERPART

22.1 This Agreement may be executed in any number of counterparts by the parties. All counterparts so executed shall have the same effect as if all parties actually had joined in executing one and the same document.

The parties to this Agreement have affixed their corporate seals signed by the hands of their proper officers.

Camrose County Reeve

Camrose County Administrator

Town of Bashaw Mayor

Town of Bashaw Administrator

Village of Bawlf Mayor

Village of Bittern Lake Mayor

Village of Edberg Mayor

~~Village of Ferintosh Mayor~~

Village of Hay Lakes Mayor

Village of Rosalind Mayor

Village of Bawlf Administrator

Village of Bittern Lake Administrator

Village of Edberg Administrator

~~Village of Ferintosh Administrator~~

Village of Hay Lakes Administrator

Village of Rosalind Administrator

Schedule A

LIST OF MEMBER MUNICIPALITIES

| | |
|---|--------------------------------|
| Town of Bashaw, Box 510, Bashaw, AB T0B 0HO | Phone: 780 372-3911 |
| Village of Bawlf, Box 40, Bawlf, AB T0B 0J0 | Phone: 780 373-3797 |
| Village of Bittern Lake, General Delivery, Bittern Lake, AB T0C 0L0 | Phone: 780 672-7373 |
| Village of Edberg, Box 160, Edberg, AB T0B 1J0 | Phone: 780 877-3999 |
| Village of Ferintosh, Box 160, Ferintosh, AB T0B 1M0 | Phone: 780 877 3767 |
| Village of Hay Lakes, Box 40, Hay Lakes, AB T0B 1W0 | Phone: 780 878-3200 |
| Village of Rosalind, Box 181, Rosalind, AB T0B 3Y0 | Phone: 780 375-3996 |

Schedule B

~~SAMPLE BY-LAW~~

~~BYLAW NO.~~

~~Being a bylaw of (local authority), Alberta to establish a Regional Assessment Review Board.~~

Background

~~Section 456 of the *Municipal Government Act*, permits two or more Councils to jointly establish assessment review boards to have jurisdiction in their respective municipalities;~~

~~Camrose County and the Regional Partner Municipalities jointly wish to establish a Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by taxpayers of a Regional Partner Municipality;~~

~~Regional Partner Municipalities will pay for the costs associated with the establishment, training and operations of the Regional Assessment Review Board and each Regional Partner Municipality will share, on a per capita basis, the costs and training related to the Clerk and Board Members and each respective Regional Partner Municipality will bear the full costs relative to any appeals or hosting of their own jurisdictional Hearings and pay to Camrose County the member fees in respect of their portions of those costs.~~

~~COUNCIL OF THE (local authority) ENACTS AS FOLLOWS:~~

Short Title

~~1 The short title of this Bylaw shall be the "Regional Assessment Review Board Bylaw".~~

Definitions

~~2 (1) Except as otherwise provided herein, words in this Bylaw shall have the meanings prescribed in section 453 of the MGA.~~

~~(2) In this bylaw the following terms shall have the meanings shown:~~

~~(a) "Board" means the Regional Assessment Review Board;~~

~~(b) "CARB" means the Composite Assessment Review Board established in accordance with the *Matters Relating to Assessment Complaints* regulation;~~

- (c) ~~“Citizen-at-large” means a person who does not represent a specific organization;~~
- (d) ~~“Designated Officer” means the person appointed to carry out the duties and functions of the clerk of the assessment review board as required under section 455 of the *Municipal Government Act*;~~
- (e) ~~“Elected Official” means a Councillor duly elected by the electors of a respective municipality in compliance with the rules and regulations of the *Local Authorities Election Act*;~~
- (f) ~~“Hearing” means the act of hosting a formal meeting by an officially constituted body to listen to evidence and pleadings initiated by a complainant;~~
- (g) ~~“LARB” means the Local Assessment Review Board established in accordance with the *‘Matters Relating to Assessment Complaints’* regulation;~~
- (h) ~~“Member” means a member of the Regional Assessment Review Board;~~
- (i) ~~“MGA” means the *Municipal Government Act of Alberta, RSA 2000, Ch. M-26*, as amended and Regulations passed under that Act;~~
- (j) ~~“Provincial Member” means a Composite Assessment Review Board member appointed by the Minister;~~
- (k) ~~“Regional Partner Municipality” means those municipalities who enter into an agreement with Camrose County to jointly establish a Regional Assessment Review Board and who enact a bylaw substantially in the form of this bylaw.~~

Appointment of Board Members

- ~~3 (1) The Board shall consist of nine (9) members who shall be Citizens-at-Large or Elected Officials appointed by the respective Regional Partner Municipalities.~~
- ~~(2) In addition, when sitting as the CARB, the Board shall include the provincial member appointed by the Minister.~~
- ~~(3) Each Town and Village must submit one eligible person whereas the County must submit two eligible persons.~~

Terms of Appointment

~~4 (1) Unless otherwise stated, all Members are appointed for three year terms upon successful completion of the required training.~~

~~(2) Schedule~~

~~(3) If a vacancy on the Board occurs at any time the Regional Partner Municipality must appoint a new person to fill the vacancy for the remainder of that term.~~

~~(4) A Member may be re-appointed to the Board at the expiration of his/her term.~~

~~(5) A Member may resign from the Board at any time on written notice to the Designated Officer to that effect.~~

~~(6) The Camrose County Regional Partner Municipalities may remove a Member at any time on the recommendation of the Designated Officer.~~

Panels of the Board

~~5 (1) The Board shall sit in panels to hear assessment complaints as the nature of the complaint may permit or require, such panels to consist of:~~

~~(a) three persons selected by the Designated Officer from the Board Members when the panel is acting as a Local Assessment Review Board; or~~

~~(b) two persons selected by the Designated Officer from the Board Members plus one person appointed by the Minister when the panel is acting as a Composite Assessment Review Board; or~~

~~(c) a single member selected by the Designated Officer when the Board is acting as a Single Member Local Assessment Review Board.~~

~~(d) where possible, the Designated Officer shall include on a 3 person panel a member who is from the municipality under whose jurisdiction the complaint arises.~~

~~(2) Each panel shall choose the Chairperson among themselves, provided however that:~~

~~(a) the provincial member must be the Chairperson of a panel sitting as the Composite Assessment Review Board; and~~

~~(b) the provincial member must be the sole member of a panel sitting as a Single Member Composite Assessment Review Board.~~

Chairperson

~~(1) The Chairperson of a panel:~~

- ~~(a) will preside over and be responsible for the conduct of meetings;~~
- ~~(b) may limit a submission if it is determined to be repetitious or in any manner inappropriate; and~~
- ~~(c) will vote on matters submitted to the panel unless otherwise disqualified.~~

Jurisdiction of the Board

~~7 The Board shall have jurisdiction to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by taxpayers of a Regional Partner Municipality.~~

Designated Officer of the Board

~~8 (1) The Designated Officer of the Board shall be a person designated by the County Administrator of Camrose County, who shall determine the remuneration of the Designated Officer.~~

~~(2) The Designated Officer shall:~~

- ~~(a) shall assist the Board in fulfilling its mandate;~~
- ~~(b) coordinate the remuneration and expenses payable to each member of the Assessment Review Board; and~~

Meetings

~~9 (1) Meetings will be held at such time and place as determined by the Board.~~

~~(2) The proceedings and deliberations of the Board must be conducted in public except where the Board deals with information protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act*.~~

Remuneration

~~10 (1) Board Members shall receive honorariums for adjudicating at formally scheduled Hearings or taking appropriate training. Honorariums shall be awarded on the following basis:~~

| | | |
|-------|---------------------------------|----------|
| MERIT | Half day—Four (4) hour block | \$100.00 |
|-------|---------------------------------|----------|

| | | |
|-------|--|----------|
| MERIT | Full day—Four plus (4+) hour block, excluding lunch hour | \$200.00 |
| LARB | Half day—Four (4) hour block | \$100.00 |
| LARB | Full day—Four plus (4+) hour block, excluding lunch hour | \$200.00 |
| GARB | Half day—Four (4) hour block | \$200.00 |
| GARB | Full day—Four plus (4+) hour block, excluding lunch hour | \$400.00 |

- (2) ~~Board Members and the Designated Officer shall receive compensation for travel based on the most current published Alberta Government Public Service Subsistence, Travel and Moving Expenses regulation for performing adjudication duties or taking appropriate training.~~
- (3) ~~Board Members and the Designated Officer shall receive reimbursement for meals incurred while performing adjudication duties or taking appropriate training. A reasonable meal allowance will be offered and will most often be authorized and organized by the Designated Officer. Guidance to limitations can be derived from the most current published Alberta Government Public Service Subsistence, Travel and Moving Expenses regulation.~~
- (4) ~~Board Members and the Designated Officer shall receive reimbursement for any lodging accommodations required while performing adjudication duties or taking appropriate training.~~
- (5) ~~Provincial Members shall receive reimbursement for all expenses incurred and at the rates prescribed by the Province.~~

Quorum and Voting

- 11 (1) ~~The quorum for panels of the Board shall be as established by the MGA, namely:~~
- ~~(i) two members of a panel acting as a local assessment review board; and~~
 - ~~(ii) one citizen at large or elected official and the provincial member of a panel acting as a composite assessment review board.~~

- ~~(2) All Members must vote on all matters before the Board unless a pecuniary interest or a conflict of interest is declared.~~
- ~~(3) The majority vote of those Members present and voting constitutes the decision of the Board.~~
- ~~(4) Where a member of a panel absents himself or herself from the proceedings due to a conflict of interest or a pecuniary interest, the Designated Officer shall appoint a replacement member of the panel.~~

Conflict of Interest

~~12 (1) Where a member of the Board is of the opinion that he or she has a conflict of interest in respect of a matter before the Board, the member may absent himself or herself from board proceedings while that matter is being discussed, provided that prior to leaving the meeting, the member:~~

~~(a) declares that he or she has a conflict of interest; and~~

~~(b) describes in general terms the nature of the conflict of interest.~~

~~(2) The Designated Officer shall cause a record to be made in the Minutes of the members' absence and the reasons for it.~~

~~(3) For the purposes of this provision, a member has a conflict of interest in a respect of a matter before the Board when he or she is of the opinion that:~~

~~(a) he or she has a personal interest in the matter which would conflict with his or her obligation as a member to fairly consider the issue;
or~~

~~(b) substantial doubt as to the ethical integrity of the member would be raised in the minds of a reasonable observer, if that member were to participate in the consideration of that matter.~~

Pecuniary Interest

~~13 (1) The pecuniary interest provisions of the MGA apply to all Members of the Board while attending meetings of the Board, as though they were councillors attending meetings of council.~~

~~(2) A Board member who fails to declare a pecuniary interest in a matter before the Board, or fails to absent himself or herself from proceedings dealing with such a matter, ceases to be a member of the Board.~~

Commencement of Appeals

~~14 (1) A taxpayer may commence an assessment appeal by:~~

~~(a) mailing or delivering to the address specified on the assessment or tax notice a complaint in the form set out in the *Matters Relating to*~~

~~Assessment Complaints' regulation and within the time specified in the MGA; and~~

~~(b) — paying the applicable fee as listed below:~~

| Category of Complaint | Complaint Fee |
|---|----------------------------------|
| Residential 3 or fewer dwellings and farm land | \$50.00 |
| Residential 4 or more dwellings | \$650.00 |
| Non-residential | \$650.00 |
| Business Tax | \$50.00 |
| Tax Notices (other than business tax) | \$30.00 |
| Linear property power generation | \$650.00 per facility |
| Linear Property other | \$650.00 per LPAUID |
| Equalized assessment | \$650.00 |

Rules of Order

~~15 — The Board shall make its own procedural rules, having due regard for the principles of procedural fairness.~~

Adjournments

~~16 — (1) — Except in exceptional circumstances as determined by the Board, the Board may not grant postponement or adjournment of a hearing.~~

~~— (2) — A request for a postponement or an adjournment must be in writing and contain reasons for the postponement or adjournment, as the case may be.~~

~~(3) — Subject to the timelines specified in Section 468 of the MGA, if the Board grants a postponement or adjournment of a hearing, the Board must schedule the date, time and location for the Hearing at the time the postponement or adjournment is granted.~~

Notice of Decisions & Record of Hearing

~~17 — (1) — After the hearing of a complaint, the Designated Officer shall:~~

~~(a) — under direction of the Chairperson, prepare Minutes of the hearing, the decision or order of the board and the reasons for the decision in compliance with the MGA; and~~

~~(b) — arrange for the order or decision of the Board to be signed; and distributed in accordance with the requirements under the MGA.~~

~~(2) — The Designated Officer will maintain a record of the hearing.~~

Delegation of Authority

18 — In accordance with its authority under MGA section 203(1) to delegate power, Council hereby delegates:

- (a) — its authority to appoint members of the Regional Assessment Review Board to hear and decide on issues relative to assessment complaints;

Reimbursement of Costs

19 — Camrose County shall pay for the administrative costs associated with the operation of the Regional Assessment Review Board. Recovery of costs from Regional Partner Municipalities will be as set out in the agreements established.

Severability

20 — If any portion of this by-law is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the by-law is deemed valid.

Repeal

21 — By-Law #????, the ????? By-Law, is repealed.

In Force

22 — This by-law shall come into full force and effect on the day that it is finally passed by Council by giving it third and final reading and it is signed in accordance with the MGA.

RECEIVED FIRST READING THIS * _____
 _____ DAY OF _____, A.D. 2010 *REEVE
 IN THE CITY OF CAMROSE, IN THE *
 PROVINCE OF ALBERTA *
 _____ *COUNTY ADMINISTRATOR

RECEIVED SECOND READING THIS * _____
 _____ DAY OF _____, AD 2010 *REEVE
 PROVINCE OF ALBERTA *
 IN THE CITY OF CAMROSE, IN THE *
 PROVINCE OF ALBERTA *
 _____ *COUNTY ADMINISTRATOR

RECEIVED THIRD AND FINAL * _____
 READING THIS _____ DAY OF *REEVE
 A.D. 2010, IN THE CITY OF CAMROSE, *
 IN THE PROVINCE OF ALBERTA *
 _____ *COUNTY ADMINISTRATOR

Schedule C-B
STATEMENT OF WORK
CLERK (COORDINATOR) AND ASSISTANT CLERK RESPONSIBILITIES

AC = Assistant Clerk from partner municipality A = assessor from partner municipality
 C = Clerk for Regional Board (County)

| | |
|----------------|---|
| AC | RECEIPT OF APPEAL |
| AC | ✓ collect fee |
| AC | ✓ review appeal for validity / compliance with legislation |
| AC | ✓ open file & send to assessor and clerk |
| | INITIAL STAGES |
| A / AC | ✓ preliminary discussions & disclosure of information occurs between complainant and assessor |
| A / AC | ✓ assessor advises assistant clerk if matter is resolved or proceeding to appeal |
| AC | ✓ if resolved, assistant clerk advises the clerk and administers withdraw in accordance with local practice |
| AC | ✓ if proceeding, assistant clerk advises clerk and forwards copy of all appeal documents |
| AC | ✓ assistant clerk will advise regional clerk of hearing location preference |
| C | CONFIRMATION OF RECEIPT OF APPEAL |
| C | ✓ review appeal for appeal type / validity / compliance with legislation |
| C | ✓ determine if issue exists for merit hearing |
| C | ASSIGNMENT OF RESOURCES |
| C | ✓ open file / identify all parties involved |
| C | ✓ assign administrative support and board members |
| C | ✓ establish hearing date, schedule facility, board members |
| C | SEND NOTICE OF HEARING TO COMPLAINANT |
| C | ✓ copies to assistant clerk, assessor & Minister (if CARB) |
| C | ✓ copies if necessary to property owner, agent, lessee etc. |
| C | DISCLOSURE |
| C/AC /A | ✓ complainant provides 1 st disclosure to assistant clerk and assessor |
| C/AC | ✓ assistant clerk date stamps submission and forwards 1 electronic and 6 paper copies to clerk |
| C/A | ✓ assessor submits response to assistant clerk and complainant |
| C/AC | ✓ assistant clerk date stamps assessors submission and forwards 1 electronic and 6 paper copies to clerk |
| C/AC | ✓ complainant provides rebuttal to assistant clerk and assessor |
| C/AC | ✓ assistant clerk date stamps submission and forwards 1 electronic and 6 paper copies to clerk |

| | |
|----------|--|
| C | AGENDA |
| C | ✓ clerk verifies all disclosure |
| C | ✓ clerk verifies attendance of all parties |
| C | ✓ clerk will produce agenda packages & provide six copies at the hearing |
| C | ✓ clerk will liaise with the Board and provide all materials necessary – including legislation |
| C | ✓ clerk will prepare templates for minutes and decisions of the Board |
| C | APPEAL HEARING |
| C | ✓ clerk will attend hearing and produce minutes that identify all issues presented to the board |
| C | ✓ clerk will attend deliberations and produce a decision from the Board that identifies all issues, arguments, reasons for the decision (including both conformist and dissenting reasons) |
| C | SEND NOTICE OF DECISION TO COMPLAINANT |
| C | ✓ copies to assistant clerk, assessor & Minister (if CARB) |
| C | ✓ copies if necessary to property owner, agent, lessee etc. |
| C | REPORTING |
| C | ✓ clerk will provide the assistant clerk with a reporting package of the appeal which includes: |
| C | ✓ copy of hearing minutes |
| C | ✓ statistics (where necessary) |
| C | ✓ feedback form to establish best practices and service standards for quality control |
| C | ✓ clerk will compile and retain a record of the hearing in accordance with the regulations |
| | HEARING OR APPEAL RECONCILIATION |
| C | ✓ Clerk will keep track of their time devoted to each respective municipality's appeals and record separately |
| C | ✓ Clerk will gather and collect all receipts or expense vouchers from panel members for disbursements or expenses such as travel kilometers, meals and lodging |
| C | ✓ Clerk will validate and recommend authorization and forward these expenses to be paid by Camrose County directly to the respective panel members within a reasonably accepted time frame |
| C | ✓ Clerk will then tabulate the net costs for a municipality to engage in an appeal or hearing and invoice the respective municipality accordingly |
| C | ✓ Clerk will follow these procedures on a case by case and occurrence basis for training or whatever administrative, coordination and operational work was engaged |

Schedule DC

Member Municipality Fees

1. Board Administration

Associated costs and expenses for training and education (i.e. training costs, honorariums, subsistence, travel, meals and lodging) related to the Regional Assessment Review Board Clerk and Members, shall be shared among the Member Municipalities on a per capita basis. This will be calculated utilizing the most current published Alberta Municipal Affairs municipal profile population statistics.

2. Cost of Administering & Hearing Complaints

Associated costs and expenses (i.e. honorariums, subsistence, travel, meals and lodging) related to the Regional Assessment Review Board Clerk and Members involved in a complaint or scheduled Hearing shall be solely borne by the respective Member Municipality whose jurisdiction was involved, plus any fees imposed for a Provincial Member to attend.

3. Regional Assessment Review Board Clerk (Coordinator) Fees

The Member Municipality involved in a complaint process or Hearing will pay the fees listed above plus an hourly rate of thirty dollars (~~\$30.00~~ **\$50.00**) per hour for the Clerk to assist them as well as coordinate all of the duties, tasks, roles and responsibilities involved in performing the function of Designated Officer to the Regional Assessment Review Board.

4. Remuneration and Subsistence

Board Members shall receive honorariums for adjudicating at formally scheduled Hearings or taking appropriate training and education. Honorariums shall be awarded **as per the Camrose County Policy 3.10** on the following basis:

| | | |
|-------|--|----------|
| MERIT | Half day — Four (4) hour block | \$100.00 |
| MERIT | Full day — Four plus (4+) hour block, excluding lunch hour | \$200.00 |
| LARB | Half day — Four (4) hour block | \$100.00 |
| LARB | Full day — Four plus (4+) hour block, excluding lunch hour | \$200.00 |
| CARB | Half day — Four (4) hour block | \$200.00 |

| | | |
|------|--|----------|
| GARB | Full day — Four plus (4+) hour block, excluding lunch hour | \$400.00 |
|------|--|----------|

Board Members and the Clerk shall receive compensation for travel based on the most current published Alberta Government Public Service Subsistence, Travel and Moving Expenses regulation for performing adjudication duties or taking appropriate training.

Board Members and the Clerk shall receive reimbursement for meals incurred while performing adjudication duties or taking appropriate training in accordance with Camrose County Policy 5.08. ~~A reasonable meal allowance will be honored and will most often be authorized and organized by the Clerk. Guidance to limitations can be derived from the most current published Alberta Government Public Service Subsistence, Travel and Moving Expenses regulation.~~

Board Members and the Clerk shall receive reimbursement for any lodging accommodations required while performing adjudication duties or taking appropriate training.



Bylaw # 825 - 2024

- WHEREAS Section 454 of the Municipal Government Act, RSA 2000, Chapter M-26, and amendments thereto, provides that a Council must by bylaw establish a local assessment review board (LARB) and a composite assessment review board (CARB); and
- WHEREAS Section 455(1) of the *Municipal Government Act*, permits two or more Councils to jointly establish a local assessment review board or a composite assessment review board, or both to have jurisdiction in their respective municipalities; and
- WHEREAS Town of Bashaw and the Regional Partner Municipalities jointly wish to establish a Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by taxpayers of a Regional Partner Municipality; and
- WHEREAS Regional Partner Municipalities will pay for the costs associated with the establishment, training and operations of the Regional Assessment Review Board and each Regional Partner Municipality will share, on a per capita basis, the costs and training related to the Clerk and Board Members and each respective Regional Partner Municipality will bear the full costs relative to any appeals or hosting of their own jurisdictional Hearings and pay to Camrose County the member fees in respect of their portions of those costs.

THEREFORE, Bashaw Town Council enacts as follows:

1. Short Title

The short title of this Bylaw shall be the "Regional Assessment Review Board Bylaw".

2. Definitions

- 2.1 Except as otherwise provided herein, words in this Bylaw shall have the meanings prescribed in section 453 of the MGA.

2.2 In this bylaw the following terms shall have the meanings shown:

- (a) "Board" means the Regional Assessment Review Board;
 - (b) "CARB" means the Composite Assessment Review Board established in accordance with the *'Matters Relating to Assessment Complaints'* regulation;
 - (c) "Chair" means a member of the Assessment Review Board designated as chair under Section 455(2)
 - (d) "Citizen-at-large" means a person who does not represent a specific organization;
 - (e) "Clerk" means in respect of a local assessment review board of composite assessment review board having jurisdiction over one or more municipalities, means the clerk appointed under section 456 of the *Municipal Government Act*.
- ~~"Designated Officer" means the person appointed to carry out the duties and functions of the clerk of the assessment review board as required under section 456 of the *Municipal Government Act*;~~
- (f) "Elected Official" means a Councillor duly elected by the electors of a respective municipality in compliance with the rules and regulations of the *Local Authorities Election Act*;
 - (g) "Hearing" means the act of hosting a formal meeting by an officially constituted body to listen to evidence and pleadings initiated by a complainant;
 - (h) "LARB" means the Local Assessment Review Board established in accordance with the *'Matters Relating to Assessment Complaints'* regulation;
 - (i) "Member" means a member of the Regional Assessment Review Board;
 - (j) "MGA" means the *Municipal Government Act of Alberta, RSA 2000, Ch. M-26*, as amended and Regulations passed under that Act;
 - (k) "Presiding Officer" means the member selected members of the adjudication panel to chair the panel
 - (l) "Provincial Member" means a Composite Assessment Review Board member appointed by the Minister;

- (m) "Regional Partner Municipality" means those municipalities who enter into an agreement with Camrose County to jointly establish a Regional Assessment Review Board and who enact a bylaw substantially in the form of this bylaw.

3. Establishment of Boards

- 3.1 The Local Assessment Review Board is hereby established, and all matters shall be heard through the Regional Assessment Review Board
- 3.2 The Composite Assessment Review Board is hereby established, and all matters shall be heard through the Regional Assessment Review Board

4. Appointment of Board Members

- 4.1 The Board shall consist of 8 members who shall be Citizens-at-Large or Elected Officials appointed by the respective Regional Partner Municipalities.
- 4.2 Councils of the Regional Municipalities shall jointly appoint the qualified members to the Board as required **at the first organization meeting following the municipal election.**
- 4.3 **Annually** Councils will jointly appoint a Chair for the LARB and CARB **to preside for the following 4 (four) years.**
- 4.4 In addition, when sitting as the CARB, the Board shall include the provincial member appointed by the Minister.
- 4.5 Each Town and Village must submit the name one eligible person whereas the County must submit the names two eligible persons.

5. Terms of Appointment

- 5.1 Unless otherwise stated, all Members are appointed for ~~three~~**four**-year terms upon successful completion of the required training as provided for in the regulations.
- 5.2 The Municipality will be responsible for training costs of a new member should a vacancy occur in any portion of a term.
- 5.3 If a vacancy on the Board occurs at any time the Regional Partner Municipality must submit the name of a new person to fill the vacancy for the remainder of that term.
- 5.4 A Member may be re-appointed to the Board at the expiration of his/her term.

- 5.5 A Member may resign from the Board at any time on written notice to the ~~Designated Officer~~ Clerk, and the Member Municipality, to that effect.
- 5.6 The Camrose County Regional Partner Municipalities may remove a Member at any time on the recommendation of the ~~Designated Officer~~ Clerk .

6. Panels of the Board

- 6.1 The Board shall sit in panels to hear assessment complaints as the nature of the complaint may permit or require, such panels to consist of:
- (a) three persons selected by the Chair from the Board Members when the panel is acting as a Local Assessment Review Board; or
 - (b) two persons selected by the Chair from the Board Members plus one person appointed by the Minister when the panel is acting as a Composite Assessment Review Board; or
 - (c) a single member selected by the Chair when the Board is acting as a Single Member Local Assessment Review Board or a Single Member Individual Composite Assessment Review Board. Appointed by the Minister.
 - (d) where possible, the Chair shall include on a 3 person panel a member who is from the municipality under whose jurisdiction the complaint arises.
 - (e) no more than one councillor will be appointed to a panel, unless authorized by the Minister (s. 454.21(3))
- 6.2 Each panel shall choose the presiding officer among themselves, provided however that:
- (a) the provincial member must be the presiding officer of a panel sitting as the Composite Assessment Review Board; and
 - (b) the provincial member must be the sole member of a panel sitting as a Single Member Composite Assessment Review Board.

7. Presiding Officer

The presiding officer of a panel:

- (a) will preside over and be responsible for the conduct of meetings;
- (b) may limit a submission if it is determined to be repetitious or in any manner inappropriate; and

- (c) will vote on matters submitted to the panel unless otherwise disqualified.

8. Jurisdiction of the Board

The Board shall have jurisdiction to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by taxpayers of a Regional Partner Municipality.

9. Designated Officer Clerk of the Board

- 9.1 The Designated Officer Clerk of the Board shall be the County Administrator or designate as appointed by Camrose County.
- 9.2 The Designated Officer Clerk shall:
 - (a) shall assist the Board in fulfilling its mandate;
 - (b) Prescribe the remuneration and expenses payable to each member of the Assessment Review Board; and
 - (c) Perform those duties as delegated by the councils of the member municipalities as per Section 19.1 of this By-law

10. Meetings

- 10.1 Meetings will be held at such time and place as determined by the Board.
- 10.2 The proceedings and deliberations of the Board must be conducted in public except where the Board deals with information protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act*.

11. Remuneration

- 11.1 Board Members shall receive honorariums for adjudicating at formally scheduled Hearings or taking appropriate training. Honorariums shall be awarded as prescribed in the Camrose County ~~Fee for Service By-law~~ Policy 3.10.
- 11.2 Board Members and the Designated Officer Clerk shall receive compensation for travel based on the most current published Camrose County mileage rates, for performing adjudication duties or taking appropriate training.
- 11.3 Board Members and the Designated Officer Clerk shall receive reimbursement for meals incurred while performing adjudication duties or taking appropriate training. A reasonable meal allowance will be offered and will most often be authorized and organized by the Designated Officer Clerk. Guidance to

limitations can be derived from the most current published Camrose County Expense Allowances and Mileage Policy.

- 11.4 Board Members and the ~~Designated Officer~~ Clerk shall receive reimbursement for any lodging accommodations required while performing adjudication duties or taking appropriate training, as per most current published Camrose County Expense Allowances and Mileage Policy.
- 11.5 Provincial Members shall receive reimbursement for all expenses incurred and at the rates prescribed by the Province.

12. Quorum and Voting

- 12.1 The quorum for panels of the Board shall be as established by the MGA, namely:
 - (a) Where a panel of a local assessment review board consists of 3 members, a quorum is 2 members: and
 - (b) Where a panel of a composite assessment review board consists of 3 members, a quorum is 2 members, one of whom must be the provincial member.
- 12.2 All Members must vote on all matters before the Board unless a pecuniary interest or a conflict of interest is declared.
- 12.3 The majority vote of those Members present and voting constitutes the decision of the Board.
- 12.4 Where a member of a panel absents himself or herself from the proceedings due to a conflict of interest or a pecuniary interest, the Chair shall appoint a replacement member of the panel.

13. Conflict of Interest

- 13.1 Where a member of the Board is of the opinion that he or she has a conflict of interest in respect of a matter before the Board, the member may absent himself or herself from board proceedings while that matter is being discussed, provided that prior to leaving the meeting, the member:
 - (a) declares that he or she has a conflict of interest; and
 - (b) describes in general terms the nature of the conflict of interest.
- 13.2 The ~~Designated Officer~~ Clerk shall cause a record to be made in the Minutes of the members' absence and the reasons for it.

- 13.3 For the purposes of this provision, a member has a conflict of interest in a respect of a matter before the Board when he or she is of the opinion that:
- (a) he or she has a personal interest in the matter which would conflict with his or her obligation as a member to fairly consider the issue; or
 - (b) substantial doubt as to the ethical integrity of the member would be raised in the minds of a reasonable observer, if that member were to participate in the consideration of that matter.

14. Pecuniary Interest

- 14.1 The pecuniary interest provisions of the MGA apply to all Members of the Board while attending meetings of the Board, as though they were councillors attending meetings of council.
- 14.2 A Board member who fails to declare a pecuniary interest in a matter before the Board or fails to absent himself or herself from proceedings dealing with such a matter, ceases to be a member of the Board.

15. Commencement of Appeals

- 15.1 A taxpayer may commence an assessment appeal by:
- (a) mailing or delivering to the address specified on the assessment or tax notice a complaint in the form set out in the *'Matters Relating to Assessment Complaints'* regulation and within the time specified in the MGA; and
 - (b) paying the applicable fee, as reflected within the most current Town of Bashaw Master Rates and Schedules bylaw.

16. Rules of Order

- 16.1 The Board shall make its own procedural rules, having due regard for the principles of procedural fairness.

17. Adjournments

- 17.1 Except in exceptional circumstances as determined by a panel of an assessment review board, the panel may not grant postponement or adjournment of a hearing. M.R.A.C. 18(1)
- (2) A request for a postponement or an adjournment must be in writing and contain reasons for the postponement or adjournment, as the case may be.

- (3) Subject to the timelines specified in Section 468 of the MGA, if the Board grants a postponement or adjournment of a hearing, the Board must schedule the date, time, and location for the Hearing at the time the postponement or adjournment is granted.

18. Notice of Decisions & Record of Hearing

- 18.1 After the hearing of a complaint, the ~~Designated Officer~~ Clerk shall:
- (a) under direction of the presiding officer, prepare Minutes of the hearing, the decision or order of the board and the reasons for the decision in compliance with the MGA; and
 - (b) arrange for the order or decision of the Board to be signed; and distributed in accordance with the requirements under the MGA.
- 18.2 The ~~Designated Officer~~ Clerk will maintain a record of the hearing.

19. Delegation of Authority

- 19.1 In accordance with its authority under MGA section 203(1) to delegate power, council hereby delegates:
- (a) its authority to appoint members of the Regional Assessment Review Board to hear and decide on issues relative to assessment complaints to the ~~Designated Officer~~ Clerk

20. Reimbursement of Costs

- 20.1 Camrose County shall pay for the administrative costs associated with the operation of the Regional Assessment Review Board. Recovery of costs from Regional Partner Municipalities will be as set out in the agreements established.

21. Severability

- 21.1 If any portion of this by-law is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the by-law is deemed valid.

Repeal

By-law 808-2021 is repealed.

In Force

This by-law shall come into full force and effect on the day that it is finally passed by Council by giving it third and final reading and it is signed in accordance with the *Municipal Government Act*.

RECEIVED FIRST READING THIS
24th DAY OF April, A.D. 2024
IN THE TOWN OF BASHAW, IN THE
PROVINCE OF ALBERTA

* _____
*MAYOR
* _____
*CAO

RECEIVED SECOND READING THIS
____ DAY OF _____, AD 2024
IN THE TOWN OF BASHAW, IN THE
PROVINCE OF ALBERTA

* _____
*MAYOR
* _____
*CAO

UNANIMOUS CONSENT TO PROCEED
TO THIRD READING THIS ____ DAY
OF _____, A.D. 2024, IN THE
TOWN OF BASHAW,
IN THE PROVINCE OF ALBERTA

* _____
*MAYOR
* _____
*CAO

THIRD AND FINAL
READING THIS ____ DAY OF _____,
A.D. 2024, IN THE TOWN OF BASHAW,
IN THE PROVINCE OF ALBERTA

* _____
*MAYOR
* _____
*CAO