



**REGULAR MEETING OF COUNCIL
A G E N D A
Wednesday September 18, 2024, 6:00 pm
Council Chamber & Zoom Access**

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. PUBLIC HEARINGS
4. DELEGATIONS
5. APPROVAL OF MINUTES
 - 5.1 Minutes of the September 4, 2024, Regular Meeting of Council
6. CONSENT AGENDA
 - 6.1 Town of Bashaw August 31, 2024, Monthly Statement
 - 6.2 Alberta Municipal Affairs – 2025 Fire Services Training Grant Program
 - 6.3 Small Communities Opportunity Program Grant – Bashaw Business Navigation Supports Report
 - 6.4 Alberta Health – Minister of Health – Bashaw Rural Health Model
 - 6.5 Ember Resources – Rate of Compensation reviewed
7. NEW & UNFINISHED BUSINESS
 - 7.1 Aggregate Energy Agreement
 - 7.2 Non-Local Ice Rate Review – Third Reading of Bylaw # 828-2024
 - 7.3 CN Rail – Rail Safety Week Proclamation request
 - 7.4 Community Hall Project
8. COMMITTEE REPORTS – action to be considered.
9. CORRESPONDENCE ITEMS – Action to be considered.
10. CLOSED MEETING OF COUNCIL
 - 10.1 Land – Development – FOIP Section 27
11. NOTICES OF MOTION
12. NEXT MEETING: Regular Meeting – September 18, 2024 – 6:00 pm
Strategic Plan Council – September 25, 2024 – 6:00 pm
October 2 & 16, 2024 – 6:00 pm.
13. ADJOURNMENT



**REGULAR MEETING OF COUNCIL
MINUTES
September 4, 2024, 6:00 pm
Council Chambers & Zoom Access**

In Person: CAO Fuller (5:40 pm), Mayor McDonald (5:45 pm), Councillor McIntosh (5:40 pm), Deputy Mayor Orom (5:55 pm), Councillor Northey (5:55 pm), Councillor Gust (5:50 pm), Public Works Foreman Taylor (6:30 pm)

Absent with notice: none

Recording Secretary: Secretary Morrison (5:40 pm)

Public: none

Public Zoom: Lisa Turcotte (5:59 pm)

Press by zoom: Kevin Sabo (5:59 pm), Stu Salkeld (5:59 pm)

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

Deputy Mayor Orom requested addition of 10.1 Legal – Land – FOIP Section 25 be added to the Closed meeting of council section. CAO Fuller requested the addition of 10.2 Fire Department – Section 21 to the closed meeting of Council section.

MOVED by Councillor Northey to approve the September 4, 2024, Regular Meeting of Council Agenda with the addition of 10.1 Legal – Land – FOIP Section 25, and 10.2 Personnel - Fire Department – Section 21 to the closed meeting of Council section .

MOTION #137-2024 **CARRIED**

3. PUBLIC HEARINGS – none
4. DELEGATIONS - none
5. APPROVAL OF MINUTES
5.1 Minutes of August 20, 2024, Public Hearing

MOVED by Councillor McIntosh to approve the minutes of the August 20, 2024, Public Hearing.

MOTION #138-2024 **CARRIED**

5.2 Minutes of August 20, 2024, Regular Meeting of Council

MOVED by Deputy Mayor Orom to approve the minutes of the August 20, 2024, Regular Meeting of Council.

MOTION #139-2024 **CARRIED**

6. CONSENT AGENDA
6.1 RCMP Reports – April 1, 2024 – June 30, 2024
6.2 CAO Report

7. NEW & UNFINISHED BUSINESS

7.1 Truth & Reconciliation – Councillor McIntosh

WHEREAS the purpose of the municipality pursuant to section 3(a) of the *Municipal Government Act* is to provide good government;

AND WHEREAS the Truth and Reconciliation Commission of Canada (TRC) has issued 94 Calls to Action on how governments of all levels can support reconciliation;

AND WHEREAS Alberta Municipalities (AM, formerly AUMA) issued *A Municipal Guide to the Truth and Reconciliation Commission's Calls to Action* in July 2021, recognizing at least 12 recommendations that are relevant to municipalities;

AND WHEREAS the Town of Bashaw has recently begun observing the National Day for Truth and Reconciliation, which is considered an “optional holiday” in Alberta;

NOW THEREFORE, BE IT RESOLVED that Council direct administration to draft a policy and procedure framework with the specified aim of advancing truth and reconciliation and the specific calls to action from the TRC in our community, to be presented on or before June 21st, 2025, that is based on meaningful consultation with Indigenous peoples, and may include:

- (a) A formal statement of reconciliation and/or land acknowledgment;
- (b) Mandatory training of staff on Indigenous ways of knowing, inclusion, intercultural competency, human rights, cultural sensitivity, the history of residential schools, localized history, or other such matters;
- (c) Direction to Agencies, Boards, and Commissions, as well as funded groups, that advancing reconciliation is a priority;
- (d) Hosting, supporting, or attracting events that recognize both celebrations (i.e. Indigenous Peoples Day) and somber reflections (i.e.. Red Dress Day);
- (e) The creation of a Reconciliation Advisory Committee, or similar, to support an ongoing commitment to reconciliation;
- (f) Other items deemed relevant by administration in consultation with Council.

MOTION #140-2024

CARRIED

7.2 Community Services Advisory Board – Councillor McIntosh

WHEREAS the Municipal Government Act (MGA) and amendments thereto, provides for the establishment of any Board considered desirable to the purpose of managing and operating or advising in the management and operation of any branch or any department of the municipality's services in the extension and improvement thereof,

AND WHEREAS ensuring community feedback on service delivery is taken, considered, and actioned is essential to good governance;

AND WHEREAS demographic shifts in the community are not necessarily reflected by the composition of any Council;

NOW THEREFORE, BE IT RESOLVED that Council direct administration bring forward first reading of a Community Services Advisory Board Bylaw no later than the second meeting of October, based on the direction provided in Appendix I.

MOTION #141-2024

DEFEATED

7.3 Atco Franchise Fee Annual Review

MOVED by Councillor Gust to have the Atco Gas & Pipelines Ltd. Franchise fee remain at 13%.

MOTION #142-2024

CARRIED

7.4 Fortis Franchise Fee Annual Review

MOVED by Councillor Northey to have the Fortis Franchise fee remain at 2%.

MOTION #143-2024

CARRIED

7.5 Lift Station 1 Repair Request

MOVED by Councillor Gust to approve replacing the pump in Lift Station 1 for \$27,000.00 to be funded through accumulated cash.

MOTION #144-2024

CARRIED

7.6 Non-Local Ice Rate Review

MOVED by Councillor Gust to pass first reading of Bylaw #828-2024 to amend the Master Rates and Schedule bylaw to change the non-local Youth and Adult ice rental fee, on September 4, 2024, Regular Meeting of Bashaw Town Council.

MOTION #145-2024

CARRIED

MOVED by Councillor Northey to pass the second reading of Bylaw #828-2024 to amend the Master Rates and Schedule bylaw to change the non-local Youth and Adult ice rental fee on September 4, 2024, Regular Meeting of Bashaw Town Council.

MOTION #146-2024

CARRIED

MOVED by Councillor Gust to pass unanimous consent to proceed to third reading of Bylaw #828-2024 to amend the Master Rates and Schedule bylaw to change the non-local Youth and Adult ice rental fee on September 4, 2024, Regular Meeting of Bashaw Town Council.

MOTION #147-2024

NOT UNANIMOUS - DEFEATED

7.7 Trailer Sani-Dump Station Cost Review

Council discussed income and expenses of operating the Sani-Dump Stations and the possibility of exploring grant options

MOVED by Councillor McIntosh to table item 7.7 Trailer Sani-Dump Station Cost Review until a December 2024 Regular Meeting of Council.

MOTION #148-2024

CARRIED

Public Works Foreman Taylor left the meeting at 7:40pm

8. COMMITTEE REPORTS – none

9. CORRESPONDENCE ITEMS – none

MOVED by Councillor McIntosh to enter Closed Meeting of Council for 10.1 Legal – Land – FOIP section 25 and 10.2 Fire Department Section 21 at 7:44 pm.

MOTION #149-2024

CARRIED

Zoom Connections Lisa Turcotte, Stu Salkeld, & Kevin Sabo ended at 7:44 pm
Secretary Morrison left the meeting at 7:45 pm.

- 10. CLOSED MEETING OF COUNCIL
 - 10.1 Legal/Land – FOIP Section 25
 - 10.2 Fire Department – Section 21

MOVED by Councillor McIntosh to exit Closed Meeting of Council at 8:44 pm.
MOTION #150-2024

CARRIED

- 11. NOTICES OF MOTION -none
- 12. NEXT MEETING – Regular Meeting – September 18, 2024 – 6:00pm
Strategic Plan Council – September 25, 2024 – 6:00 pm
- 13. ADJOURNMENT – Councillor McIntosh adjourned the meeting at 8:45 pm.

CHIEF ELECTED OFFICIAL, Rob McDonald

CHIEF ADMINISTRATIVE OFFICER, Theresa Fuller

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

DESCRIPTION	GENERAL ACCOUNT	TERM DEPOSIT	TOTAL
BALANCE AT END OF PREV MONTH	\$ 1,170,505.87	\$ 536,561.04	\$ 1,707,066.91
RECEIPTS FOR THE MONTH	\$ 105,905.57		\$ 105,905.57
ALBERTA DIRECT DEPOSIT	\$ 185,205.61		\$ 185,205.61
VOID	\$ 365.13		\$ 365.13
CCUBC /ROYAL/ATB /DEBIT- PAYMENTS	\$ 110,433.98		\$ 110,433.98
SERVUS CREDIT UNION - INTEREST	\$ 5,713.80		\$ 5,713.80
TERM INTEREST #49	\$ 569.44		\$ 569.44
TERM INTEREST #51	\$ 1,591.50	\$ -	\$ 1,591.50
TERM DEPOSIT		\$ -	\$ -
TRANSFER FROM GENERAL TO TERM		\$ 10,000.00	
TRANSFER FROM TERM TO GENERAL	\$ -		\$ -
SUB-TOTAL	\$ 1,580,290.90	\$ 546,561.04	\$ 2,126,851.94
DISBURSEMENTS FOR THE MONTH	\$ 214,102.46		\$ 214,102.46
TRANSFER TO/FROM TERM	\$ 10,000.00	\$ -	\$ 10,000.00
BANK ERROR INTEREST			\$ -
			\$ -
DEBIT MACHINE & TRANSACTIONS	\$ 40.45		\$ 40.45
BANK CONFIRMATION FEE	\$ -		\$ -
SCHOOL PAYMENT	\$ -		\$ -
	\$ -		\$ -
TRANSFER TO RECREATION BRD	\$ -		\$ -
BALANCE AT END OF MONTH	\$ 1,356,147.99	\$ 546,561.04	\$ 1,902,709.03
BANK BALANCE AT MONTH END	\$ 1,506,755.94	\$ 546,561.04	\$ 2,053,316.98
OUTSTANDING DAILY DEPOSITS	\$ 1,466.73		\$ 1,466.73
OUTSTANDING ONLINE/INTERAC	\$ 1,460.20		\$ -
OUTSTANDING DIR DEPOSITS	\$ -		\$ -
SUB-TOTAL	\$ 1,509,682.87	\$ 546,561.04	\$ 2,056,243.91
LESS OUTSTANDING CHEQUES	\$ 153,534.88		\$ 153,534.88
OUTSTANDING AUTO WITHDRAWALS			\$ -
BANK ERROR			
	\$ -		\$ -
	\$ -		\$ -
			\$ -
BALANCE AT END OF MONTH	\$ 1,356,147.99	\$ 546,561.04	\$ 1,902,709.03

\$ 409,419.90

THIS STATEMENT SUBMITTED TO COUNCIL

September 18, 2024

MAYOR

TOWN MANAGER

System: 2024-09-05 9:27:47 AM
User Date: 2024-08-31

Town of Bashaw
RECONCILIATION POSTING JOURNAL
Bank Reconciliation

Page: 1
User ID: Finance

Audit Trail Code: CMADJ00000316
Chequebook ID: CREDIT UNION
Description: Credit Union General Account

Bank Statement Ending Balance: \$1,506,755.94
Bank Statement Ending Date: 2024-08-31
Cutoff Date: 2024-08-31

Statement Ending Balance	\$1,506,755.94
Outstanding Cheques (-)	\$153,534.88
Deposits in Transit (+)	\$2,926.93

Adjusted Bank Balance	\$1,356,147.99

Chequebook Balance as of Cutoff	\$1,356,147.99
Adjustments	\$0.00

Adjusted Book Balance	\$1,356,147.99

Difference	\$0.00
	=====



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*



AR115836

August 9, 2024

Subject: 2025 Fire Services Training Program Grant

Dear Chief Elected Officials:

It is my pleasure to announce that Municipal Affairs is providing \$500,000 in grant funding for the 2025 Fire Services Training Program. This government recognizes the important work of fire services, and that public safety is always a priority. While Municipal Affairs respects that fire services are a municipal responsibility, we also recognize that a strong provincial-municipal partnership is key to keeping Albertans safe.

This grant provides supplemental funding supports to assist Alberta communities in ensuring their local fire services are adequately trained to respond to identified community risks. Courses approved for delivery under this grant will align with the following key outcomes:

- public safety is preserved in Alberta;
- community risk is effectively managed by local authorities; and
- firefighters are able to receive training in alignment with best practices.

Grant information, along with grant guidelines and application form are available at www.alberta.ca/fire-services-training-grant. Please forward this information to your chief administrative officers and fire chiefs, so they may complete the application form. Collaboration involving multiple municipalities is permitted, but not required.

If you have any questions regarding the grant applications or the program guidelines, feel free to contact Municipal Affairs at 1-866-421-6929 or firecomm@gov.ab.ca.

This grant program will assist fire departments across the province be prepared with the knowledge and skills to protect their communities. I look forward to reviewing your 2025 Fire Services Training Program submissions.

Sincerely,

Ric McIver
Minister

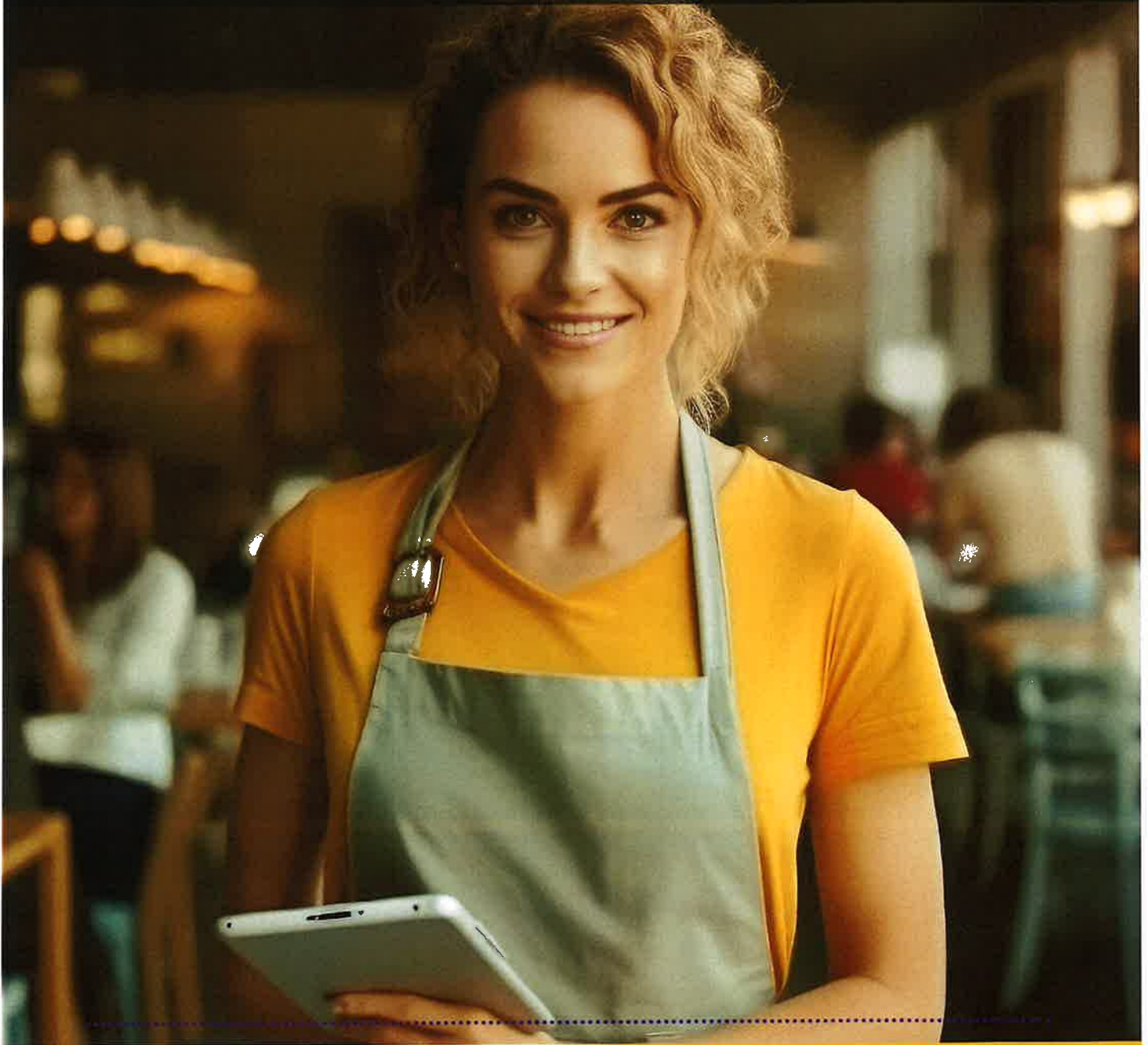


Support provided by:



BASHAW BUSINESS NAVIGATION SUPPORTS PROJECT

NEEDS ASSESSMENT REPORT & RECOMMENDATIONS – AUGUST 2024



Prepared by C4ner Consulting



PROJECT OVERVIEW

This project aims to support all Bashaw businesses to stay viable and to grow. The first phase is this **needs assessment** to identify priority topic areas where Bashaw businesses need the most support. It was conducted from May to August 2024:

- **60** Bashaw business owners were invited to participate in a needs assessment survey asking about their current challenges and what supports might help their business to succeed. **31 surveys** were submitted (52% response rate).
- **11 interviews** were held with entrepreneurs in-person and online to further explore the most requested topics. **Two conversations** were also held with project partners, but we could not reach a representative from the community centre. Recommendations are based on this input, ensuring that business supports will be relevant and tailored to Bashaw business owners' current needs.

The second phase will be to develop **business supports**, as identified by the needs assessment report and recommendations, to be delivered from October 2024 to April 2025:

- Up to **6 workshops** to address the most common challenges identified.
- **1-on-1 business coaching** to address individual business needs, either as a follow-up to workshops or as standalone sessions based on owner-identified needs.
- Navigational assistance to connect Bashaw businesses to existing support programs and **resources**, based on the priority topics identified.

The third phase of the project will provide **economic development training** for project partners to enhance and sustain the support they can provide to Bashaw businesses. This includes identification and implementation of economic development activities to benefit businesses in Bashaw (April to June, 2025).

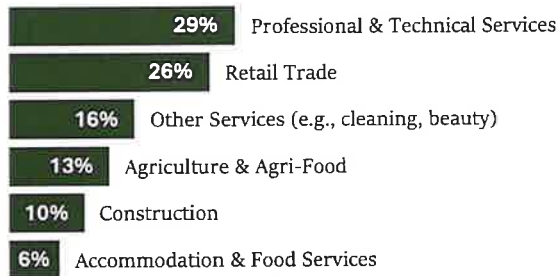
This project was created through a partnership between the Town of Bashaw, the Bashaw Community Resource Centre, and the Bashaw Chamber of Commerce. It is funded by a grant from the Government of Alberta's *Small Community Opportunities Program*. The grant was awarded in May of 2024 and the project is expected to be completed by the end of September 2025.



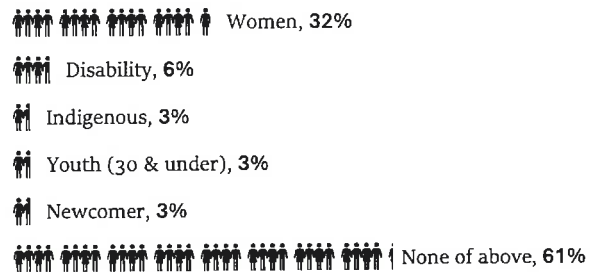
PROFILE OF BASHAW BUSINESSES

31 entrepreneurs responded to the survey across 6 sectors. Some offered products and services locally/regionally and some targeted a broader geographic market. 39% of business owners were women, people with a self-identified disability, Indigenous, youth, or newcomers to Canada.

Survey Respondents by Sector

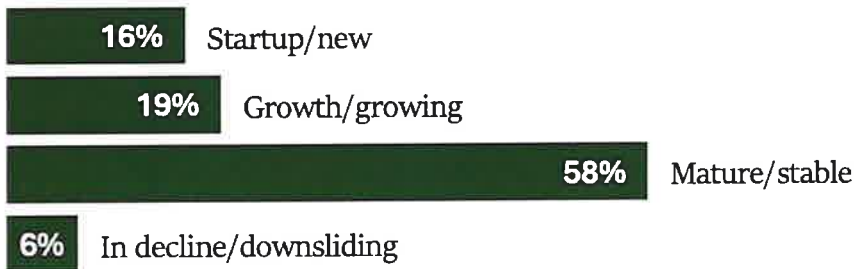


Business Owned/Led By...



There were diverse levels of business experiences among entrepreneurs in Bashaw with over half (58%) reporting their business to be at a mature/stable stage; 35% were at the startup stage or looking to grow. Based on this profile, supports will need to be tailored for the different needs of startups versus mature businesses, although some topics may be relevant to both.

Business Stage



“

We perceive ourselves as having business acumen under our belt.

– 7 YEARS IN CURRENT BUSINESS

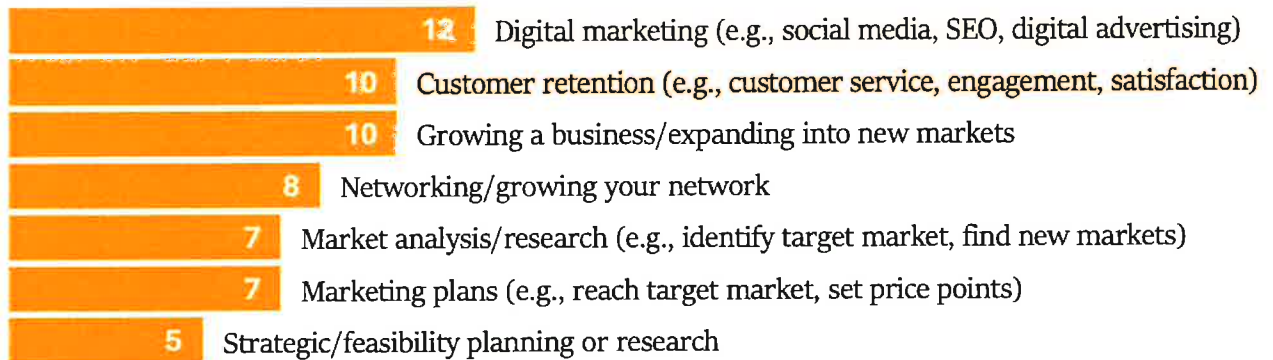
“

There's so much to running a business. This project couldn't have come at a better time. It's the first time I've owned a business and I'm going by the seat of my pants. I'm sure I could do it with the right training.

– 8 MONTHS AS AN ENTREPRENEUR

SERVICES & SUPPORTS FOR BASHAW BUSINESSES

Market Growth & Development



MARKETING PLANS, ANALYSIS & RESEARCH

Identifying Target Markets / Market Analysis & Feasibility Research

Entrepreneurs in Bashaw expressed the most interest in support for growing and marketing their business. They described challenges with identifying target markets and successfully appealing to and drawing in customers. This affected all owners from new/startup businesses to mature/stable businesses. For example, one interviewee had not yet set up a business because they did not know what would do well in Bashaw, or how to match their skillset to the kinds of services customers would want. A new business owner did some market research through a local community events page to find out what services people would want but was struggling to market and cater their services to a rural community.

Experienced owners also identified barriers to business growth and reaching new markets. One entrepreneur was unsure if they should expand to sell retail products in addition to their services. Another offered a variety of products but was unsuccessful in attracting new customers despite rotating their offerings. Several businesses were utilizing technology to conduct market research, such as analyzing customer data in Square to identify profitable products and inform what they should and should not keep. One entrepreneur reviewed Google Analytics and identified a gap among rural customers but did not know how to address the issue. One business had a customer relationship management (CRM) system but had not yet used the data to inform how they could reach new markets and grow the business.

Some owners felt they needed to grow to remain profitable but encountered barriers they did not know how to overcome. Several businesses would need a larger physical space or facility to accommodate growth, and the owners had not been able to assess the cost/benefit of the investment. One business would need to expand their inventory to compete with big box stores but did not have either the space or cashflow to do so. Others identified Bashaw's population size as a limit to their customer base but did not know how to expand their appeal outside the town.

“

It's been hard trying to target people in town. Everybody's used to their current brand. We started out with two options to keep it simple. It took off with some, but not as big as we were hoping.

- EXPERIENCED OWNER

“

We aren't using our CRM system properly. Unless you have 2 to 3 years of history, the information isn't very useful.

- EXPERIENCED OWNER

“

We only have so much space and cashflow to bring stuff in. To compete with the larger companies, we'd need to have the products in the store.

- EXPERIENCED OWNER

“

How big can you grow your business in a small town? You'd have to reach out further.

- EXPERIENCED OWNER



Reaching Target & New Markets

Businesses in Bashaw struggled to reach local, regional, and online markets to get the word out about what they have to offer. A new business was struggling to let people know they had opened and to communicate their services and products. A mature business experienced limitations with attracting local customers who worked outside of town and did not frequent the downtown area. Another owner thought there was potential to attract new customers from Edmonton and Calgary and would like guidance on how to expand their marketing. Several owners noted time as a limitation - that they were too busy operating their business to spend time on promotions.

“

I have a good idea what products people need here and why. We just need to get our name out there and let everybody know what we do and what services we offer.

- NEW/STARTUP OWNER

“

Some people live in town but don't come downtown or know what it has to offer. Some didn't know we were here even though we'd been open for six years. That baffled us.

- EXPERIENCED OWNER

“

I don't think 5% of those who live here come into our store

- EXPERIENCED OWNER

“

Competition is a challenge, but mostly it is time. I couldn't do the legwork to get my name out there because I was busy running my business. I am always in the shop

- EXPERIENCED OWNER



Customer Retention & Setting Price Points

Multiple entrepreneurs found it difficult to find the balance between setting prices high enough to be profitable but low enough that customers would be willing to pay. High costs of inputs put pressure on customer retention when products or services could be bought elsewhere or online for a lower price than local businesses could afford to charge. One business is exploring options for setting up a customer loyalty program, but others had no strategies of how to balance profitability with customer retention and would welcome support in this area.

“

We're investigating a loyalty program. We have a handful of clients that will exclusively use us. Other than that, if we don't have it in stock, they buy it somewhere else.

- EXPERIENCED OWNER

“

I'm always guessing what to charge people. It's a weird dynamic because people in small towns expect things to be cheaper. However, you're doing more driving to get those items, and I can't order in bulk because I don't have high volume. It's hard to figure out what people will buy, and how to price things so they'll buy it.

- EXPERIENCED OWNER

DIGITAL MARKETING

To reach their target markets, most business owners immediately thought of digital marketing as well as traditional advertising as the most important strategy to attract more customers and grow their business. Most had used a variety of marketing strategies with mixed results. Support to develop effective and affordable digital marketing and other advertising strategies was the most frequently requested area of support by Bashaw business owners.

Websites & Search Engine Optimization (SEO)

Businesses reported varying levels of success in using a website as a marketing strategy. One business did most of their sales online and was considering investing in SEO. Another owner had expanded their business and felt their website needed a new marketing plan and strategy to better communicate what products they offered. They were also interested in better understanding if their website was reaching their target audience and how effectively it was showing their products to online markets. A third business reported that their website and online store had been ineffective in increasing sales. A fourth had paid someone else to set up their website and now does not know how to update the content.

Despite these diverse experiences, all entrepreneurs would like support to understand if and how a website could help their business, as well as how they could maximize its value through strategies like SEO and customer analytics.

“

We're letting our website go because it's never really done anything for us in seven years. It's an expense that's not bringing in business. Nobody ever ordered from our online store. I didn't do SEO or analysis because I didn't know enough about it.

- EXPERIENCED OWNER

“

I think a lot of people get lost with the term SEO, but it's where we've got to be.

- EXPERIENCED OWNER

“

I understand what SEO is, but I don't have anybody doing it. If we gotta pay the Google monster \$1,000 for the next 4 months then we gotta do it, right?

- EXPERIENCED OWNER



Social Media

Businesses reported inconsistent levels of success using social media to reach their target markets. Most were using Facebook, and a few were using Instagram. One business found most of their contacts through social media and thought it was successful. Others did not have the time and/or knowledge to update their social media content, but felt any online presence was better than nothing to get the word out about their business. Customer reviews on social media were seen as a double-edged sword – good reviews might increase business, but negative views could be detrimental. Owners could use support with how to use social media effectively and efficiently.

“

I spent thousands on putting stuff through the mail and only got three calls. 80% of my contacts are through Facebook.

- NEW/STARTUP OWNER

“

I'm not a tech person and digital marketing isn't my forte. I can put something together and throw it up on Facebook, but is it doing what I'm hoping it's doing?

- EXPERIENCED OWNER

“

I badly neglect my Facebook page and Instagram. I'm just too busy to post updates about what I'm offering.

- EXPERIENCED OWNER



TRADITIONAL MARKETING

Offline Advertising

Entrepreneurs recognized that digital marketing may not be an effective strategy to reach some of their customers. Other strategies they had considered included placing ads in the Bashaw Star newspaper, putting signs along the highway, printing flyers and business cards to distribute and post on bulletin boards around town, getting logos for their vehicles, and promotion through word-of-mouth. They would like guidance on what strategies would be most effective and cost-efficient, or ideas for other approaches they have not thought of. Some would like more support from the Town to help promote their businesses through signage and bulletin boards in common spaces.

“

You have to think of the community. My farmer dad is not on Facebook and won't see anything I post. Who knows if the newspaper would work to reach farmers?

- NEW OWNER

“

We'd like to put up signage on the main street to entice traffic our way.

- NEW OWNER

“

I looked into putting signs along the highway but the government charges \$1,000 per year. I didn't think it was worth the cost.

- EXPERIENCED OWNER

“

Any advertising support would be wicked. It's a good opportunity for Bashaw to say that we have a lot of different businesses that some small towns might not have.

- EXPERIENCED OWNER



Networking

As a strategy for growth, entrepreneurs in Bashaw are interested in networking both among businesses within the town as well as regionally and within their industry. One new entrepreneur would like to talk to similar businesses elsewhere (e.g., not in competition with them) to learn about their operations (e.g., what insurance to get, which suppliers they use). Several businesses have engaged in events or donated their products/services to contribute and build community connections. However, several business owners, particularly those whose customers were local, felt there were not enough places or opportunities in town to network and meet people. One person acknowledged the efforts of the Chamber of Commerce to organize a meeting for local businesses to discuss improvements but was disappointed with the low attendance.

“

There's no support in town.
There's no place to build
platforms or meet people.

- NEW OWNER

“

If we did do networking, I would prefer to meet with
businesses in town and talk together about strategies to
make things better. It isn't useful for my business to network
externally.

- EXPERIENCED OWNER



Business Operations

8	Building/increasing business capacity
8	Operations (e.g., time management, business efficiency)
4	Taking/maintaining a business online
4	Business setup and structure, contract development

OPERATIONS, EFFICIENCY & DIGITIZATION

Bashaw business owners have a strong interest in making their business operations more efficient, either to increase their capacity or to achieve a better work-life balance through streamlining. Some had already identified and incorporated efficiencies such as online appointment booking or selling through an online store. One owner had ideas for automating their customer service to free up time but needed support to identify and set up the technology to implement their vision. Another business wanted to add online order functionality to their website but did not know how. One business was experiencing technical problems with their website resulting in a large drop in online orders, which needed to be resolved quickly.

Some businesses had made progress to integrate technology into their operations but had limited knowledge of its full capabilities. One owner saw potential to connect their point-of-sale system and accounting software but was not sure how to set it up. One business reported losing customers to larger companies because, despite providing service manually within a short turnaround time, some customers preferred automation which they did not have. Other entrepreneurs were not sure what they needed to do to improve efficiency. For example, they were not able to assess if incorporating technology would improve their operations nor were they able to determine if the benefits would be worth the time and expense.

A few entrepreneurs wanted guidance on the 'how to' of their operations, mostly around legal and regulatory aspects. This included considerations for their business setup and structure (e.g., incorporation vs. sole proprietorship), types of insurance, developing contracts and liability waivers, and procedures for collecting from clients who had defaulted on a payment.

“

I'm doing Square booking and it's been pretty successful. The link is posted on my page and people can go in and book for whenever they want.

- NEW/STARTUP OWNER

“

I wonder if Square and QuickBooks are interchangeable. Can I set them up to read each other without having to put too much effort into the bookkeeping side?

- EXPERIENCED OWNER

“

Everything is done by hand. I can provide the same service as bigger stores, and quickly and locally. It's just trying to get people to see that.

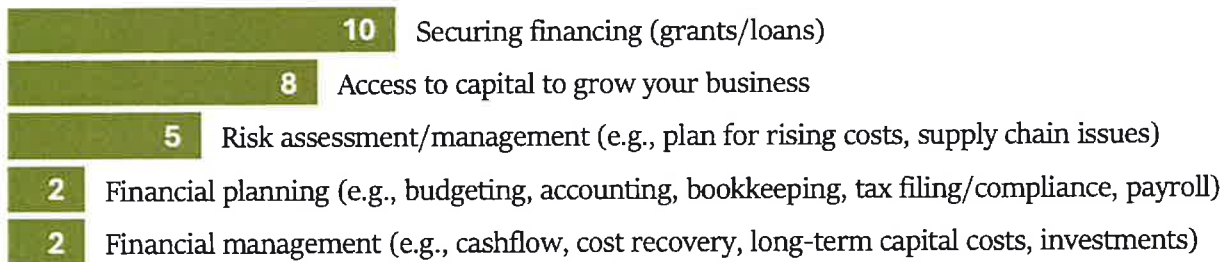
- EXPERIENCED OWNER

“

I don't think I'm big enough to incorporate, but maybe I am? I'd like advice on incorporating vs. sole proprietorship

- NEW/STARTUP OWNER

Financial Services



FINANCIAL & RISK PLANNING/MANAGEMENT

Financial planning and management were not selected by many respondents on the survey, but multiple interviewees expressed limited knowledge or experience with the financial aspects of their business. New entrepreneurs had little to no experience in areas such as business accounting, bookkeeping, tax filing, or using financial software. Some wanted to learn how to do this aspect of the business themselves. Others had an accountant or bookkeeper but thought they should learn the basics so they better understood the requirements and their obligations as a business owner.

Some owners would like support to identify their risks and to plan ahead. They struggled to manage cashflow due to increased input costs like electricity and shipping, ebbs and flows in revenue at different times of the year and setting funds aside to pay taxes. One owner was trying to balance current costs (e.g., building up inventory) and saving for the future (e.g., in case of equipment failure). Another had diversified their retail products to cover the off season, so was feeling financially stretched. One business was buying supplies at high price points and wanted help planning their annual cash flow cycle to get a better return on investment. One owner would like guidance on financial planning for retirement (e.g., CPP).

“

We have an accountant, but I'd like to know more about it personally.

- NEW /STARTUP OWNER

“

Taxes, accounting, bookkeeping, software. The whole thing. We didn't file taxes properly in our last business and it was a mess. I'm terrified of doing things wrong again.

- NEW/STARTUP OWNER

“

I didn't know you had to pay taxes on a business that's only been running for two months. For that or if equipment breaks down, we should be planning out a little bit.

- NEW/STARTUP OWNER

“

There are opportunities where we could potentially make more money on our products and get a better return on investment if we had the cash flow to be a little bit more strategic.

- EXPERIENCED OWNER



SECURING FINANCING & ACCESS TO CAPITAL

Entrepreneurs would like assistance to identify available financing (e.g., loans, grants, access to capital) to grow their business. Several owners had investigated loans or lines of credit but encountered barriers to securing financing. High interest rates were a common challenge, which raised concerns about repayment. A few entrepreneurs already had loans or poor credit scores and had been turned down by banks when requesting funding. One person felt the paperwork burden was too high for the small loan they needed, while another was not aware that a business plan was required to apply for a loan.

A few entrepreneurs wanted strategic financial advice such as restructuring and consolidating existing debt or assessing risk in terms of the amount of debt they should take on. A few were interested in grants but did not know where to look. This included grants for hiring a college student, support for mental health and wellness, work with children or the elderly, events or economic development initiatives, startups in certain sectors, or underrepresented groups of entrepreneurs.

“

I was able to start up for a couple thousand dollars. My husband would need more like \$40,000. Do we have the credit to get the financing to do it? Should we do it?

- NEW /STARTUP OWNER

“

I don't know where to go for funding. Interest rates are crazy. Where do you go for help so you're not paying it back for the rest of your life?

- NEW/STARTUP OWNER

“

I'd need \$20-\$30K in capital for inventory to expand and grow my business. The bank did not want to loan me the money.

- EXPERIENCED OWNER

“

We'd love to restructure and consolidate our loans to have one monthly payment instead of multiple with different interest rates.

- EXPERIENCED OWNER

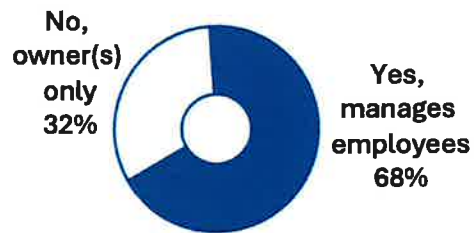


Human Resources & Work Culture

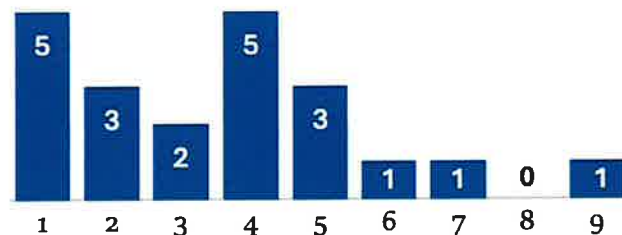
8	Mental wellness (e.g., fatigue, stress, anxiety, work/life balance)
7	Human Resources (e.g., attracting, retaining, managing, training, motivating employees)
7	Occupational Health & Safety (e.g., psychological safety, inclusivity, bullying/harassment)
5	Employment and labour laws (e.g., adherence to labour laws, WCB)
5	Succession planning

Human resources support would be relevant for 68% of businesses in Bashaw. These owners reported managing anywhere between 1 to 9 people.

Management Role



Number of Employees



ATTRACTING/RETAINING EMPLOYEES & LABOUR LAWS

Some Bashaw business owners had reliable employees with the knowledge, skills, and experience that were an asset to the business. Others struggled to find dependable employees or were not able to retain them over time. The impact on owners was seeing no return on the time they spent training new staff as well as working longer hours to cover vacant shifts.

One solopreneur was doing so well they were turning down work. They were considering hiring a second person so they could take on more clients but did not know how to weigh the pros and cons of hiring staff. They would like help to assess the return on investment, how to screen applicants, and guidance around the requirements and processes for hiring. Several business owners who had only ever worked for themselves were now in the position of hiring others. They did not know the 'how to' of managing employees such as drawing up employment contracts, managing payroll, expectations around 'normal' workdays and overtime, managing performance issues, and generally complying with employment and labour laws.

A few people were nearing retirement and thinking about succession planning. Some did not know how to start this process or what they should consider. Two were struggling to find workers with the skilled experience required to potentially take over the business.

“

I'm so busy I probably could and should hire somebody to help me, but what do I know about all that tax and running a business stuff?

- SOLOPRENEUR

“

We've hired staff but I don't know how payroll works. What are normal hours and what is overtime? Should I get them to sign something so be both agree to what their duties are?

- MANAGES STAFF

“

I'll have a person start up, I'll do a certain amount of training, then they disappear.

- MANAGES STAFF

“

I'm over 60. I need help and need to find some new workers, but it's hard to find people who want to work in [my field] today.

- SOLOPRENEUR



OCCUPATIONAL HEALTH & SAFETY

Some owners struggled with work-life balance, as time away from work for sickness or vacation often meant a loss of income. One thought they could achieve a better balance by being more efficient and organized in how they operated their business. Another would like more information about support tools or programs for burnout or mental wellness.

Several businesses expressed interest in occupational health and safety, in particular psychological safety and workplace inclusivity. Owners who attended the interviews were not able to explain this much further, although one reported struggling with psychological safety due to incidents of bullying and harassment in their workplace.

“

What tools or programs are out there for people who are struggling? Where do you point people who are getting burnt out?

- EXPERIENCED OWNER

“

Work-life balance is hard in a small town. I can't afford lots of employees. I would have to shut the shop down if I was sick.

- EXPERIENCED OWNER

RECOMMENDATIONS FOR BUSINESS SUPPORTS

Based on the findings of the needs assessment, the following are recommendations for how to support current and aspiring entrepreneurs in the Town of Bashaw.

Workshops

Deliver up to six workshops based on the most frequently requested topics, so they are relevant to the greatest number of businesses. The actual title for the sessions will need some marketing to ensure that the businesses would attend based off their expressed needs. Reevaluate what topics to continue in early 2025 based on the level of engagement with workshops offered in the fall of 2024.

Format: Many entrepreneurs were open to attending workshops either in-person or online, but several would prefer in-person because they find it more engaging, more focused/controlled, and provide an opportunity for networking. One found it difficult to engage online for long periods of time (e.g. >1 hour), particularly if there were distractions at home. If workshops are offered online, strategies to increase participation could include: 1) designing content to be delivered in sections for longer (half or full day) workshops and allowing participants to attend the sections most relevant to their needs; and 2) recording the workshops so others can watch the content asynchronously.

Scheduling: Business owner availability was mixed with no consistent time or day of the week that would fit most people's schedules. The best strategy is to book sessions in advance, so entrepreneurs have enough notice to set aside the time. If they are unable to attend, they could watch the recording later.

Topics:

1. Marketing Part 1: Identify your target market and keep customers coming back
 - Market analysis – Who is your target market and are there potential new markets?
 - Marketing plans – How to reach your target market and set price points?
 - Feasibility planning/research – Is growth feasible, viable, and desirable?
 - Customer retention – How to provide what customers want and keep them coming back?

2. Marketing Part 2: Getting the word out about your business
 - Digital marketing – Will websites, SEO, and/or social media reach my potential customers?
 - Traditional marketing – How do I network and attract customers who are offline?
 - Other ideas for marketing will be considered as the workshop are developed.

3. Leveraging technology for growth and efficiency
 - Growth – How can I use customer data to grow my business?
 - Efficiency – How can technology streamline my operations?

Example software: Point-of-sale, CRM, accounting, online stores, appointment scheduling

4. Business structure and setup: Legal basics

- Business structure – Should I be a sole proprietorship, or should I incorporate?
- Business setup – Do I need insurance and permits?
- Contracts – How do I draw up sales and other contracts?

5. Financial basics for people who hate financials

- Financial planning – How do I read financial statements?
- Financial management – What are my tax obligations and how do I plan ahead?
- Risk – How do I assess, plan, and manage for risk? What happens when costs go up?

6. Human resources: Expanding beyond the solopreneur

- Hiring – How do I attract and retain employees? What are the labour laws?
- Psychological safety – How do I achieve a healthy work-life balance? How do I promote inclusivity and address bullying/harassment in the workplace?
- Succession planning – How do I plan for the future of my business?

Coaching

Offer up to 150 hours of coaching for up to 30 entrepreneurs. Sessions will be 1-on-1 and focused on the individual needs of the business owner. Sessions could be follow-ups after the workshops (workshop + coaching package) or be a topic requested by the entrepreneur. Coach(es) will be matched to each entrepreneur based on relevant expertise (and sometimes industry-specific).

Format: Entrepreneurs were open to coaching sessions delivered online, with the priority being to match them to a coach with the most relevant subject-matter expertise and experience.

Topics:

- Marketing Part 1: Target markets and market growth
- Marketing Part 2: Advertising
- Operations: Leveraging technology for efficiency and growth
- Operations: Legal & regulatory basics
- Financial planning & management basics
- Human resources: Hiring, labour laws, and psychological safety
- Self-identified topics

Resources

Relevant resources will be researched and posted to a secure online business support webpage and organized by topic for easy navigation. They will include links to available programs, funding, and self-directed learning tools. The bank of resources will be added to iteratively throughout the project. Initial topic areas and resources identified through the needs assessment included:

- Technology/digital adoption
- Securing financing
- Financial planning and management
- Employment and labour laws
- Business plan development

Communications Strategy

To maximize participation and benefits to businesses in the Town of Bashaw, the communications strategy should emphasize over-communication using multiple methods of information dissemination. Let people know about upcoming workshops, how to request coaching, and where they can find the provided resources through methods such as:

- Email (continue to update contact lists)
- Facebook posts on partner pages
- Voyent Alerts (continue to add people to receive the alerts)
- Phone calls
- Text messages

Have people sign up for the activities and send reminders as the date approaches. Schedule activities well in advance. Have all project partners and other community partners promote them (Town of Bashaw, the Bashaw Community Resource Centre, the Bashaw Chamber of Commerce and any others community groups identified through the interview process). Extend communications beyond current business owners to include aspiring entrepreneurs who could benefit from these supports as well. For example, family members who are not owners but support the business and those who are thinking of starting a business but need help to start.

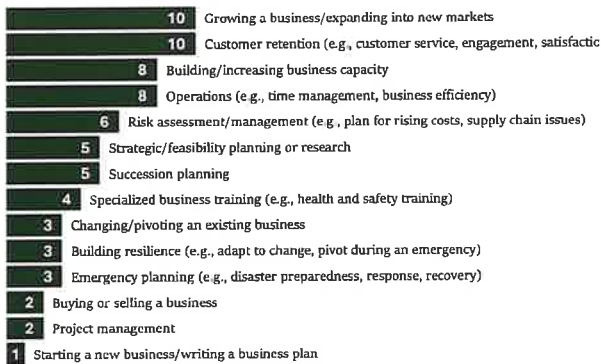




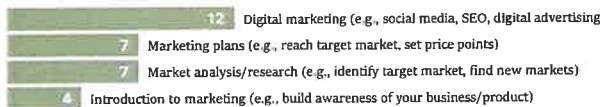
What supports do entrepreneurs want in the Town of Bashaw?

Based on input from **31 local businesses**, the top services requested were market growth/development including digital marketing, growing a business, customer retention, securing financing, building business capacity/efficiency, attracting staff, and networking.

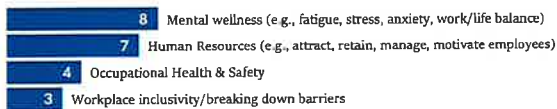
Business Planning & Operations



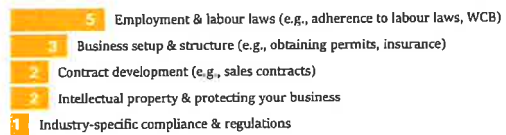
Market Growth & Development



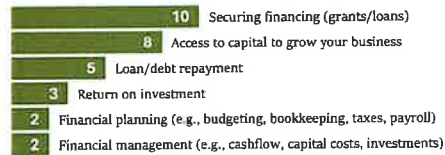
People Management



Legal & Regulatory Services



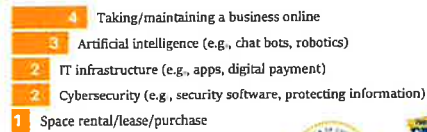
Financial Supports



Business Coaching & Networking



Physical & Technical Infrastructure





ALBERTA
HEALTH

*Office of the Minister
MLA, Red Deer-North*

RECEIVED

SEP 12 2024

AR 222846

September 11, 2024

Theresa Fuller
Chief Administrative Officer
Town of Bashaw

Sent via email: cao@townofbashaw.com

Dear Theresa Fuller:

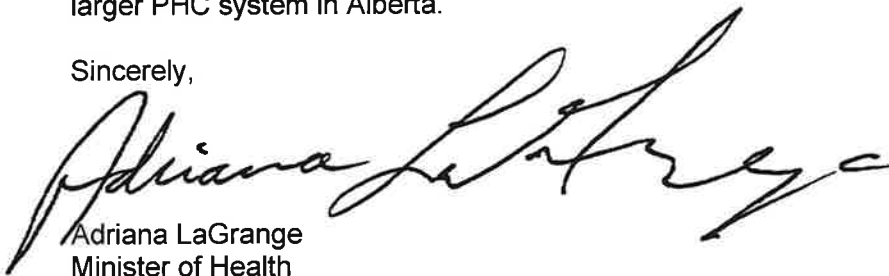
Thank you for your letter regarding the Bashaw Rural Health Care Model. I apologize for the delay in my reply, and I hope the following information is helpful.

The [Modernizing Alberta's Primary Health Care System](#) initiative was established to provide recommendations to the government on how to strengthen primary health care (PHC) in the province and ensure that all Albertans have access to timely, appropriate PHC services. The [Strategic Advisory Panel's final report](#) identified several recommendations, including improving Albertans' access to team-based care. Alberta Health will continue working to implement these recommendations.

Next steps were established following the July 16, 2024 meeting between the Bashaw Community Wellness Team; Ms. Jackie Northey; Erin O'Neill, Acting Assistant Deputy Minister, Primary Care Division; and staff from the Continuing Care and Public and Rural Health Divisions. To move these discussions forward, I encourage you to continue working with Erin O'Neill, who can be reached at Erin.Oneill@gov.ab.ca.

Thank you again for writing. I appreciate your dedication to improving rural health care and the larger PHC system in Alberta.

Sincerely,



Adriana LaGrange
Minister of Health

cc: Erin O'Neill, Acting Assistant Deputy Minister, Primary Care Division

224 Legislature Building, 10800 - 97 Avenue NW, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3665
Fax 780-415-0961 #202, 5913 - 50 Avenue, Red Deer, Alberta T4N 4C4 Canada Telephone 403-342-2263

Classification: Protected A

Aug 28, 2024

THE TOWN OF BASHAW
BOX 510
BASHAW
AB CA T0B 0H0

Dear Sir/Madam

RE: SURFACE RENT REVIEW NOTICE

Lease Dated: Sep 19, 2005

Legal: TWP 42 RGE 21 W4M SW 2
100/04-02-042-21-W4

Location: WS & A/R 4-2-42-21 W4M

Area: NEVIS

Prov: ALBERTA

File: S05269

Annual compensation is subject to review at the end of each successive five year period from the initial date of a surface lease or right of entry order.

The Surface Rights Act (the "Act") requires us to give notice of this review to every lessor or respondent on or within 30 days after the 4th anniversary of the date the term of the surface lease commenced or the right of entry order was made, as the case may be.

Pursuant to Section 27 of the Act, please be advised that Ember Resources Inc. wishes to have the rate of compensation reviewed.

Ember wishes to enter into negotiations with you in regards to a new rate of compensation. We will provide a written offer to you in due course.

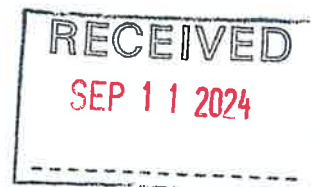
Ember wants to work together with all of our landowners to ensure that we continue to be a viable company and remain a leader in the shallow gas industry, while our landowners are paid fair and reasonable surface lease rentals.

Should you have any questions or concerns, please contact our surface land department at 1-888-603-6066 or surfacereview@emberresources.com

Yours truly,
EMBER RESOURCES INC.



Marco Oliverio
Surface Land Manager



Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	September 18, 2024
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.1 Aggregate Energy Agreement

Background/Proposal:

The Town of Bashaw participates in an Aggregate Energy procurement program in conjunction with 8760 in partnership with the RMA (Rural Municipalities of Alberta). 8760 has provided information regarding updates to the Electricity and Natural Gas Market.

They are recommending clients discuss and provide a response no later than September 28, 2024.

The agreement with 8760 is scheduled to expire December 2025. They have started to prepare for the public tendering process and have provided projections on pricing.

The current energy agreement has been in place since 2021. The town of Bashaw has participated in aggregate energy agreements with Rural Municipalities of Alberta since 2013.

Discussion/Options/Benefits/Disadvantages:

<u>Current Pricing:</u>		<u>Possible proposed</u>	
<u>Electricity</u>			
Main	\$0.05736 kWh	3 year	\$0.06750 kWh
Streetlights	\$0.04811 kWh	4 year	\$0.06990 kWh
No breakdown on the streetlights available for proposed.			
<u>Natural Gas</u>			
	\$2.51 GJ	3 year	\$3.63 GJ
		4 year	\$3.68 GJ

- Stable pricing for electricity
- Natural gas pricing has been increasing.
- Days of \$2.00 GJ price are reduced, pricing spikes during winter months to \$5.00 GJ
- Natural gas is being burned to generate electricity
- Price is being dictated by United States

Costs/Source of Funding (if applicable)

Annual Operating Budget

Applicable Legislation:

MGA – Operating Budgets – 242- 246

Community Engagement Consideration:

The administration is willing to proceed as council requests.

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

Recommended Action:

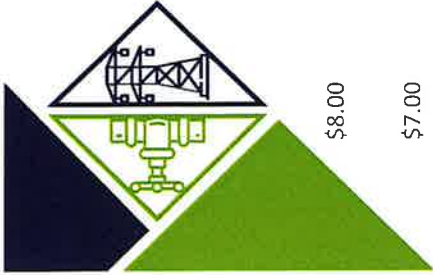
Administration recommends passing the following motion:

MOVED BY _____ to approve the new Electricity and Natural Gas contracts with 8760 in partnership with Rural Municipalities of Alberta for the 4-year term.

Or a motion of council determination.

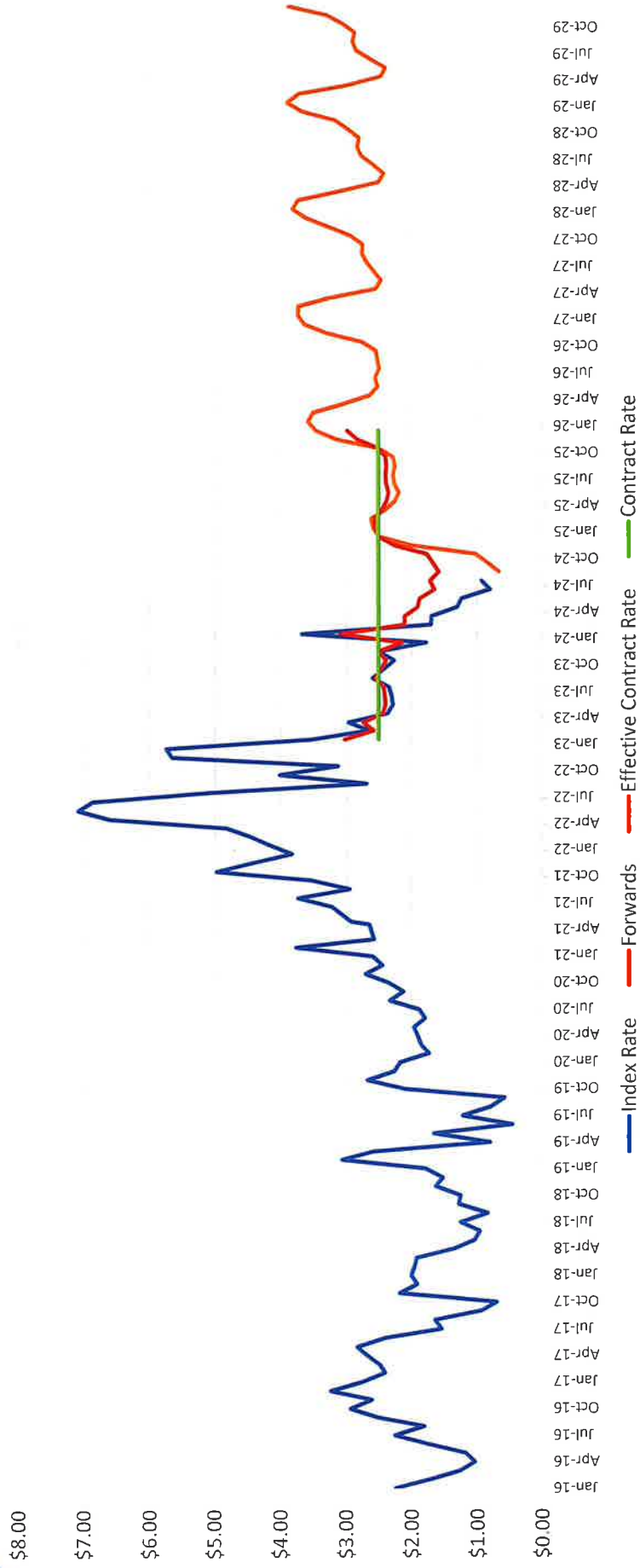
Discussion Result:

Additional research Requested:



Natural Gas – Wholesale Market Graph

Monthly Natural Gas Rates vs Contract Rate vs Forwards
Jan 2016 - Dec 2029

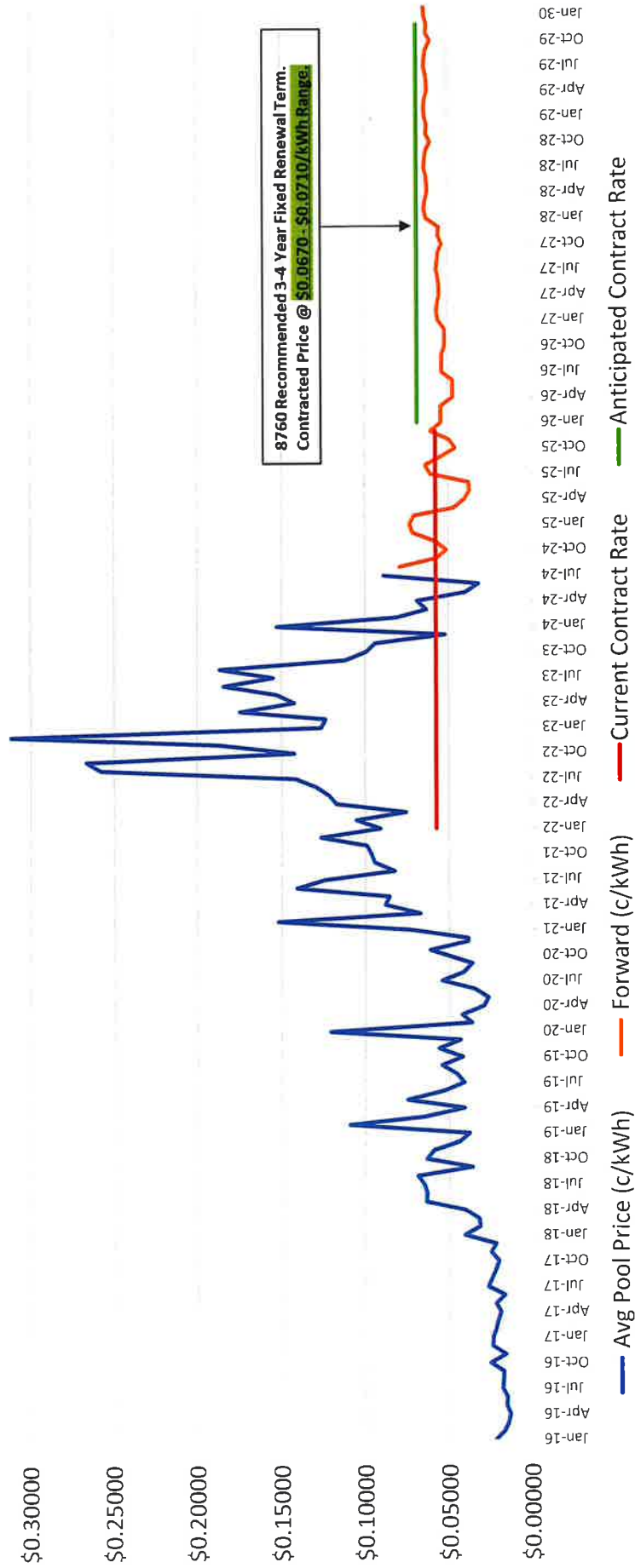




Electricity – Wholesale Market Graph



Historical Pool Price vs. Contracted Electricity Rates vs. Forward Pricing
Jan 2016 - Jan 2030



Jan-16 Apr-16 Jul-16 Oct-16 Jan-17 Apr-17 Jul-17 Oct-17 Jan-18 Apr-18 Jul-18 Oct-18 Jan-19 Apr-19 Jul-19 Oct-19 Jan-20 Apr-20 Jul-20 Oct-20 Jan-21 Apr-21 Jul-21 Oct-21 Jan-22 Apr-22 Jul-22 Oct-22 Jan-23 Apr-23 Jul-23 Oct-23 Jan-24 Apr-24 Jul-24 Oct-24 Jan-25 Apr-25 Jul-25 Oct-25 Jan-26 Apr-26 Jul-26 Oct-26 Jan-27 Apr-27 Jul-27 Oct-27 Jan-28 Apr-28 Jul-28 Oct-28 Jan-29 Apr-29 Jul-29 Oct-29 Jan-30



BY-LAW NO. # 828 - 2024

BY-LAW NO. 828 - 2024 A By-law of the Town of Bashaw in the Province of Alberta, introduced for the purpose of amending Master Rates and Schedules By-law No. #760 - 2014 to amend the following:

- Arena User Fees, Section 4, Recreation, Appendix A, C, iii, and iv – Change the non-Local Youth User group to \$120.00 per hour and change the non-local Adult Sport Organization (19 & older) to \$140.00 per hour.

WHEREAS Bashaw Town Council choose to change the Non-local youth user group fee to \$120.00 per hour and the non-local Adult Sport organization to \$140.00 per hour.

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

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

Arena User Fees, Section 4, Recreation, Appendix A, Section C; Ice Rental:

iii Non-Local Youth User Group (18 & under) \$120.00 per hour

iv Non-Local Adult Sport Organization (19 & older) \$140.00 per hour

RECEIVED FIRST READING THIS
4th DAY OF September, A.D. 2024
IN THE TOWN OF BASHAW, IN THE
PROVINCE OF ALBERTA

* _____
*MAYOR
* _____
* _____
*CAO

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

* _____
*MAYOR
*
*
* _____
*CAO

UNANIMOUS CONSENT TO PROCEED
TO THIRD READING THIS __ DAY
OF _____, A.D. 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

CAO

From: Stephen Covey <stephen.covey@cn.ca>
Sent: July 12, 2024 8:54 AM
To: CAO
Subject: Rail Safety Week 2024 | Proclamation request

Dear Ms. Fuller,

As neighbours and partners in our shared commitment to rail safety, we are inviting you to join us in raising awareness for this important issue by adopting this proposed **proclamation**. This proclamation helps communities like yours officially recognize Rail Safety Week 2024 and its significance in your area.

Rail Safety Week will be held in Canada and the United States from September 23-29, 2024.

Your council's leadership is key to increasing public awareness about the dangers around tracks and trains. We are asking for your support by signing the proclamation and taking the time to engage with your community about rail safety. We will be proud to recognize your commitment publicly.

Rail safety is a shared responsibility and together, we can achieve our common goal of eliminating incidents and saving lives in the communities where we live, work and play.

If you have any questions or concerns, please contact Julianne Threlfall, your local CN Public Affairs representative, at julianne.threlfall@cn.ca.

For more information:

- Questions or concerns about rail safety in your community, contact our Public Inquiry Line at 1-888-888-5909
- For additional information about Rail Safety Week 2024 visit cn.ca/railsafety or operationlifesaver.ca
- Let us know how you promote rail safety in your community by visiting cn.ca/RSW2024
- For any questions about this proclamation, please email RSW@cn.ca

Thank you in advance for your support.



Janet Drysdale
CN Senior Vice-President and
Chief Stakeholder Relations Officer



Stephen Covey
CN Chief of Police and
Chief Security Officer



Chris Day
Operation Lifesaver
Interim National Director

RESOLUTION
IN SUPPORT OF RAIL SAFETY WEEK

WHEREAS *Rail Safety Week* is to be held across Canada from September 23 to 29, 2024;

WHEREAS, 229 railway crossing and trespassing incidents occurred in Canada in 2023; resulting in 66 avoidable fatalities and 39 avoidable serious injuries;

WHEREAS, educating and informing the public about rail safety (reminding the public that railway rights-of-way are private property, enhancing public awareness of the dangers associated with highway rail grade crossings, ensuring pedestrians and motorists are looking and listening while near railways, and obeying established traffic laws) will reduce the number of avoidable fatalities and injuries cause by incidents involving trains and citizens; and

WHEREAS Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, police services, media and others to raise rail safety awareness;

WHEREAS CN and Operation Lifesaver have requested City Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality;

Moved by _____

It is hereby **RESOLVED** to support national ***Rail Safety Week*** to be held from September 23 to 29, 2024.

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	September 18, 2024
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.4 Community Hall Project

Background/Proposal:

The community hall project had been approved at \$10,000.00 for replacement of the floor transitions. (the strips that cover the area between the floor and carpet)

Public works is recommending replacing the flooring to ensure the transition is safer. The current one is about 3 inches wide, aluminum with grooves, one corner of it has been re-attached. The wide aluminum texture creates the problem.

The administration has arranged to chat with the Community Hall board to confirm if this will be a feasible solution. No information is available at the time of this report creation; the meeting with them is scheduled for Monday, September 16, 2024. Information will be available for the date of the meeting.

The floor replacement has increased the project price to \$23,000.00. The contractor is reporting that flooring prices are scheduled to increase due tariffs imposed by the United States.

Discussion/Options/Benefits/Disadvantages:

Option A – Approve the project with the new scope of flooring replacement and the cost of \$23,000.00 to be funded by Local Government fiscal framework Capital. (Same funding source as on August 20, 2024)

Option B – Seek additional quotes or options to replace only the transitions.

Option C – Council determination.

Costs/Source of Funding (if applicable)

Grant – Local Government Fiscal Framework - Capital

Applicable Legislation:

MGA – 153.1

Community Engagement Consideration:

The administration is willing to proceed as council requests.

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

Recommended Action:

The administration will have additional feedback from the Community Hall board regarding this change in scope. (changing the rug to flooring) It will be confirmed if this is acceptable. If it is acceptable administration recommends the following motion:

Administration recommends passing the following motion:

MOVED BY _____ to approve the Community Hall project with the new scope of flooring replacement; and the cost of \$23,000.00 to be funded by Local Government fiscal framework Capital.

Or a motion of council determination.

Discussion Result:

Additional research Requested: