

**REGULAR MEETING OF COUNCIL
A G E N D A
Wednesday, October 18, 2023, 6:00 pm
Council Chambers & Zoom Access**

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. PUBLIC HEARINGS
4. DELEGATIONS
 - 4.1 Bashaw Chamber of Commerce – Non-residential multi-year tax incentive
5. APPROVAL OF MINUTES
 - 5.1 Minutes of the October 4, 2023, Regular Meeting of Council
6. CONSENT AGENDA
 - 6.1 Public Works Foreman Report
 - 6.2 Bashaw Social Centre Financials
 - 6.3 Town of Bashaw September 30, 2023, Monthly Statement
 - 6.4 CAO Report
7. NEW & UNFINISHED BUSINESS
 - 7.1 Flush Truck Lease Agreement
 - 7.2 Camrose County Peace Officer Contract rate change
 - 7.3 Bashaw Curling Club – Storage building repair costs.
 - 7.4 Tax Incentive Report
8. COMMITTEE REPORTS – action to be considered.
9. CORRESPONDENCE ITEMS – Action to be considered.
10. CLOSED MEETING OF COUNCIL
 - 10.1 Legal – Noise Complaints – FOIP Section 27
11. NOTICES OF MOTION
12. NEXT MEETING: November Meeting Dates – November 1 & 15, 2023 – 6:00 pm
13. ADJOURNMENT



4.1
Delegation
Oct 18, 2023.

October 8, 2023

Dear Honourable Mayor and Counsellors,

The Bashaw and District Chamber of Commerce is requesting an audience at the next Town Council meeting on October 18, 2023.

This delegation of representatives from the Chamber is requesting a formal response to our earlier request, from November of 2022, for the Town of Bashaw to draft and implement a **non-residential multi-year tax incentive bylaw**. In addition to this request the Council instructed the administration to collect from other municipalities information on how it has benefited or not benefited them. The Chamber also reached out and contacted a number of nearby communities to assess for themselves in January of 2023. There was a letter sent shortly after informing the Town that this information was collected should they like to look at it.

There was also a debate as to whether business members in the town would be upset if this by-law was implemented in consideration of them not receiving it when they expanded or built. The town businesses were approached regarding this issue and it was found the majority were in favour of the by-law regardless.

Please find attached in this package email responses from these municipalities and a letter of signatures from local business owners.

We look forward to the opportunity to hear your findings.

Respectfully submitted,

Stacey Trombley
President,
Bashaw and District Chamber of Commerce





On June 4, 2019; the Alberta Government introduced the *Municipal Government (Property Tax Incentives) Amendment Act*. The legislation amends the *Municipal Government Act*, allowing municipalities to offer tax incentives for non-residential properties to help attract investments and provide longer-term certainty for businesses.

The Amendment recognizes the important role that municipalities play in contributing to the economic success of the province and their communities. These changes give municipalities the ability to be creative when attracting new investments and empower them to make decisions on how they apply property tax incentives. According to the Alberta government fact sheet (see attached) the incentives are another tool municipalities could use to help foster the conditions that enable businesses to compete for global investment and contribute to the growth of jobs and prosperity.

To date, many Alberta municipalities used this amendment legislation to put together tax incentive programs to offer multi-year tax exemptions, reductions or deferrals for non-residential properties in order to attract investment, development and revitalization.

In the past the Town of Bashaw had the ability to cancel or refund all or a portion of a property tax for the purposes of providing relief in instances of hardship. Now, under this amendment, Bashaw is able to provide multi-year tax incentives to encourage new business and redevelopment of existing properties for broader economic development purposes.

Neighbouring municipalities such as Town of Stettler; County of Minburn, County of Paintearth, Town of Okotoks, and the City of Wetaskiwin have all passed bylaws establishing non-residential multi-year property tax incentive programs. See attached.

The Bashaw Chamber of Commerce is strongly recommending that the Town of Bashaw draft and approve a non-residential multi-year property tax incentive bylaw to attract business and boost economic development and revitalization in our community.

In reviewing a number of neighbour municipalities and their non-residential multi-year tax incentive bylaws; given the size of Bashaw and the type of new businesses and business expansion that our community can attract; we suggest that the **Town of Stettler's non-residential multi-year tax incentive bylaw** is the most appropriate format for Bashaw. A few other municipal programs, such as Wheatland County (see attached) have exceptionally high minimum investment threshold that the vast majority of potential small business investors need not apply.

While different municipalities have designed different formats and number of exemption years the Bashaw Chamber of Commerce proposes that the best option for Bashaw is a four year program starting with 100% exemption in the first year and based on a declining scale. Stettler's similar program allows for encouragement for smaller business improvements and smaller new businesses while offering larger, longer incentives for more significant investments as well. It appears that Stettler's multi-year non-residential property tax incentive program is both well packaged and suitably appropriate for the Town of Bashaw.

Notes:

- We suggest that the proposed Multi-Year Non-Residential Tax Incentive Program applies only to new construction; or, revitalization, redevelopment or expansion to existing business properties that generate **an increase to the assessment** to be considered for tax incentive under this Bylaw.
- We further suggest that a minimum threshold be established where the activity meets a minimum threshold of generating a **minimum \$5000 increase to the assessment** to be considered for tax incentive under this Bylaw. And that the tax incentive only apply to the increase in the assessment amount due to the project.

Letter sent Jan. 26, 2023

To whom it may concern,

This letter recognizes our support of The Bashaw Chamber Of Commerce's initiative to implement a multi-year tax incentive program on improvements to commercial property in an effort to stimulate, revitalize and promote business in Bashaw.

The program would see new tax amounts, on only the value of the improvement itself, relieved for a period of time and up to three years before resuming in full.

Respectfully,

SHAW CORP
Bashaw Farm + Building Supplies

Stacey Trumbley
Meeting Place Coffee Roaster
OK Tire Bashaw

Otto [Signature]

Kyle [Signature]
Ramsted Realty Ltd.

Callan [Signature]
Bashaw Concrete

[Signature]
Bashaw Coop Services
Chalice Kuma [Signature]
Max's Drive In

Bashaw Groceries
AL Johnson
OTHER PLACE
COFFEE SHOP
[Signature]

[Signature]

Bashaw Sports

[Signature]

Thompson's Bashaw

Maupine Hdk
Heck's Hardware Ltd

Jon Jones Family CHIROPRACTOR

BH Bobby Hinkler
BASHAW MEAT & SAUSAGES

[Signature]
Serous Credit Union

[Signature] Barber

Wagner Hdk UFA

Bashaw Liquor Store [Signature]

Robinson HOLT'S

To whom it may concern,

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Respectfully,

Central vet clinic
D. H. H. Co.
Patrick Colton
et

Jaclyne Wilson
John's Ceyn

Dan Zembal - PolyAg Recycling



Feedback on business tax exemption by-law.

Tyler Gandam <tyler.gandam@wetaskiwin.ca>

Wed, Jan 18, 2023 at 1:13 PM

To: Bashaw & District Chamber of Commerce <bashawchamber@gmail.com>

Good day,

Sorry for the delay – I wanted to get some info from my administration.

This is from my CAO, Sue Howard:

It really did not cost us anything other than a little bit of time with the assessment and taxation process so for each occurrence if it cost us \$100 that would be the max. Preparing it took a bit of time and we ran it past our lawyer and I tried to find the bill but couldn't so I would say a safe guess is \$1,500. But lucky for them they can use our template and then it is staff time to present to council. The taxes were never being collected before, so the 25% increase is favorable and like I said minimal staff time after that.

From a Council perspective – I felt that anything we could do to help bring investment and development to the City, would be worth the staff time and a tax incentive. Like Sue said, we weren't getting the tax revenue before so having it take a few years to receive the full tax on assessment seemed like an easy incentive to offer.

You will have instances where the development was going to happen even if the tax incentive wasn't available – but could you lose potential development to another municipality who is offering it?

If you have any other questions, feel free to reach out through email or my cell is (780)312-0660 or from my administration, Sue's email is sue.howard@wetaskiwin.ca and office number is (780)361-4409.

Thanks,

Tyler

From: Bashaw & District Chamber of Commerce <bashawchamber@gmail.com>

Sent: Tuesday, January 10, 2023 10:34 AM

To: admin@wheatlandcounty.ca

Subject: Feedback on business tax exemption by-law.

Dear Mayor, Honourable Counsel Members, and Administrative Staff,



Feedback on business tax exemption by-law.

Jamie Kramble <jamie.kramble@wheatlandcounty.ca>

Tue, Jan 10, 2023 at 1:11 PM

To: "bashawchamber@gmail.com" <bashawchamber@gmail.com>

Cc: Dennis Klem <dennis.klem@wheatlandcounty.ca>, Joel Chiasson <joel.chiasson@wheatlandcounty.ca>

Hi Stacey:

Great to hear from you. My colleague Dennis Klem (Manager of Assessment Services) and I were responsible for drafting and implementing the tax incentive bylaw at Wheatland County.

I have attached a copy of Wheatland County's bylaw for your reference. A couple of points below as well.

- There were some implementation costs such as staff hours to draft and review the bylaw. There were also costs for a legal review. Prior to drafting the bylaw, I conducted an environmental scan of other jurisdictions.
- As the bylaw was only passed in September 2021 there have been no applicants to date. We are currently working on an application form. The incentive applies from the first fully taxable year.
- Our bylaw applies to both new developments and significant expansions (that meet the basic criteria).
- We set the minimum investment size at \$10 M to target large projects. It is difficult to determine the impact of the tax incentive in isolation, as a lot of site selection factors go into an investment decision. If other factors are in place, I believe it makes a difference. Most investors will ask about municipal incentives.
- The way I look at it we are not losing anything by offering an incentive. If an investor chooses not to locate in your municipality you gain nothing.

Regards,



wheatlandcounty.ca infinitewc.ca

Jamie Kramble
Economic Development Officer

P: 403-361-2011
C: 403-901-4037

242006 Range Road 243
Wheatland County, AB T1P 2C4

From: Taxes - Wheatland County <tax@wheatlandcounty.ca>

Sent: January 10, 2023 12:18 PM

To: Jamie Kramble <jamie.kramble@wheatlandcounty.ca>; Dennis Klem <dennis.klem@wheatlandcounty.ca>; Joel Chiasson <joel.chiasson@wheatlandcounty.ca>

Subject: FW: Feedback on business tax exemption by-law.



Feedback on business tax exemption by-law.

Michael Simpson <msimpson@countypaintearth.ca>

Tue, Jan 10, 2023 at 10:54 AM

To: Bashaw & District Chamber of Commerce <bashawchamber@gmail.com>

Implementation costs were discussed when Paintearth County proposed the same type of bylaw. The administration fee that was settled on, combined with the qualifying amount for a business tax exemption (\$500K value in non-residential assessment class is minimum threshold) was agreed. For a copy of our bylaw, please visit our website www.countypaintearth.ca and check under bylaws. I believe it was passed in 2021. There is a fundamental difference however in that our non-res tax exemption applies to new construction, renovations etc., and does not include linear, which would be unfavourable for the County given that's a large portion of our assessment base. We did however want to encourage business development in our industrial park, or subdivisions of farmland for small business startups in the county.

So far, no applications received, so no implementation costs borne. I'd surmise in a community like Bashaw, the impacts would be different than in a County. Downtown groups would want a lower threshold, but Council may want to consider if they want the exemption to encourage new builds, or just be a financial relief. Then, what's the term? We went with three years, some go up to 15, which allowed under the Municipal Government Act.

That's all assuming there's no other sort of politics involved in the debate, and we're just talking about using the bylaw as an economic stimulator. Does the bylaw consider its own impacts aside from implementation costs? Will it discourage new builds, encourage local contractors to become busy with renovations, disincentivize expansion or encourage it? The cost to implement is generally staff time and a good legal review before passing the bylaw, to be legislatively compliant. As I'm unsure who was debating what (business owners opposed, or councillors opposed?) I'm not sure where all parties align.

Hope this helps, call if you need anything else, and have a great day!

Michael Simpson, CLGM

Chief Administrative Officer

cell (403) 741 6203 office (403) 882 3211 fax (403) 882 3560

msimpson@countypaintearth.ca

www.countypaintearth.ca



Feedback on tax exemption for businesses by-law

Davin Gegolick <dgegolick@minburncounty.ab.ca>
To: "bashawchamber@gmail.com" <bashawchamber@gmail.com>
Cc: CAO <cao@minburncounty.ab.ca>

Tue, Jan 10, 2023 at 11:35 AM

Good morning,

County Council adopted the tax incentive bylaw in September 2021 in an attempt to attract new non-residential investment and refurbishment of existing investment within the County of Minburn. So far we haven't had a single application for this program but we have used it as a means of attracting investment through our advertising campaigns.

Prior to implementing this bylaw we had 2 grain terminals develop and a wind power project in the works; both of which would result in significant tax revenue to the County. Council's main concern was that implementing such a bylaw would not allow us to benefit from the taxes generated on these projects or similar future industrial projects. However, given the assessed value of the grain terminals exceeded the \$5 million assessed value and that the wind project is classified as DIP by the Province; these 3 developments would have been ineligible for the program. In addition, Council had some concern about non-residential development potentially being eligible for this program if it were approved outside of our existing industrial/commercial areas. To mitigate this concern we included criteria in the bylaw that requires the development to be located within an existing ASP and that non-residential development outside an existing industrial/commercial area would be considered on a case-by-case basis. Our target investments include those that have an assessed value between \$250,000-\$4,999,999, will employ at least 5 full-time personnel at the location within the County, and ultimately will result in growth of the non-residential tax base that will benefit all those living within the County. Council felt that forgiving up to a few years of tax exemption would outweigh the benefits of ultimately increasing non-residential growth and jobs within the County.

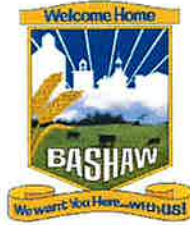
In preparing the bylaw we tried to capture as many scenarios as possible through eligibility criteria as to attempt to attract the type of investment/reinvestment that Council was targeting while clearly identifying ineligible projects which could potentially have a significant cost burden by not being able to collect on the taxes. As mentioned, we have yet to receive an application under this program so I guess time will tell.

More information on our program and bylaw can be viewed here: <https://minburncounty.ab.ca/p/non-residential-tax-incentive-program>

Don't hesitate to contact me if you have any questions.

Davin Gegolick

DIRECTOR OF PLANNING & DEVELOPMENT



REGULAR MEETING OF COUNCIL

MINUTES

Wednesday, October 4, 2023 @ 6:00 pm.

Blended Meeting: Council Chambers & Zoom Electronic Conference

In Person: CAO Fuller (5:45 pm), Councillor McIntosh (5:50 pm), Councillor Gust (5:50 pm), Mayor McDonald (5:55 pm), Deputy Mayor Orom (5:54 pm), Councillor Northey (5:50 pm),

Absent with notice: Public Works Foreman Taylor

Public Zoom: none

Recording Secretary: Chris Morrison (5:50 pm)

Press by zoom: Carson Ellis (6:00 pm)

Public: none

1. CALL TO ORDER by Mayor McDonald at 6:02 pm.

2. ADOPTION OF AGENDA

MOVED by Councillor Gust to approve the October 4, 2023, Regular Meeting of Council Agenda.

MOTION #177-2023

CARRIED

3. PUBLIC HEARINGS - none

4. DELEGATIONS - none

5. APPROVAL OF MINUTES

5.1 Minutes of September 20, 2023, Regular Meeting of Council.

MOVED by Councillor Northey to approve the minutes of the September 6, 2023, Regular Meeting of Council.

MOTION # 178-2023

CARRIED

6. CONSENT AGENDA

6.1 Royal Canadian Mounted Police – Alberta Police Funding Model Resource Allocation

Mayor McDonald added to New & Unfinished Business 7.5

7. NEW & UNFINISHED BUSINESS

7.1 Parkland Regional Library 2024 Proposed Budget

MOVED by Councillor Northey to approve the Parkland Regional Library 2024 proposed budget.

MOTION #179-2023

CARRIED

7.2 Fortis Franchise Fee Review

MOVED by Councillor McIntosh to keep the Fortis Franchise Fee at the current 2%.

MOTION #180-2023

CARRIED

7.3 Water Reconciliation Report

MOVED by Councillor McIntosh to approve funding for Water Leak detection contractor for up to \$17,000.00 from the unrestricted surplus.

MOTION #181-2023

CARRIED

7.4 Book Date for Water/Wastewater Bylaw Review

MOVED by Deputy Mayor Orom to meet on October 16, 2023, at 6:00 pm for Bashaw Town Council to review new Water/Wastewater bylaws.

MOTION #182-2023

CARRIED

7.5 Royal Canadian Mounted Police – Alberta Funding Model Allocation

MOVED by Mayor McDonald to direct administration to send a letter of appreciation on behalf of the Town of Bashaw to Deputy Commissioner & Commanding Officer, Alberta RCMP, C.M. Zablocki.

MOTION #183-2023

CARRIED

8. COMMITTEE REPORTS - none

9. CORRESPONDENCE ITEMS – none

MOVED by Councillor McIntosh to move into closed meeting of council at 6:32 pm for items 10.1 Legal - Noise complaints – FOIP Section 27 and 10.2 Legal – Development – FOIP Section 27.

MOTION #184-2023

CARRIED

Secretary Chris Morrison left the meeting at 6:33 pm.

10. CLOSED MEETING OF COUNCIL

10.1 Legal – Noise Complaints – FOIP Section 27

Harold Jahn joined the meeting at 6:54 pm.

10.2 Legal – Development – FOIP Section 27

Harold Jahn left the meeting at 7:30 pm.

MOVED by Councillor McIntosh to move out of closed meeting of council at 7:43 pm.

MOTION #185-2023

CARRIED

11. NOTICES OF MOTION – none

12. NEXT MEETING OF COUNCIL – October 18, 2023 – 6:00 pm – Organizational Meeting with Regular Meeting to follow in Council Chambers.

13. ADJOURNMENT – Councillor McIntosh at 7:52 pm.

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

Town of Bashaw
October 18, 2023 Foreman Report

Project or Duty Description:	Priority	Regular Duty	Additional Duty	Start Date:	Estimated Project timeline	Issues, details, causes of delays?
Water Related						
Water Meter Replacement	X			ASAP		Ongoing as access and meter availability
Water Treatment Plant						Pump 103 is out being rebuilt
Recreation/Arena						
Repairs to the Curling Club Shed			X	ASAP		Completed.
RV stations		X				Shut down for the season.
Garbage cleanup			X			Completed. Reduced loads due to implementing an application process.
Community Center						
Damage - Clearance sign	X					Delivery truck hit the clearance sign, repairs will be completed.
Parks, trees, Cemetery						
Cemetery						Moles have moved in, ongoing elimination.
Cemetery						No cutting has been required.
Weed Control	X		X	May-23	As Needed	Ongoing
Pest control	X			April 15/23	on going	Ongoing
Lawn Maintenance		X		May 1 2023	As needed	Complete for the season
Streets						
Street Cleaning	X			May 8 /2023	2 week	Pavement completed, planning for next year
Hydrant flushing -		X			2 Days	Completed
Back Alley Maintenance						Trimming trees, etc. in alleys, ongoing.
Sand Screening						Screening sand in preparation for winter
Planters						Cleaned up for season.
Drainage - OK Tire						Cement and street work has improved the drainage.
Tree removal						Completed, several other areas around town to complete.
Sewer						
Lagoon maintenance		X			As needed	Ongoing.
Shop						
Inventory	X					Still working on it.
Arena						
Operations						Ice thickness has been an issue.
Operations						Board repairs, and season has been delayed due to iceplant challenge.
New Staff						New hire started October 16, 2023.

BASHAW SOCIAL CENTRE MANAGEMENT BOARD
Income Statement 2023-01-01 to 2023-09-30

6.2

REVENUE

Sales Revenue	
Rental income	12,675.00
PROCEEDS FROM 50/50	375.00
Donations	0.00
Misc Income	0.00
Bank Interest	0.00
Total Revenues	<u>13,050.00</u>

TOTAL REVENUE 13,050.00

EXPENSE

General & Administrative Expe...	
Accounting & Legal	200.00
Advertising & Promotions	0.00
Insurance	0.00
Interest & Bank Charges	0.00
Janitorial Services	9,000.00
Office Supplies	0.00
Miscellaneous Expenses	0.00
Repair & Maintenance	435.62
Telephone	0.00
Power	7,554.44
Rebate re Gas & Power	-169.32
Natural Gas	3,296.68
Water & Sewer	1,706.84
Total Utilities	<u>12,388.64</u>
General Supplies	569.33
Total General & Admin. Expen...	<u>22,593.59</u>

TOTAL EXPENSE 22,593.59

NET INCOME -9,543.59

BASHAW SOCIAL CENTRE MANAGEMENT BOARD
Balance Sheet As at 2023-09-30

6.2.

ASSET**Current Assets**

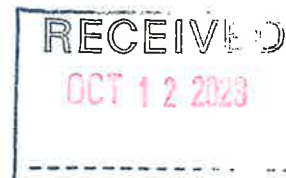
Petty Cash	0.00	
Bashaw Community Hall Board	5,440.93	
BCHB Common Shares	1.44	
Bashaw Social Centre Man. Bo...	2,004.47	
BSCMB Common Shares	1.29	
Total Cash		7,448.13
Accounts Receivable	0.00	
Total Receivable		0.00
Total Current Assets		7,448.13

TOTAL ASSET**7,448.13****LIABILITY****Current Liabilities**

Accounts Payable	0.00
Damage Deposits	0.00
GST Paid on Purchases	0.00
Total Current Liabilities	0.00

TOTAL LIABILITY**0.00****EQUITY****Owners Equity**

Retained Earnings - Previous Year	16,991.72
Current Earnings	-9,543.59
Total Owners Equity	7,448.13

TOTAL EQUITY**7,448.13****LIABILITIES AND EQUITY****7,448.13**

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

DESCRIPTION	GENERAL ACCOUNT	TERM DEPOSIT	TOTAL
BALANCE AT END OF PREV MONTH	\$ 1,553,280.80	\$ 508,028.04	\$ 2,061,308.84
RECEIPTS FOR THE MONTH	\$ 54,131.21		\$ 54,131.21
ALBERTA DIRECT DEPOSIT	\$ 134,289.83		\$ 134,289.83
VOID			\$ -
CCUBC /ROYAL/ATB /DEBIT- PAYMENTS	\$ 92,766.26		\$ 92,766.26
SERVUS CREDIT UNION - INTEREST	\$ 7,000.46		\$ 7,000.46
TERM INTEREST #47	\$ 1,648.96		\$ 1,648.96
TERM INTEREST #48	\$ 573.14	\$ -	\$ 573.14
TERM DEPOSIT		\$ -	\$ -
TRANSFER FROM GENERAL TO TERM		\$ -	
TRANSFER FROM TERM TO GENERAL	\$ -		\$ -
 SUB-TOTAL	\$ 1,843,690.66	\$ 508,028.04	\$ 2,351,718.70
DISBURSEMENTS FOR THE MONTH	\$ 194,085.52		\$ 194,085.52
TRANSFER TO/FROM TERM	\$ -	\$ -	\$ -
BANK ERROR INTEREST			\$ -
			\$ -
DEBIT MACHINE & TRANSACTIONS	\$ 39.95		\$ 39.95
BANK CONFIRMATION FEE	\$ -		
SCHOOL PAYMENT	\$ 58,597.85		
	\$ -		\$ -
TRANSFER TO RECREATION BRD	\$ -		
BALANCE AT END OF MONTH	\$ 1,590,967.34	\$ 508,028.04	\$ 2,098,995.38
BANK BALANCE AT MONTH END	\$ 1,664,136.67	\$ 508,028.04	\$ 2,172,164.71
OUTSTANDING DAILY DEPOSITS	\$ 24,378.26		\$ 24,378.26
OUTSTANDING ONLINE/INTERAC	\$ 4,287.33		\$ -
OUTSTANDING DIR DEPOSITS	\$ -		
 SUB-TOTAL	\$ 1,692,802.26	\$ 508,028.04	\$ 2,200,830.30
LESS OUTSTANDING CHEQUES	\$ 101,834.92		\$ 101,834.92
OUTSTANDING AUTO WITHDRAWALS			\$ -
BANK ERROR			
	\$ -		
	\$ -		
			\$ -
BALANCE AT END OF MONTH	\$ 1,590,967.34	\$ 508,028.04	\$ 2,098,995.38

THIS STATEMENT SUBMITTED TO COUNCIL

October 18, 2023

MAYOR

TOWN MANAGER

System: 2023-10-03 4:35:40 PM
User Date: 2023-09-30

Town of Bashaw
RECONCILIATION POSTING JOURNAL
Bank Reconciliation

Page: 1
User ID: Finance

Audit Trail Code: CMADJ00000305
Chequebook ID: CREDIT UNION
Description: Credit Union General Account

Bank Statement Ending Balance: \$1,664,136.67
Bank Statement Ending Date: 2023-09-30
Cutoff Date: 2023-09-30

Statement Ending Balance	\$1,664,136.67
Outstanding Cheques (-)	\$101,834.92
Deposits in Transit (+)	\$28,665.59

Adjusted Bank Balance	\$1,590,967.34

Chequebook Balance as of Cutoff	\$1,590,967.34
Adjustments	\$0.00

Adjusted Book Balance	\$1,590,967.34

Difference	\$0.00
	=====



CHIEF ADMINISTRATOR'S REPORT
Submitted for October 18, 2023, Regular Meeting of Council

1. Meetings

- September 14, 2023–Effective communication Zoom Training
- September 18, 2023–Public Auction
- September 21, 2023–Effective communication Zoom Training
- September 21, 2023–Attended Funeral (Previous staff parent)
- September 25, 2023–Beautification meeting
- September 25, 2023–Development Meeting with L. Armitage
- September 29, 2023–interview new staff
- October 5, 2023 - Training in Morinville
- October 6, 2023–interview new staff
- October 10, 2023–Online Masterclass with Canadian Association of Municipal Administrators
- October 10, 2023–Flush Truck meeting in Rosalind.
- October 16, 2023–Water bylaw Review meeting with Council

2. CAO out of the office

- September 15, 2023–personal day
- September 26, 2023–sick
- September 27, 2023–sick
- October 3, 2023–personal appointments
- October 13, 2023–personal appointment.

3. Research 3 different Water Bylaws for council consideration.

4. Morinville Training–Hosted by Local Government Administration Association

- Presentation on succession planning, employment strategies, casual employment pools, etc.
- Maintaining staff as a resource.
- Digitization and process mapping opportunities

- Using communication to build trust and manage community expectations.
 - Municipal Affairs update: they are working on the Local Authorities Election Act, Mayoral elections, MGA Accountability Reviews, Intermunicipal Collaboration frameworks and Alberta Utilities processes to include public interest opportunities.
5. Development–Backlogged in this area–4 applications to process. Receiving questions and verbal inquiries.
 6. Staffing–a new permanent full-time public works staff has joined the team.
 7. Inquiries–phone inquiries and ongoing information requests.
 8. Ongoing research as required. Working on the reports requested by the council.
 9. Alberta Municipal Data Sharing Partnership (AMDSP)–We have shared the mapping that exists and will need to follow up with them on the challenging areas that are misaligned. This remains outstanding.
 10. Budget 2024 and water pricing budgets are in process.

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	October 18, 2023
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.1 Flush Truck Lease Agreement

Purpose Statement:

The Town of Bashaw and Village of Rosalind have agreed to partner on a Flush Truck unit. This report will update the council on the changes.

Discussion/Options/Benefits/Disadvantages:

Administration, Foreman and two council members met with Rosalind.

The details were discussed:

- Rosalind purchased the truck; they agreed to lease the unit to Bashaw.
- Bashaw will agree to lease the unit a minimum of two weeks per year at the price of \$6,000.00 per week.
- It will be accessible for additional time as required, either by the week or \$150.00 per hour.
- We will provide our own staffing.
- Share the lease agreement with our insurance company and obtain the required documentation for insurance coverage.
- Foreman Taylor will work with them to train staff and generate an operation manual. (Rosalind has agreed to assist with the manual)
- The proposed lease is attached.
- The lease is a change from the original agreement.

Costs/Source of Funding (if applicable)

Operating Budget

Applicable Legislation:

MGA – 213 (4) – Authorization of negotiable instruments.

Community Engagement Consideration:

The administration is willing to proceed as the council requests.

Recommended Action:

Recommended motion.

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

MOVED BY _____ to approve the Flush truck lease agreement between the Town of Bashaw and the Village of Rosalind for the use of the 1999 Freightliner FL06, Unit 11.

Discussion Result:

Additional research Requested:

VILLAGE OF ROSALIND

Box 181 Rosalind, Alberta T0B 3Y0

Telephone: (780) 375-3996 Fax Number (780) 375-3997

E-mail: rosalindvillage@xplornet.com

Flush Truck Lease Agreement between:

The Village of Rosalind, a Municipal Corporation

And

The Town of Bashaw, a Municipal Corporation

WHEREAS it has been agreed by the Village of Rosalind and the Town of Bashaw that an equipment lease agreement is necessary for the Town of Bashaw to utilize the Flush Truck owned by the Village of Rosalind.

THEREFORE, it is mutually agreed that:

1. Village of Rosalind shall lease the following equipment to the Town of Bashaw:
 - a. 1999 FREIGHTLINER FL06 UNIT #11
2. The Town of Bashaw will lease the Flush Truck at a cost of \$6000 (six thousand dollars) per week or an hourly rate of \$150/hour (one hundred fifty dollars).
3. The leased equipment will be insured for physical damage under the Village of Rosalind Inland Marine/Mobile Equipment Schedule (AMSC).
4. The Town of Bashaw will provide qualified operators and Liability insurance, copy of their Driver's License, and a Driver's Abstract.
5. Lease Agreement to be reviewed by both municipalities annually.



VILLAGE OF ROSALIND

Box 181 Rosalind, Alberta T0B 3Y0

Telephone: (780) 375-3996

Fax Number (780) 375-3997

E-mail: rosalindvillage@xplornet.com

Termination and Commencement

This agreement is binding upon the two Municipalities and shall continue in force except that any one of the participating municipalities may terminate that municipal participation in the agreement by giving notice in writing to the other participating municipality of its intent to withdraw from the agreement at least 1 (one) year in advance of the effective withdrawal date.

Signed and sealed on behalf of the
Village of Rosalind (Lessor)

This day of , 2023

Mayor

CAO

Signed and sealed on behalf of the
Town of Bashaw (Lessee)

This day of , 2023

Mayor

CAO

Note: *there is a LOG book in the truck at all times that needs to be recorded in each time the truck is utilized by the Municipality.*



CAO

7.2.

From: Mike Kuzio <mkuzio@county.camrose.ab.ca>
Sent: October 13, 2023 11:14 AM
To: CAO
Cc: Teresa Gratrix; Susan Kelndorfer
Subject: Fee For Service Agreement - County Officers - 2024
Attachments: Bashaw (Annual Renewal) - Signed.pdf

Morning Theresa,

Hope you are doing good.

As per the attached Fee For Service Agreement, Camrose County has not increased the fees for service to provide Peace Officer Services within the Town of Bashaw since the commencement of this agreement back in 2015.

Camrose County has completed a cost guide survey with a number of Municipalities who also provide Peace Officer Services through a similar service agreement.

Due to the information received from the survey and the continuous inflation all Municipalities are facing, this fee will increase from \$95.00 per hour to \$110.00 per hour, effective January 1st, 2024.

If your Municipality chooses to terminate this agreement, as per the attached service agreement, please provide sufficient written notice.

If this agreeable, this email will suffice as an addendum to the existing Fee for Service Agreement.

Thank you,

Mike

CPO M.R. (Mike) KUZIO # 13175
Manager/Sgt. – Protective & Emergency Services
Director of Emergency Management
Camrose County
Office: (780) 672-4449



CPO M.R. (Mike) KUZIO # 13175
Manager/Sgt. – Protective Services
Director of Emergency Management
Camrose County
Office: (780) 672-4449

This Agreement entered into this 1st day of September, 2016

Between:

Camrose County
A Municipal Corporation in the Province of Alberta
(hereinafter called the County)

-and-

The Town of Bashaw
A Municipal Corporation in the Province of Alberta
(hereinafter called the Town)

Community Peace Officer Services Agreement

1. WHEREAS the County has entered and may be entering into employment contracts with Peace Officer(s) to supply Peace Officer Services to the County;
2. AND WHEREAS the Town desires to enter into an agreement with the County to obtain Peace Officer Services within the boundaries of the Town;
3. AND WHEREAS the Peace Officer(s) employed by the County have been appointed by the Alberta Solicitor General as having jurisdiction to enforce within the boundaries of the County:
 - a) The following Provincial Legislation: the Animal Protection Act, the Environmental Protection and Enhancement Act (Part 9, Division 2), the Gaming and Liquor Act (Part 3, and Part 5 as it relates to the enforcement of Part 3), the Provincial Offences Procedures Act, the Traffic Safety Act, the Petty Trespass Act, the Highways Development and Protection Act.
4. AND WHEREAS Section 42 of the Police Act, Chapter P-17 of the Statutes of Alberta, 2000, requires that an agreement is entered into between the County and the Town respecting the provisions of Peace Officer Services through the employment of Peace Officers.
5. NOW THEREFORE this Agreement witnesses that in consideration of the terms and conditions contained in this agreement, the County and the Town agree as follows:

- a) The term of this Agreement shall come into effect on the date that this agreement is signed and shall be continuous, with an annual auto renewal, subject to either party giving the required 6 months' notice, as per section 15 of this contract.
6. The County agrees to supply to the Town, Peace Officer Services through the Peace Officer(s) employed by the County. The Peace Officer Services provided to the Town shall mean:
- a) Enforcement of the Provincial Legislation within the boundaries of the Town.
 - b) The County agrees to supply Peace Officer Services to the Town at four (4) one (1) hour patrols per month from March to October and two (2) one (1) hour patrols per month from November to February, which will be scheduled in advance by Camrose County's Manager/Sgt. of Protective Services and all complaints originating from the Town will be investigated during the designated patrol times.
 - c) Enforcement of the Town By-laws within the boundaries of the Town.
 - i) The Town will provide the County with a list of Town By-laws in addition to, written notice advising of any amendments or new By-laws that are coming into force. The County reserves the right to decline the request to enforce a By-law.
 - d) Fulfillment of the above to a level of service similar to that provided by the Peace Officer(s) to the County.
7. The Town agrees to pay the County the sum of \$95.00 per hour for the services of the Peace Officer(s). The Town will be invoiced for the Peace Officer Services monthly. The Town shall pay the invoiced amount within thirty (30) days of the invoice date.
8. Time spent travelling to and from the Town shall not be included in the calculation of hours of service provided. Time spent during the performance of court duties, administration and disciplinary proceedings stemming from Peace Officer Services provided in the Town shall be included in the calculation of hours of service provided.
9. Under circumstances where a Town is entitled to receipt of such fines or penalties, the Town shall receive all fines or penalties relating to the enforcement of Provincial Statutes and Town By-laws as generated from the Peace Officer Service supplied pursuant to this agreement.
10. The County shall add the Town as a named insured under the County's general liability insurance policy, for the purposes of the services provided under this Agreement. The County shall maintain this insurance coverage in full force and effect throughout the duration of this Agreement. Costs associated with the

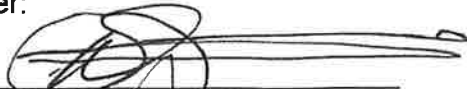
implementation of this clause will be included in the monthly rate for services provided.

11. The County agrees to be liable for the actions of the Peace Officer(s) while on duty or otherwise supplying Peace Officer Services to the Town pursuant to this Agreement. Subject to other terms of this Agreement, the County agrees to absorb all expenses associated with providing the Peace Officer Services in the Town, including office supplies, equipment, training and education, uniforms, travel, employee salary and benefits.
12. The Town shall receive from the County, monthly reports on all Peace Officer Services supplied by the Peace Officer(s) to the Town. These monthly reports shall include the date and time spent in the Town, a description of any incident dealt with, the number of tickets or warnings issued, and the monetary amount of fines issued.
13. The Town acknowledges that any complaint received by it with respect to the provision of Peace Officer Services by Peace Officers pursuant to this Agreement shall be immediately forwarded to the Manager of Protective Services. Any disciplinary action taken against the Peace Officer(s) as a result of a complaint shall be administered by the County Peace Officer Services Disciplinary Procedure. Should a Peace Officer be suspended or dismissed in accordance with the Camrose County Peace Officer Services Disciplinary Policy, the Peace Officer Services provided, may be reduced on a pro-rated basis. Should the Peace Officer Services be reduced as mentioned above, then the agreed cost to the Town will similarly be reduced on a pro-rated basis.
14. Should Camrose County's Authorization to Employ Peace Officers, issued by Alberta Solicitor General be terminated, then this agreement will similarly immediately be terminated.
15. Notwithstanding clause 14 above, either party may terminate this Agreement without cause by providing six (6) months written notice to the other.
16. Notwithstanding clauses 14 and 15 above, this Agreement may be terminated within three (3) months if both parties agree to the termination.


In Witness of the Foregoing, the parties have executed this Agreement, as of the aforementioned day and year.

Camrose County

Per:




Reeve




County Administrator

Town of Bashaw

Per:



Mayor



Town Administrator

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	October 18, 2023
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.3 Bashaw Curling Club – Storage Building Repair costs

Purpose Statement:

The Town of Bashaw budgeted \$12,000.00 for repairs to the curling club storage building. The full cost of the repair came in at \$14, 500.00.

Discussion/Options/Benefits/Disadvantages:

The town received better pricing in the overhead door and managed a repair for arena boards for lower cost. This provided additional grant funds to repair the storage shed.

- Repaired a hole in the north wall.
- Repaired a hole in the roof.
- Originally, we expected to shingle the roof and side the building.

The repair came in \$2,500.00 over budget. The administration would like to know if the council would like to request funds from the Bashaw Curling club for any amount.

Costs/Source of Funding (if applicable)

Operating Budget

Applicable Legislation:

MGA – Operating and Capital budgets 242-246, 248.1.

Community Engagement Consideration:

The administration is willing to proceed as the council requests.

Recommended Action:

Administration declines provision of a recommendation.

Discussion Result:

Additional research Requested:

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	October 18, 2023
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.4 Tax Incentive Report

Purpose Statement:

Should the Town of Bashaw implement a Tax incentive bylaw for non-residential development?

This report will share the advantages and disadvantages of implementing a Non-residential Tax incentive bylaw.

Tax Incentive Bylaw General Description:

- Applicable to non-residential – primarily businesses.
- Businesses that increase their assessment by either building here or improving existing sites.
- Application process after the bylaw is passed.
- Business must be in good standing with utilities and taxes.
- The tax incentive is implemented once the business has completed their improvement/Development.
- The payment is provided as a rebate the following year of the development completion.

Discussion/Options/Benefits/Disadvantages:

Tax Incentive Bylaws can: (Advantages)

- Entice economic development.
- Provide a rebate in taxes to qualifying business developments.
- Standardize development incentives.
- Serve to increase municipal assessment and support sustainability.

Disadvantages to Tax Incentive Bylaws:

- Applicable to select businesses as the incentive becomes available/passed.
- Apply for multiple years, or as determined by the bylaw.
- No assurances that the business owner remains with the property, the agreement continues with the property.
- No guarantees of continued business operations.
- No data to prove that tax incentives work.
- Creates competition between municipalities for business development.

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

Costs/Source of Funding (if applicable)

Operating Budget

Applicable Legislation:

Municipal Government (Property Tax Incentives) Amendment Act.

Community Engagement Consideration:

The administration is willing to proceed as the council requests.

Recommended Action:

Administration declines provision of a recommendation.

Appendix: Implementation of the Stettler bylaw using Town of Bashaw Development Statistics 2020 – 2022.

Discussion Result:

Additional research Requested:

Tax Incentive Appendix
October 18, 2023.

Estimate; used 2023 mill rate.		Stettler Bylaw (\$5K or greater)					
		2021	2022	2023		2024	
		year 1	Year 2	Year 3		Year 4	
2020	From 2020 to 2021	0.0108223	0.0109042		0.0109951		
Development Permit	Increase in Assessed Value	100.00%					
2020-02	104,940.00	\$1,135.69	\$ 572.14	50.00%	0	0	0
2020-04	657,700.00	\$7,117.83	\$ 5,378.77	75.00%	\$3,615.74	50.00%	0
2020-18	148,730.00	\$1,609.60	\$ 810.89	50.00%	0	0	0
		\$9,863.12	\$ 6,761.80		\$3,615.74		
				Total	\$20,240.66		

		Stettler Bylaw (\$5K or greater)			
		2022	2023	2024	2025
		year 1	Year 2	Year 3	Year 4
2021	From 2021 to 2022	0.0109042	0.0109951		0.0109951
Development Permit	Increase in Assessed Value	100.00%	0		
2021-10	15,180.00	\$165.53	0		
2021-16	6,650.00	\$72.51	0		
		\$238.04			
				Total	\$238.04

		Stettler Bylaw (\$5K or greater)			
		2023	2024	2025	2026
		year 1	Year 2	Year 3	Year 4
2022	From 2022 to 2023	0.0109951	0.0109951	0.0109951	
Development Permit	Increase in Assessed Value	100.00%			
2022-07	86,880.00	\$955.25	0	0	
2022-11	4,030.00				
2022-14	-680.00				
				Total	\$955.25

Total Funds paid out from 2020 to 2025. \$21,433.95

Assumptions:

The amount paid is on the full assessment increase for multiple years.
The increase in the assessment after year one; may be lower for years 2, 3, and 4.
This is administrations interpretation of how the bylaw would be implemented.

Municipal tax incentives

The *Municipal Government (Property Tax Incentives) Amendment Act* was introduced on June 4, 2019. The legislation amends the *Municipal Government Act*, allowing municipalities to offer tax incentives for non-residential properties to help attract investments and provide longer-term certainty for businesses.

Municipalities have an important role to play in contributing to the economic success of the province and their communities. These changes give municipalities the ability to be creative when attracting new investments and empower them to make decisions on how they apply property tax incentives.

The incentives are another tool municipalities could use to help foster the conditions that enable businesses to compete for global investment and contribute to the growth of jobs and prosperity.

What does this legislation enable municipalities to do?

The amendments enable municipalities to offer multi-year tax exemptions, reductions or deferrals for non-residential properties in order to attract investment, development and revitalization. Municipal councils are able to pass bylaws establishing tax incentive programs. Property owners, or prospective property owners, will apply to the municipality.

How is this different from what municipalities could do before?

In the past, municipalities could cancel or refund all or a portion of a property tax, or defer the collection of a tax in a specific year for the purposes of providing relief in instances of hardship. Municipalities could also provide multi-year tax incentives to encourage redevelopment of brownfield properties. This legislation expands the existing authority to include broader economic development purposes.

What are the potential benefits to municipalities?

Many municipalities are struggling to attract business and boost economic development and revitalization. Tax incentives lower the financial burden on businesses and help municipalities attract investment. It also helps municipalities create incentives for businesses, and compete with other communities across Canada and the United States, where similar incentives are already available.

Are there potential regional benefits?

This additional flexibility has the potential to encourage regional economic development. Municipalities should discuss with neighbours how best to use this new authority to create benefits for the region. Alberta Economic Development, Trade and Tourism provides [regional economic development support and resources](#) and encourages collaborative approaches with interested municipalities.

What about municipalities that already offer these types of incentives?

In rare circumstances, some Alberta municipalities may have used tax cancellation, reduction, and deferral authorities to offer incentive programs. These municipalities would need to pass new bylaws under the new legislation to ensure their programs are in alignment.

How would these programs work with existing trade agreements?

Any non-residential property that meets the criteria and conditions outlined in the bylaw will be eligible to apply for a tax incentive – this gives all property owners equal opportunity to receive a tax incentive, and prevents discrimination against businesses from other provinces. British Columbia and Saskatchewan both provide similar tax incentive programs.

Does the legislation apply to all assessment classes?

No. Residential, farm land and machinery and equipment classes are not eligible under the legislation. Other mechanisms are in place to incent residential development, and farm land assessment is set significantly lower than all other assessment classes. In addition, the machinery and equipment assessment class already receives a 23 per cent incentive through reductions in assessed value and is exempted from education property tax.

Would these incentives be used for existing businesses?

The legislation allows that decision to be made by local councils. Councils would also have the flexibility to determine the types of development or industries that are eligible for incentives.

Can incentives be renewed after they have expired?

It would be up to council to determine how long a tax incentive will apply to a particular property. Tax incentives can be for no more than 15 years; however, council has the authority to determine how and when incentives can be renewed.

What if the land subject to a tax exemption/deferral is annexed?

If land that is subject to a tax exemption or deferral in one jurisdiction is annexed by another municipality, the annexation order must require the receiving municipality to continue the exemption/deferral.

Can municipal tax incentives be appealed?

Municipalities are able to designate decisions on applications to municipal staff. These decisions could be appealed to council. Decisions could also be judicially reviewed, with a shortened timeline of 60 days to provide property owners and municipalities with quick resolution of any disputes. Assessment review boards have no jurisdiction to deal with a complaint regarding a tax incentive.

What if the non-residential tax incentive bylaw is amended/repealed?

The incentive would remain valid even if the bylaw under which it was granted is subsequently amended, repealed, or otherwise ceases to have effect.

Implementation:

1. Create a non-residential tax incentive bylaw and application process

The bylaw must:

- Set eligibility criteria.
- Establish an application process.
- Set a maximum number of years for which incentives can apply (no more than 15 consecutive years, barring renewal).
- Establish a process and timelines for council review of decisions regarding the granting, cancellation, or refusal of tax incentives if the bylaw provides for a person other than council to make those decisions.

2. Grant incentives

The incentive must be granted in written form that specifies:

- The taxation years the incentive applies, which would not include any year prior to the year the incentive is granted.
- The extent of the incentive: deferral, exemption, partial exemption, etc.
- Any conditions that if breached would result in the cancellation of the incentive, and the years the conditions apply.

An exemption/deferral must be noted on the assessment roll prepared by the municipality. The notation must include the amount deferred and the taxation year(s) to which the amount relates.

3. Refusals/cancellations of the incentive

- If it is determined the property did not meet or ceases to meet a criteria of the bylaw or a condition has been breached, the municipality may cancel the incentive for the year(s) the criteria was not met or the condition breached.
- Refusals or cancellations of the incentive must be sent in a written notice to the applicant.
- The written notice must state the reason(s) for refusal/cancellation, the process for review by council (if the decision is made by any person other than council), and the date an application for review must be made by.

4. Notifying the provincial assessor

- If an incentive is provided or cancelled by the municipality in respect of a designated industrial property, the municipality must notify the provincial assessor and provide any other information requested by the provincial assessor regarding the incentive or cancellation of the incentive.