



**REGULAR MEETING OF COUNCIL
A G E N D A
Wednesday, June 5, 2024, 6:30 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 May 29, 2024, Regular Meeting of Council
6. CONSENT AGENDA
 - 6.1 Council Committee Report
 - 6.2 CAO Report
 - 6.3 Foreman's Report
 - 6.4 Emergency Management Act – Amendments Guidance Document
 - 6.5 Bashaw Minor Ball Meeting Minutes
 - 6.6 Airport Meeting Minutes
7. NEW & UNFINISHED BUSINESS
 - 7.1 Set Date & time for 2024 Public Auction
 - 7.2 Approve the Terms & Conditions for the 2024 Public Auction
 - 7.3 Reserve Bids for Properties scheduled for Public Auction
 - 7.4 Tax Recovery Costs to be added to Tax Rolls.
 - 7.5 Grants in Place of Taxes – Request to Write off
8. COMMITTEE REPORTS – action to be considered.
9. CORRESPONDENCE ITEMS – Action to be considered.
10. CLOSED MEETING OF COUNCIL
11. NOTICES OF MOTION
12. NEXT MEETING: Regular Meeting - June 19, 2024, 6:00 pm.
13. ADJOURNMENT



**REGULAR MEETING OF COUNCIL
MINUTES
Wednesday, May 29, 2024, 6:00 pm
Council Chambers & Zoom Access**

In Person: CAO Fuller (5:45 pm), Mayor McDonald (5:53 pm), Councillor McIntosh (5:52 pm), Councillor Northey (5:52 pm), Councillor Gust (5:54 pm), Scott St. Arnaud (5:45 pm)

Absent with notice: Secretary Morrison

Recording Secretary: CAO Fuller

Public: none

Public Zoom: Deputy Mayor Orom (6:00 pm), Alvin Turcotte (6:00 pm), Lisa Turcotte (6:00 pm)

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

1. CALL TO ORDER by Mayor McDonald at 5:59 pm.

2. ADOPTION OF AGENDA

MOVED by Councillor Northey to approve the May 29, 2024, Regular Meeting of Council Agenda.

MOTION #088-2024

CARRIED

3. PUBLIC HEARINGS – None

4. DELEGATIONS

4.1 Town of Bashaw 2023 Audit Presentation – Scott St. Arnaud – Gitzel & Company Chartered Professional Accountants.

5. APPROVAL OF MINUTES

5.1 Minutes of May 22, 2024, Regular Meeting of Council.

MOVED by Councillor McIntosh to approve the minutes of the May 22, 2024, Regular Meeting of Council.

MOTION #089-2024

CARRIED

6. CONSENT AGENDA

6.1 Camrose County – Subdivision approval for application within IDP area of Bashaw.

6.2 Alberta Municipal Affairs – Local Government Fiscal Framework allocation

6.3 Alberta Municipal Affairs – Bill 20

6.4 Municipal Information Services – unable to grant audit extension.

7. NEW & UNFINISHED BUSINESS

7.1 Town of Bashaw 2023 Audited Financial Statement Approval

MOVED by Councillor Gust to approve the Town of Bashaw 2023 Audited Financial Statement as presented on May 29, 2024, by Scott St. Arnaud from Gitzel & Company Chartered Professional Accountants.

MOTION #090-2024

CARRIED

8. COMMITTEE REPORTS – none

9. CORRESPONDENCE ITEMS – none

MOVED by Councillor McIntosh to enter Closed Meeting of Council for 10.1 Legal – Camrose County Memorandum of Understanding – FOIP section 21 at 6:50 pm.

MOTION #091-2024

CARRIED

Press, Stu Salkeld and Kevin Sabo, disconnected from the meeting at 6:50 pm. Lisa and Alvin Turcotte were placed in the online waiting room.

Scott St. Arnaud left the meeting 6:50 pm.

10. CLOSED MEETING OF COUNCIL

10.1 Legal – Camrose County Memorandum of Understanding – FOIP 21

MOVED by Councillor McIntosh to exit Closed Meeting of Council at 7:20 pm.

MOTION #092-2024

CARRIED

Lisa and Alvin Turcotte were admitted into the meeting at 7:22 pm.

11. NEXT MEETING – June 5 & 19, 2024, at 6:00 pm.

MOVED by Councillor Northey to change the time from 6:00 pm on June 5, 2024, Regular Meeting to 6:30 pm.

MOTION #093-2024

CARRIED

12. ADJOURNMENT – Councillor Gust adjourned the meeting at 7:22 pm.

CHIEF ELECTED OFFICIAL, Rob McDonald

CHIEF ADMINISTRATIVE OFFICER, Theresa Fuller

Council Committee Reports – June 5, 2024

Mayor Rob McDonald:

May 7, 2024 - Airport Commission. We talked about the future of the Bashaw Airport.

May 13, 2024 - Ag Society. Met with a delegation from the New Rink Committee. Farmers Market starts June 7 at Ag Grounds

May 16, 2024 - Met with Camrose County council to discuss items of mutual interest.

May 21, 2024 - Library. Regular business meeting.

Deputy Mayor Cindy Orom:

Not available at the time of agenda preparation.

Councillor Jackie Northey:

May 2, 2024 - Attended the meeting to explore a new arena. A committee was formed and are looking at a collaboration with the Bashaw Ag Society.

May 16, 2024 - Attended the Parkland Regional Library Meeting - updates were circulated already by CAO Fuller.

May 17, 2024 - Primary Care Discussion with MLA Jackie Lovely and ADM Erin O'Neill - ADM O'Neill will be following up on the opportunity to relocate to an AHS facility.

Councillor Bryan Gust:

Not available at the time of agenda preparation.

Councillor McIntosh:

Not available at the time of agenda preparation.



CHIEF ADMINISTRATOR'S REPORT
Submitted for June 5, 2024, Regular Meeting of Council

1. Meetings, training
 - April 22, 2024 – meeting with Minor Ball
 - April 24, 2024 – Meeting with contractor for the Business Navigation project.
 - April 25, 2024 – Hometown days planning meeting
 - April 29, 2024 – meeting with contractor for the Business Navigation project.
 - April 30, 2024 – Canadian Association of Municipal Administrators Association – masterminds session.
 - May 1, 2024 – Development enforcement training
 - May 1, 2024 – interview for staff
 - May 2, 2024 – New Arena meeting Discussion
 - May 6, 2024 – Beautification meeting
 - May 7, 2024 – Airport meeting
 - May 9 and 10, 2024 – out of the office
 - May 12 – 14, 2024 – Kananaskis – Leadership training
 - May 16, 2024 – Meet and greet with Camrose County
 - May 17, 2024 – meeting with Bashaw Fire Department personnel
 - May 22, 2024 – meeting with UFA environmental
 - May 23, 24, and 27, 2024 – unexpectedly out of the office. Family situation
2. ICS 100 Training for staff and advisory committee on May 15, 2024, in the small room in the community hall.
3. Operating and Capital budget generation.
4. Alberta Municipal Data Sharing Partnership (AMDSP)–Activities are outstanding.
5. Completed Follow up items for the Audit presentation.
6. Asset Retirement Obligations – Complete.
7. Ongoing inquiries about development.

Town of Bashaw
Public Works Project Duties list

Project or Duty Description:	Priority	Regular Duty	Additional Duty	Start Date:	Estimated Project	Issues, details, causes of delays?	Date Completed
Water Related							
Water Meter Replacement	X			ASAP		Ongoing.	
Hydrant Repairs		X		01-May-24	4 weeks	No repairs need	
Water leak site cleanups	X			ASAP		Booked for this season.	
Recreation/Arena							
Gutter Repairs	X			ASAP			
Rescrew & Paint Arena boards		X		ASAP	2 Weeks	Ongoing started.	
Arena floors and Maintenance		X		May-24	2 Weeks	Paint the floors and Small repairs	May-24
RV stations		X		May 27/2024	2 Days	open for the season	
Exterior Building repairs			X	Jul-24	2 Weeks	complete inspections and proceed.	
Garbage cleanup			X			Ongoing through town.	
Community Center							
HVAC Cleaning	X			July 19/2024		Modern PURIAR	
Parks, trees, Cemetery							
Trail cleanup	X			Apr-24	As Needed	Ongoing	
Pond Treatment Program		X		June 15/24	Sept 15/24		
Weed Control	X		X	May-24	As Needed	Community/Arena and 52A	
Pest control	X			April 15/24	on going		
Put the dock back in the fish pond				May-24	1 day	Rebuilt dock	
Lawn Maintenance		X		May 1 2024	As needed	W:\Parks\Lawn Maintenance List.xls	
Cemetery							
Lawn Maintenance		X		May 1/2024	As needed	Ongoing.	
Pest control	X			April 15/2024	As needed		
Round up around grave covers		X		June 3/2024	3 Days	First Treatment	
Streets							
Street Cleaning	X			May 8 /2024	As needed	Hired a new company to the Streets	May-24
Culvert Maintenance		X		Jun-24	2 Weeks	Finish resloping, and cleanup	
Hydrant flushing -		X		May 11/2024	2 Weeks	Rescheduled, needed equipment.	
Weed Control		X				Ongoing	

Town of Bashaw
Public Works Project Duties List

Hydrant control valve repairs	x			ASAP	2 Weeks	Plan repairs within budget.	
Lawn Maintenance		x				W:\Parks\Lawn Maintenance List.xls	
Road repairs main St		x		Jul-24	2 Weeks	Pothole repairs	
Sidewalk Repairs		x		Aug-24		to proceed at OK tire location	
Flowers On main St		x		May 30/2024	2 Days	installed	
Main St Line Painting		x		ASAP	2 weeks	As soon as warmer weather and time permits.	
Airport							
Lawn Maintenance		x			As needed	Ongoing	
Building Maintenance						Ongoing	
Sewer							
Lift Station 1 Cleaning		x		Jul-24	1 day	Ongoing	Monthly
Wastewater Maintenance List		x		May-24			Ongoing
Lagoon pump maintenance		x		May-24		Treatment Program	
Lagoon maintenance		x		May-24	As needed		
Shop							
Inventory		x		Jun-24		Over the summer months	



Emergency Management Act

Amendments Guidance Document

Highlights

Forthcoming amendments to the *Emergency Management Act* are intended to enhance the province's ability to support Alberta's communities by improving its ability to coordinate and respond more quickly and effectively, improve its situational awareness, and enable the province to provide the right support in the right places at the right time. Amendments will also improve transparency and increase oversight throughout the emergency management legislative framework. Upcoming amendments include:

- **New reporting requirements for local authorities.**
 - New state of local emergency (SOLE) reporting requirements, which are in addition to existing SOLE declaration reporting requirements, will include the need for local authorities to list the extraordinary powers they anticipate using, and introduces a requirement to forward a copy of a termination of a SOLE to the Minister.
 - Reporting requirements upon request from the Minister, to assist information flow and decision making, as well as further standing reporting requirements that will be created through regulation and will be developed later.
- **New ministerial authorities.**
 - To amend a SOLE declaration.
 - To cancel a SOLE by ministerial order during a provincially declared state of emergency (SOE) if required.
 - To assume control of all or some of a local response during a SOLE for up to 28 days, or 90 days during a pandemic.

Local Authority Reporting Requirements

1. Reporting to the Minister – Section 7.1 and 11.21 - The Minister may request information from a local authority

- This amendment provided in section 11.21 provides the Minister the power to request any information required from a local authority and authorize the Managing Director of the Alberta Emergency Management Agency (or another person) to receive reports under this section.
- Section 7.1 (c.1) introduces a new regulation-making authority, in addition to the authority to request information as outlined above.
 - Amendments to the act will help ensure information is reported consistently and in a standardized manner across the province.
 - Engagement with local authorities regarding new reporting requirements under the Local Authority Emergency Management Regulation will follow.

FAQ: What additional kinds of information will local authorities be required to report?

Examples of reporting requirements may include actions taken, resources utilized, status of evacuation orders or alerts, existing plans, damage reports, reports on the status of municipally operated critical infrastructure, and on the establishment and location of reception or registration centres.

These changes acknowledge that a majority of communities voluntarily provide this information already, and that emergent information reporting is dynamic in nature and subject to change. This amendment seeks to codify this practice, with the intent of enabling the province to be better positioned to properly support a locally-led response.

FAQ: How will the Minister request this information, and how will it be used?

The Alberta Emergency Management Agency (AEMA), through Field Operations will continue to work closely with local authorities to facilitate completion of the required information sharing with the Provincial Emergency Coordination Centre (PECC). The PECC will continue to be the Government of Alberta's primary emergency management and information coordination centre helping to establish a common understanding of what is going on so that all stakeholders can be ready and prepared to support when required.

2. Declaration/termination of a state of local emergency reporting – Sections 21 and 23

- A SOLE declaration will now be required to list which section 19(1) extraordinary powers the local authority anticipates using.
 - This allows for ministerial oversight and increases transparency on the potential use of extraordinary powers.
 - A provision is made to ensure that local authorities have access to any powers available under 24(1)(b), regardless of whether they are noted in the SOLE declaration.
- A local authority must now notify the Minister via the PECC when terminating a SOLE, which was not required previously.
 - This ensures the province maintains situational awareness and closes a communication gap which previously only required local authorities to notify the minister of a declaration.

FAQ: What changes to the current SOLE reporting practices are expected?

These changes are expected to have minimal impact to local emergency management operations as these changes codify existing practices. Reporting of SOLE declarations and terminations will continue to be received by AEMA by email or fax to the Provincial Emergency Coordination Centre.

Provincial Authorities

3. The amendment or cancellation of declaration of a SOLE – Section 22

- The Minister may amend a SOLE.
 - This change will provide more opportunities for provincial oversight over the access to and use of extraordinary powers.
- The Minister may cancel a SOLE declaration during a provincial SOE.
 - Section 22(3.2) now allows the Minister to cancel a SOLE declaration by ministerial order for the same area under a declaration of provincial State of Emergency (SOE).

4. Assuming powers of local authority – Section 24

- The Minister may assume control of all or a portion of a response that is conducted under a SOLE for up to 28 days (or 90 days during a pandemic) by ministerial order and may authorize the Managing Director or others, by order, to exercise this section.

FAQ: What are examples of circumstances in which the government would assume control of all or some aspects of a local emergency response?

Assuming control of a local emergency response is intended to be limited in duration and in exceptional circumstances. Examples in which the province may assume some measure of control include where there is a gap in local decision making that presents clear life safety concerns for the impacted population. Examples of a potential need to take this action include situations where local decision making is incapacitated or unavailable due to the impacts of an event, or staff and elected officials are exhausted or overwhelmed. The provincial assumption of control would be an action of last resort and in extreme circumstance.

In addition, amendments to the act will allow the province to manage concurrent events simultaneously providing strategic resource allocation and better facilitating coordination with neighbouring jurisdictions and partner agencies.

5. Compensation for damages when section 24(1.011) authorities are used.

- This section states that a local authority is responsible to pay compensation for damages due to actions taken during a response where section 24(1.011) has been enacted, but that the Minister may, by order, pay some or all of that required compensation.

Consequential Changes

The following are amendments resulting from the changes above:

Section	Topic	Details regarding the change
11(a)	Municipal emergency organization	Describes the circumstances in which a local authority is NOT responsible for the direction and control of its emergency response.
17	Offence	Allows the offence provisions under the Act to apply to all instances where SOE or SOLE authorities can be used
19(3.1)	Powers of Minister in Emergency	This amendment distinguishes how compensation is treated under the <i>Emergency Management Act</i> and the <i>Forest and Prairie Protection Act</i> .
S. 19.1(2)	Compliance with an evacuation order	Reflects the new ministerial authority to assume control of a local response. This notes that persons acting under the Ministers (or delegates) direction are exempt from complying with an evacuation order to carry out an emergency response during a SOLE and the Minister must have a plan for the safety of the individuals remaining in the area of the evacuation order.
S. 27	Liability Protections – Minister	Provides the same level and type of liability protection to the Minister for actions taken under a SOLE as under a provincial SOE.

IN FORCE DATES

- These changes will come into force upon Royal Assent in anticipation of the 2024 hazard season.



ADDITIONAL FREQUENTLY ASKED QUESTIONS

How will the proposed changes affect the responsibilities of local authorities during emergencies?

Alberta will continue to operate under a decentralized emergency management system. Local authorities will continue to maintain their primary responsibility for managing all phases of emergency management (preparedness/prevention, mitigation, response, and recovery) for all hazards within their jurisdiction. These changes do not seek to change existing roles and responsibilities. Instead, the changes seek to provide the Government of Alberta with more tools and options to better tailor and focus supports to local authorities during significant emergency response efforts.

How will the changes impact the authority and autonomy of Metis Settlements and First Nations?

The Government of Alberta recognizes and respects the right to self-governance and self-determination of First Nations communities. Therefore, the proposed changes seek to minimally affect or impact the authority or autonomy of First Nations.

The Act currently anticipates its application to Metis Settlements as they are local authorities under the *Emergency Management Act*, and would apply to First Nations only where those Nations enter into agreements that consent to the Act's application and treatment of First Nations as local authorities. There are currently no agreements in place that allow First Nations to be recognized as local authorities under the *Emergency Management Act*.

Will there be any changes to how local authorities communicate and collaborate with the Alberta Emergency Management Agency, inside and outside of an emergency response?

Local authorities are encouraged to maintain positive and proactive communications with their Regional of First Nations Field Officer to ensure there is an open and transparent flow of information between local authorities and the Alberta Emergency Management Agency. The primary liaison with local authorities for the Alberta Emergency Management Agency is the Regional or First Nations Field Officer, who will be able to provide guidance and support with respect to reporting during an emergency.

Bashaw Minor Ball Meeting Minutes
Monday, April 22, 2024

A Meeting was hosted at the town office, several representatives from Ball and Town Administration were in attendance. Physically and by Zoom.

1. Introductions were made Kristie Dawbin, Melanie Northey, Kerri Docherty, Theresa Fuller, Chris Morrision, and Patrick Taylor.
2. Ball Diamond Policy & User Agreement – was reviewed with the group.
3. Recreation Financials – were reviewed with the group. Fees, and ideas for Ball diamond revenue were discussed.
4. Scheduling – Minor Ball will be provided access to the calendar for diamond bookings. Minor Ball to have one main point of contact for their participants and volunteers, that contact will forward concerns about the facilities to the town. This is to minimize duplication in communications.
5. Responsibilities – Discussed and clarified.

We wanted to advise Minor Ball what service levels our public works and administration are able to provide this year in regard to the ball diamonds.

Administration Responsibilities:

We will record the ball diamond bookings on the website which are emailed to bookingbashaw@gmail.com . Minor Ball is responsible to coordinate any changes or scheduling conflicts internally prior to emailing in changes to us.

Public Works Responsibilities:

Weekdays (Monday – Friday excluding holidays): Washrooms / Garbage's / Diamond shale floating done daily every morning (weather dependent)

Mowing will be done twice per week during high growth season (typically May / June)

Weed Control on Diamonds and fence lines: We will trim the fence lines twice per month. Weed spray will also be applied to help cut down on the growth. Weeds will be treated chemically along with the floating.

Supplies – we will provide a garbage bags, cleaning supplies, toilet paper and paper towel (which we will restock during the week)

Minor Ball Responsibilities:

Weed Control: Pick the weeds on the shale as needed, bag them and throw garbage bags in gray garbage box in centre of RV park– this can be scheduled with each team having a turn once a week.

Weekend Tournaments:

1. Pick up garbage / Empty Garbage Cans as needed – dispose full bags into gray garbage box in center of RV park and restock cans with garbage bags.
2. Bathrooms to be cleaned & stocked (supplies provided by town) throughout weekend by Minor Ball and left in a clean and stocked condition at the end of the tournament.

PLEASE NOTE: If the grounds are left in disarray after practices / games / tournaments (overflowing garbage / disgusting bathrooms) we will be levying a minimum 3-hour public works charge (\$35 / hour) to Minor Ball.

We need to work together to maintain our recreation spaces. We will endeavour to have the facilities in good condition for our Minor Ball teams and we need Minor Ball to help with the ownership of the spaces so that everyone can have an enjoyable season and be proud of our town.

Please note:

- Washrooms will not be open until we have a steady temperature of 5 degrees Celsius (for at least one week straight including overnight lows)

Access to the Diamonds will be weather dependent - we hoping to have them ready and accessible by the end of April each year.

6. Requests

Minor ball requested coat hooks installation for all the dugouts. Arranged and in process of completion.

Minor ball requested replacement dugouts for all diamonds. They priced out cattle shelters, all could be replaced for around \$25,000.00. Discussion occurred. Requested council consider providing funds toward their purchase.

7. Meeting concluded.

May 7, 2024 – Airport Meeting Minutes
Town of Bashaw

AIRPORT

1-33-00-560-00	Hay Revenue - Airport	-1,360.59	-1,360.59	-1,360.59
1-33-00-561-00	Airport Hangar Lease	-800.00	-800.00	-800.00
		-2,160.59	-2,160.59	-2,160.59

AIRPORT

2-33-00-250-00	Airport Repairs & Maintenance	\$40.47	200.00	2,000.00
2-33-00-274-00	Insurance	\$2,871.80	2,871.80	2,814.56
2-33-00-520-00	Parts & Supplies	\$1,445.38	1,800.00	1,500.00
2-33-00-540-50	Campus Energy Power	\$665.37	1,200.00	700.00
		\$5,023.02	6,071.80	7,014.56

Minutes.

1. Introductions – In Attendance
Mayor Rob McDonald, CAO Theresa Fuller, Yvonne King, and Doug Hunt.

2. Financial information
2023 – Deficit offset by taxes = \$ 2, 862.43
2024 – Deficit offset by taxes = \$4, 853.97
This does not include the cost of cutting grass, and snow clearing in the winter.
Grass cutting – takes 16 hours at least once per month during summer months.
Snow removal – depends on how much snow – typically 1 – 2 times per winter.

3. Vandalism – the Building has sustained damage.
Ideas for discrete places, for access to the door code.
Using the radio frequency for the door code was suggested.

4. Viability? Are you willing to pay more for your hangar land rental?
Flight Schools use the runway for “touch and go”, therefore the book is not signed. The book is how the town tracks the use of the runway.

Terminal: Recommendation to shut the water, heat, and power off to reduce expenses.

5. Possible solutions?
Comments Shared:
 - Flyin Breakfast to generate revenue to offset expenses.
 - Flight schools use it for practise.
 - It is a great strip; it is wide and long.
 - Host a public meeting to discuss the interest in the continued functionality of the Terminal and runway.
 - Set up photo eye to track touch downs.
 - Encourage a flight school to take it on
 - Fund raise for operations.

May 7, 2024 – Airport Meeting Minutes
Town of Bashaw

- Host something in conjunction with Hometown days.

6. Next steps?

Wednesday, June 26, 2024 – 7:00 pm at the Town of Bashaw Council Chambers. Public Meeting, RSVPs encouraged.

Zoom link to be provided.

Town of Bashaw is inviting you to a scheduled Zoom meeting.

Topic: Town of Bashaw Airport Public meeting

Time: Jun 26, 2024, 07:00 PM Edmonton

Join Zoom Meeting

<https://us06web.zoom.us/j/82425907506?pwd=6X9wMkUKppH8jF1vIB4nneU24RzwT.1>

Meeting ID: 824 2590 7506

Passcode: 317829

One tap mobile

+15873281099,,82425907506#,,,*317829# Canada

+16473744685,,82425907506#,,,*317829# Canada

Dial by your location

• +1 587 328 1099 Canada

• +1 647 374 4685 Canada

• +1 647 558 0588 Canada

• +1 778 907 2071 Canada

• +1 780 666 0144 Canada

• +1 204 272 7920 Canada

• +1 438 809 7799 Canada

Meeting ID: 824 2590 7506

Passcode: 317829

Find your local number: <https://us06web.zoom.us/j/kdQkMuupwW>

7. Adjourn – Is another meeting required?

Adjourned at 6:41 pm.

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

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	June 5, 2024
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.1 Set Date & time for 2024 Public Auction

Background/Proposal:

Date/Time – Council is required to set the date and time of the public auction; sometime between September 15, 2024, and November 15, 2024.

Discussion/Options/Benefits/Disadvantages:

The property owner will continue to have the ability to bring their account out of recovery status by full payment right until the public auction date.

The date has typically been the third Monday in September.

Costs/Source of Funding (if applicable)

No funding required; any costs are applied to the tax rolls.

Applicable Legislation:

MGA – Section 411(2)

Community Engagement Consideration:

The administration is willing to proceed as the council requests.

Recommended Action:

Administration recommends passing the following motion(s):

MOVED BY _____ to approve _____ as the date and time for the 2024 Public Auction.

Discussion Result:

Additional research Requested:

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

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	June 5, 2024
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.2 2024 Public Auction – Approve Terms and Conditions of Sale for 2024 Public Auction

Background/Proposal:

The terms and conditions of sale are attached for council consideration. These would be applicable for the upcoming Public Auction of unpaid Tax Recovery properties.

Discussion/Options/Benefits/Disadvantages:

The property owner will continue to have the ability to bring their account out of recovery status by full payment right until the public auction date.

The conditions listed are standard.

Costs/Source of Funding (if applicable)

No funding required; any costs are applied to the tax rolls.

Applicable Legislation:

MGA – Section 419 – Reserve bid and conditions of sale.

Community Engagement Consideration:

The administration is willing to proceed as the council requests.

Recommended Action:

Administration recommends passing the following motion(s):

MOVED BY _____ to approve the Terms and Conditions of Sale for the 2024 Public Auction as presented within the June 5, 2024, Council agenda package.

Discussion Result:

Additional research Requested:

2024 - Public Auction – Terms and Conditions

1. Any parcel of land offered for sale may be redeemed by payment of all arrears, penalties and costs by guaranteed funds at any time until the property is declared sold.
2. Each parcel of land offered for sale will be subject to a reserve bid and title will be subject to the reservations and conditions contained in the existing certificate of title.
3. The lands are being offered for sale on an “as is, where is” basis, and the municipality makes no representation and gives no warranty whatsoever as to the state of the parcel nor its suitability for any intended use by the successful bidder.
4. The auctioneer, councillors, the chief administrative officer and the designated officers and employees of the municipality must not bid or buy any parcel of land offered for sale, unless directed by the municipality to do so on behalf of the municipality.
5. The purchaser of the property will be responsible for property taxes and utilities for the current year. There will be no adjustment to the date of sale.
6. The purchaser will be required to execute a sale agreement in form and substance provided by the municipality.
7. The successful purchaser must, at the time of sale, make payment in cash, certified cheque or bank draft payable to the municipality as follows:
 - a. The full purchase price if it is \$10,000 or less; OR
 - b. If the purchase price is greater than \$10,000, the purchaser must provide a non-refundable deposit in the amount of \$10,000 and the balance of the purchase price must be paid within 20 days of the sale.
(if the certified cheque or bank draft exceeds the final purchase price, the excess will be refunded within a reasonable time)
8. GST will be collected on all properties subject to GST.
9. The risk of the property lies with the purchaser immediately following the auction.
10. The purchaser is responsible for obtaining vacant possession.
11. The purchaser will be responsible for registration of the transfer including registration fees.
12. If no offer is received on a property or if the reserve bid is not met, the property cannot be sold at the public auction.
13. The municipality may, after the public auction, become the owner of any parcel of land that is not sold at the public auction.
14. Once the property is declared sold at public auction, the previous owner has no further right to pay the tax arrears.

Approved: yes /no Motion # _____

Account Code: _____

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	June 5, 2024
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.3 Reserve Bids for Properties scheduled for Public Auction

Background/Proposal:

Council is required to establish a reserve bid that is “as close as reasonably possible to the market value” of each parcel.

Roll Number	Address	Legal Land	Assessed Value	Property Description
003714	5319 – 52 Avenue, Bashaw, AB	Lot 14, Block 37, Plan 4920 MC	\$ 169,130.00	Residential property
004016	5103 – 54 Avenue, Bashaw, AB	Lot 16, Block 40, Plan 2533 NY	\$ 234,840.00	Residential Property
002438	5337 – 55 Avenue, Bashaw, AB	Lot 24, Block 38, Plan 962 0314	\$ 365,330.00	Residential Property
001620	5037 – 48 Avenue, Bashaw, AB	Lot 20-24, Block 16, Plan 2627 AC	\$ 179,300.00	Residential Property
000999	4515-50 Street & 4520 – 49 Street, Bashaw, AB	Block 1, Plan 822 2530	\$ 842,710.00	Industrial
001129	5028 – 54 Avenue, Bashaw, AB	Lot 29-31, Block 11, 2627 AC	\$ 82, 410.00	Residential Property
001532	5024 – 50 Avenue, Bashaw, AB	10’ of 32 & All of 33, Block 15, Plan 2627 AC	\$ 42,290.00	Residential Property

Determine Reserve Bid for each property by motion.

Discussion/Options/Benefits/Disadvantages:

The property owner will continue to have the ability to bring their account out of recovery status by full payment right until the public auction date.

Costs/Source of Funding (if applicable)

No funding required; any costs are applied to the tax rolls.

Applicable Legislation:

MGA – Section 419 – Reserve bid

Community Engagement Consideration:

Administration is willing to proceed as council requests.

Recommended Action:

Administration recommends passing the following motion(s):

MOVED BY _____ to approve reserve bid for roll number 003714,
located at; Lot 14, Block 37, Plan 4920 MC for _____.

MOVED BY _____ to approve reserve bid for roll number 004016,
located at; Lot 16, Block 40, Plan 2533 NY for _____.

MOVED BY _____ to approve reserve bid for roll number 002438,
located at; Lot 24, Block 38, Plan 962 0314 for _____.

MOVED BY _____ to approve reserve bid for roll number 001620,
located at; Lot 20-24, Block 16, Plan 2627 AC for _____.

MOVED BY _____ to approve reserve bid for roll number 000999,
located at; Block 1, Plan 822 2530 for _____.

MOVED BY _____ to approve reserve bid for roll number 001129,
located at; Lot 29-31, Block 11, Plan 2627 AC for _____.

MOVED BY _____ to approve reserve bid for roll number 001532,
located at; 10' of 32 & all of Lot 33, Block 15, Plan 2627 AC for _____.

Discussion Result:

Additional research Requested:

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

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	June 5, 2024
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.4 2024 Tax Recovery Costs to be added to Tax Rolls.

Background/Proposal:

Tax Recovery Costs – It is recommended to pass a resolution approving the adding of all tax recovery costs to the relevant rolls.

Discussion/Options/Benefits/Disadvantages:

The property owner will continue to have the ability to bring their account out of recovery status by full payment right until the public auction date.

Adding tax recovery costs is a standard process.

Costs/Source of Funding (if applicable)

No funding required; any costs are applied to the tax rolls.

Applicable Legislation:

MGA – Section 553(1)(f)

Community Engagement Consideration:

The administration is willing to proceed as the council requests.

Recommended Action:

Administration recommends passing the following motion(s):

MOVED BY _____ that pursuant to 553(1)(f) Municipal Government Act, the addition of all tax recovery costs to the relevant rolls is hereby approved.

Discussion Result:

Additional research Requested:

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

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	June 5, 2024
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.5 Grants in Place of Taxes – Request to Write off.

Background/Proposal:

The province used to pay the full amount of taxes on their provincially owned buildings. The term they use for these payments is Grants in place of Taxes. The provincial building is an example of a provincially owned property. 2018 was the last year they paid the Grant in place of taxes – in full. Every year subsequently, they request we invoice for the full amount, and they pay a portion of it. Within the budget we plan for the unpaid portion as an expense.

Attached is the 2024 tax notice. The full balance owing is \$ 24,268.35, the province may pay around \$3,500 next March.

We will re-evaluate how much to write off for next year once the 2024 payment is received.

Discussion/Options/Benefits/Disadvantages:

The administration is requesting to write off the budgeted expense of \$ 10,000.00.

Costs/Source of Funding (if applicable)

Annual operating budget.

Applicable Legislation:

MGA, Sections 366 and 380.

Community Engagement Consideration:

The administration is willing to proceed as council requests.

Recommended Action:

Administration requests the following motion:

MOVED BY _____ to write off \$ 10,000.00; off Roll # 000515, Alberta Municipal Affairs, Grants in Place of taxes for the 2024 tax year.

Discussion Result:

Additional research Requested:



Town of Bashaw
Box 510
Bashaw Alberta T0B 0H0

2024 PROPERTY ASSESSMENT AND TAXATION NOTICE

Notice Mailed: May 30, 2024 Roll#: 000515
 Notice of Assessment: May 30, 2024
 Final Date for Complaints: August 6, 2024
 Owner#:

Municipal Address: 4915-50 STREET

AMOUNT DUE AFTER AUG 6	AMOUNT DUE AFTER DEC 31	AMOUNT DUE
\$25,621.52	\$28,696.10	24,268.35

HIS MAJESTY THE KING IN RIGHT
 C/O PROPERTIES DIVISION
 3RD FLOOR
 6950- 113 STREET
 EDMONTON AB T6H 5V7
 CANADA

REMITTANCE COPY ENTER AMOUNT OF YOUR PAYMENT



Town of Bashaw
Box 510
Bashaw Alberta T0B 0H0

2024 PROPERTY ASSESSMENT AND TAXATION NOTICE

HIS MAJESTY THE KING IN RIGHT

C/O PROPERTIES DIVISION
 3RD FLOOR
 6950- 113 STREET

Property Assessment			Zoning Code: C.1		PENALTIES			
Assessment Class	Land	Improvements	Total	A PENALTY OF 12% WILL BE ADDED TO CURRENT TAXES REMAINED UNPAID AFTER AUGUST 6				
Commercial	3,170.00	61,210.00	64,380.00	A PENALTY OF 12% WILL BE ADDED TO ALL TAXES REMAINING UNPAID AFTER: DEC 31				
Grants in Lieu Municipal	42,120.00	925,030.00	967,150.00					
	0.00	0.00	0.00					
			Total Taxable Assessment	1,031,530.00				
Property Tax Details			Please see reverse for payments and assessment appeal information		Previous Year			
TAX CATEGORY	TAX RATE	LEVY			Assessment	982,380.00	Taxes	10,801.37
MUNICIPAL						School Support		
NON-RESIDENTIAL	0.0107167	11,054.60				Public	100.00%	
GIL SCH Sup Exempt	0.0000000			Separate	0.00%			
				Undeclared				
REQUISITIONS			Description		Local Improvements Expires:	Amount		
CALA - Non-Residential	0.0000304	1.96						
ASFF - Non-Residential	0.0034151	219.86						
Total Current Levy:			\$11,276.42					
TAX INSTALLMENT PAYMENT PROGRAM								
			Current Installment Amount (if applicable)		900.11			
			Installment Amount for the Next					
			Seven Months Beginning June 15 (if applicable)		3,466.90			
ROLL NO.	TAX YEAR	NOTICE MAILED	FINAL DATE FOR COMPLAINTS		SUMMARY			
000515	2024	May 30, 2024	AUG 6, 2024		Total Current Taxes:	\$11,276.42		
					Credit or Arrears:	\$12,991.93		
MUNICIPAL ADDRESS		LOT	BLK	PLAN	AMOUNT DUE :			
4915-50 STREET		15 - 20	5	2627 AC	\$24,268.35			
Message: Please contact the Town Office if the information on your tax notice is NOT correct.			Comments: Taxes are due: AUG 6, 2024			AMOUNT DUE AFTER AUG 6	\$25,621.52	
Copy Sent to: BERTA MUNICIPAL AFFAIR			If you wish to make a complaint to the assessment review board, see the reverse for further details.			AMOUNT DUE AFTER DEC 31	\$28,696.10	
Mortgage Company:								

STATEMENT OF ACCOUNT

Town of Bashaw
 Box 510
 Bashaw, Alberta
 TOB 0H0

Date Issued: June 04, 2024

Issued To: HIS MAJESTY THE KING IN RIGHT
 C/O PROPERTIES DIVISION , 3RD FLOOR, 6950- 113 STREET
 EDMONTON, AB
 T6H 5V7

Roll #: 000515

Owners:
 HIS MAJESTY THE KING IN RIGHT
 ALBERTA MUNICIPAL AFFAIRS

Property Address: 4915 50 STREET
Legal Description: 15 - 20 5 2627 AC
 YEAR BUILT - 1978

District(s):
Linc #: 19652734
Zone: C.1

LOCAL IMPROVEMENTS

PROPERTY ASSESSMENT

Taxation Year: 2024

<u>Assessment Code</u>	<u>Description</u>	<u>Amount</u>
2	Commercial	\$64,380.00
7	Grants in Lieu Municipal	\$967,150.00
Total Assessment:		\$1,031,530.00

ACCOUNT BALANCE

<u>Year</u>	<u>Tax Amount</u>	<u>Interest/Penalty</u>	<u>Total Balance</u>
2024	\$11,276.42	\$0.00	\$11,276.42
2023	\$10,801.37	\$0.00	\$10,801.37
2022	\$2,190.56	\$0.00	\$2,190.56
2021	\$0.00	\$0.00	\$0.00
2020 and prior	\$0.00	\$0.00	\$0.00

TRANSACTION SUMMARY

<u>Year</u>	<u>Tax Levy</u>	<u>Supplemental Taxation</u>	<u>Penalty</u>	<u>Adjustment</u>	<u>Payment</u>	<u>Installments Not Yet Due</u>	<u>Balance</u>
2024	\$11,276.42	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,276.42
2023	\$10,801.37	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,801.37
2022	\$10,270.99	\$0.00	\$0.00	(\$4,270.99)	(\$3,809.44)	\$0.00	\$2,190.56
2021	\$9,961.39	\$0.00	\$0.00	(\$2,113.80)	(\$7,847.59)	\$0.00	\$0.00
2020 and prior	\$274,605.43	\$0.00	\$0.00	(\$5,499.97)	(\$269,105.46)	\$0.00	\$0.00
							\$24,268.35

TRANSACTIONS

January 01, 2022 - June 04, 2024

<u>Transaction Date</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>
Jan 01/2022	Balance Forward		\$12,229.99
Feb 10/2022	Assessment \$941,930	\$0.00	\$12,229.99
Mar 16/2022	Cash Receipt	(\$4,980.69)	\$7,249.30
May 19/2022	Annual Levy 2022	\$10,270.99	\$17,520.29
Dec 21/2022	Cash Receipt	(\$5,135.50)	\$12,384.79
Mar 15/2023	Assessment \$982,380	\$0.00	\$12,384.79
May 17/2023	Annual Levy 2023	\$10,801.37	\$23,186.16
Jul 18/2023	TAX WRITE OFF	(\$6,384.79)	\$16,801.37
Mar 19/2024	Cash Receipt	(\$3,809.44)	\$12,991.93
Apr 22/2024	Assessment \$1,031,530	\$0.00	\$12,991.93
May 27/2024	Annual Levy 2024	\$11,276.42	\$24,268.35
Total Outstanding June 04, 2024			\$24,268.35