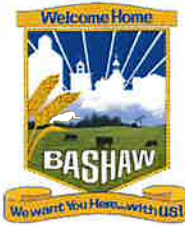




**REGULAR MEETING OF COUNCIL
A G E N D A
Wednesday January 17, 2024, 6:00 pm
Council Chambers & Zoom Access**

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. PUBLIC HEARINGS
4. DELEGATIONS
5. APPROVAL OF MINUTES
 - 5.1 Minutes of the January 3, 2024, Regular Meeting of Council
6. CONSENT AGENDA
 - 6.1 Town of Bashaw December 31, 2023, Monthly Statement
 - 6.2 Council Committee Reports
 - 6.3 Foreman Report
 - 6.4 CAO Report
 - 6.5 Taxervice – 2022 Final Report Notification Matter (Land)
 - 6.6 Nordic Managing Systems – Community Hall Energy Report
 - 6.7 Municipal Affairs – Local Government Fiscal Framework Program
7. NEW & UNFINISHED BUSINESS
 - 7.1 Municipal Councils and Library Boards – The Nine Roles and Responsibilities of Municipal Councils
 - 7.2 Bashaw Municipal Library – Safety & Use Bylaws – Revised version
 - 7.3 Central Region All-Hazards Incident Management Team – Memorandum of Understanding Membership – request for approval of new/updated document
 - 7.4 Bylaw 778 – 2018 Water Restriction Bylaw
8. COMMITTEE REPORTS – action to be considered.
9. CORRESPONDENCE ITEMS – Action to be considered.
10. CLOSED MEETING OF COUNCIL
 - 10.1 Personnel – CAO Performance – FOIP Section 17
11. NOTICES OF MOTION
12. NEXT MEETING: February Meeting Dates – February 7 & 21, 2024 – 6:00 pm
Discuss February 21, 2024
13. ADJOURNMENT



**REGULAR MEETING OF COUNCIL
MINUTES**

**Wednesday, January 3, 2024, 6:00 pm
Council Chambers & Zoom Access**

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

Absent with notice: Public Works Foreman Taylor and Secretary Morrison

Public Zoom: Councillor Gust (5:50 pm), Al Middleton (6:00 pm), L. Turcotte (6:00 pm), Candace Ipad (6:00 pm), Sherry Letendre (6:00 pm)

Recording Secretary: CAO Fuller

Press by zoom: Stu-ECA Review (6:00pm), Kevin Sabo (6:00 pm)

Public: none

1. CALL TO ORDER by Mayor McDonald at 6:01 pm.

2. ADOPTION OF AGENDA

CAO Fuller requested to include an addition of 10.2 Legal – Resident Letters to Council – FOIP Section 18; to the January 3, 2024, Regular Meeting of Council agenda.

MOVED by Deputy Mayor Orom to approve the January 3, 2024, Regular Meeting of Council Agenda with the addition of 10.2 Legal – Resident Letters to Council – FOIP Section 18.

MOTION #001-2024

CARRIED

3. PUBLIC HEARINGS – None

4. DELEGATIONS - None

5. APPROVAL OF MINUTES

5.1 Minutes of the December 18, 2023, Regular Meeting of Council.

MOVED by Councillor McIntosh to approve the minutes of the December 18, 2023, Regular Meeting of Council.

MOTION #002-2024

CARRIED

6. CONSENT AGENDA

- 6.1 Alberta Municipal Affairs – Local Government Fiscal Framework Program
- 6.2 Alberta Environment and Protected Areas- 2024 Drought Emergency Plan
- 6.3 Alberta Municipal Affairs – Assessment Model Review
- 6.4 Utility Safety Partners – Request to submit a letter of Support to MLA
- 6.5 Fortis Alberta – 2024 Estimated Distribution & Transmission

Councillor McIntosh requested Item 6.2, 2024 Drought Emergency Plan be discussed as New & Unfinished Business - 7.2 Drought Emergency Plan and 6.4 Utility Safety Partners – letter to MLA be discussed at 7.3 Utility Safety Partners.

7. NEW & UNFINISHED BUSINESS

7.1 Family & Community Support Service Funding 2024

MOVED by Councillor McIntosh to provide Family and Community Support Services funding in the sum of \$63,699.55 to Bashaw & District Support Services.

MOTION #003-2024

CARRIED

7.2 Alberta Environment and Protected Areas – 2024 Drought Emergency Plan

MOVED by Councillor McIntosh to direct administration to communicate with the Highway 12/21 Regional Water Commission to consider investigating Bashaw as an Emergency Water Source.

MOTION #004-2024

CARRIED

MOVED by Deputy Mayor Orom to review the Water Restriction Bylaw as step one of communicating with residents regarding a drought emergency plan.

MOTION #005-2024

CARRIED

7.3 Utility Safety Partners – Request to submit a letter of support to Member of Legislative Assembly

MOVED by Councillor Northey to direct administration to generate a letter of support to Bashaw's local MLA to for improved Damage Prevention legislation.

MOTION #006-2024

CARRIED

8. COMMITTEE REPORTS – action to be considered.

9. CORRESPONDENCE ITEMS – Action to be considered.

Public Zoom Connections were disconnected from the meeting at 6:19 pm.

MOVED by Councillor McIntosh to enter closed meeting of council for 10.1 Personnel – Cost of Living Increase – FOIP Section 17 and 10.2 Legal – Resident Letters to Council – FOIP Section 18.

MOTION #007-2024

CARRIED

10. CLOSED MEETING OF COUNCIL

10.1 Personnel-Cost of Living Increase-FOIP Section 17

10.2 Legal-Resident Letters to Council

MOVED by Deputy Mayor Orom to move out of closed meeting of council at 7:35 pm.

MOTION #008-2024

CARRIED

MOVED by Councillor Northey to approve a 3% cost of living adjustment for Town of Bashaw staff, except for the Chief Administrative Officer.

MOTION #009-2024

CARRIED

MOVED by Councillor McIntosh to direct administration to generate FOIP redacted versions of the letters addressed to Council to be reviewed by Council prior to being released publicly.

MOTION #010-2024

CARRIED

MOVED by Councillor McIntosh to direct administration to include Municipal Councils and Library Boards; the nine roles and responsibilities of Council on the next council agenda.

MOTION #011-2024

CARRIED

11. NOTICES OF MOTION

12. NEXT MEETING: January Meeting Date 17, 2024 – 6:00 pm

13. ADJOURNMENT – Councillor Gust adjourned the meeting at 7:37 pm.

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

**TOWN OF BASHAW
MONTHLY STATEMENT
December 31, 2023**

DESCRIPTION	GENERAL ACCOUNT	TERM DEPOSIT	TOTAL
BALANCE AT END OF PREV MONTH	\$ 1,428,350.56	\$ 508,028.04	\$ 1,936,378.60
RECEIPTS FOR THE MONTH	\$ 22,649.31		\$ 22,649.31
ALBERTA DIRECT DEPOSIT	\$ 11,190.80		\$ 11,190.80
VOID	\$ 22,211.82		\$ 22,211.82
CCUBC /ROYAL/ATB /DEBIT- PAYMENTS	\$ 46,416.19		\$ 46,416.19
SERVUS CREDIT UNION - INTEREST	\$ 6,390.83		\$ 6,390.83
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	\$ 1,539,431.61	\$ 508,028.04	\$ 2,047,459.65
DISBURSEMENTS FOR THE MONTH	\$ 319,467.33		\$ 319,467.33
TRANSFER TO/FROM TERM	\$ -	\$ -	\$ -
BANK ERROR INTEREST			\$ -
			\$ -
DEBIT MACHINE & TRANSACTIONS	\$ 39.36		\$ 39.36
BANK CONFIRMATION FEE	\$ -		
SCHOOL PAYMENT	\$ 50,222.80		
	\$ -		\$ -
TRANSFER TO RECREATION BRD	\$ -		
BALANCE AT END OF MONTH	\$ 1,169,702.12	\$ 508,028.04	\$ 1,677,730.16
BANK BALANCE AT MONTH END	\$ 1,312,453.85	\$ 508,028.04	\$ 1,820,481.89
OUTSTANDING DAILY DEPOSITS	\$ 1,308.33		\$ 1,308.33
OUTSTANDING ONLINE/INTERAC	\$ 3,312.30		\$ -
OUTSTANDING DIR DEPOSITS	\$ -		
 SUB-TOTAL	\$ 1,317,074.48	\$ 508,028.04	\$ 1,825,102.52
LESS OUTSTANDING CHEQUES	\$ 147,372.36		\$ 147,372.36
OUTSTANDING AUTO WITHDRAWALS			\$ -
BANK ERROR			
	\$ -		
	\$ -		
			\$ -
BALANCE AT END OF MONTH	\$ 1,169,702.12	\$ 508,028.04	\$ 1,677,730.16

THIS STATEMENT SUBMITTED TO COUNCIL

January 17, 2024

MAYOR

TOWN MANAGER

System: 2024-01-05 7:56:26 AM
User Date: 2023-12-31

Town of Bashaw
RECONCILIATION POSTING JOURNAL
Bank Reconciliation

Page: 1
User ID: Finance

Audit Trail Code: CMADJ00000308
Chequebook ID: CREDIT UNION
Description: Credit Union General Account

Bank Statement Ending Balance: \$1,312,453.85
Bank Statement Ending Date: 2023-12-31
Cutoff Date: 2023-12-31

Statement Ending Balance	\$1,312,453.85
Outstanding Cheques (-)	\$147,372.36
Deposits in Transit (+)	\$4,620.63
Adjusted Bank Balance	<u>\$1,169,702.12</u>
Chequebook Balance as of Cutoff	\$1,169,702.12
Adjustments	\$0.00
Adjusted Book Balance	<u>\$1,169,702.12</u>
Difference	<u><u>\$0.00</u></u>

Council Committee Reports – January 17, 2024

Mayor Rob McDonald:

November 27, 2023 - Bashaw Municipal Library

December 17, 2023 - CAO performance appraisal with council.

December 19, 2023 – Bashaw Municipal Library

December 20, 2023 - Central Alberta Mayors and Reeves Caucus

December 29, 2023 - Served hotdogs at the Bashaw Arena

January 4, 2024 - Deputy Mayor Orom and I reviewed performance appraisal with CAO.

Deputy Mayor Cindy Orom:

November 10, 2023 - 12/21 water commission Organizational and regular meeting.

Organizational meeting in which a new chair and vice chair were named. Tim Besuijen (chair)
Brenda Knight (vice chair)

Regular meeting - On Oct 20th, the CCC (certificate of construction completion) was signed off for phase 6 & 7 meaning all phases are now receiving water through the commission.

Budget review with a proposed water rate increase of \$0.032 was presented and discussed. It was sent to all member councils for a 30-day review.

November 24, 2023 - CALA Organizational and regular meeting.

Organizational meeting Board Chair remains the same (Agnes Hoveland) and a new vice chair was named (Tina Sroka)

Regular meeting - 2024 Budget discussed and requisition increase reviewed.

Requisition increase approved was increased from \$100,000 to \$175,000 with the remaining deficit addressed through retaining earnings.

November 27, 2023 - Youth Foundation meeting - absent with notice.

December 8, 2023 - 12/21 water commission meeting. Attended via zoom.

Budget comments from councils were reviewed and proposed water consumption increase of \$0.032 (per cubic meter) was passed.

Councillor Jackie Northey:

November 16, 2023 - Parkland Regional Library Meeting

This was an organizational meeting of the Parkland Regional Library System and presentation of budget. The budget was then sent to all Councils after board approval.

As part of the approval process, Parkland Regional Library System's budget must be approved by 2/3 of the member municipalities representing 2/3 of the member population This process is rooted in Parkland's membership agreement. Parkland's budget has been approved by 77% of the population representing 68% of the municipalities.

November 17, 2023 - Tour of Sylvan Lake Health Centre

Christine Buelow, Georgina Gaudet, and I were invited to the Health Centre to tour and speak with the manager as members of the committee working towards a health model here in Bashaw. The centre was very well organized and left us with much to think about and explore. We asked if they would consider a partnership with our community and left it for further discussion. On Dec 15 we met with Dr. Brad Bahler who is currently the provincial Medical Director for Primary Care Network in

Alberta and does consulting work in the area of access, integration, and quality improvement. He will be presenting at the Rural Communities Summit in Bashaw on January 17, 2024. We are still exploring partnership with the Sylvan Centre.

December 1, 2023 - Emerging Leaders Workshop

The BCRC hosted a Leaders Workshop that was very well attended by local volunteers as well as farmers and ranchers from around the area.

December 7, 2023 - Bashaw Historical Society Annual General Meeting

Chaired the AGM and received the annual financials. The Society will be looking to upgrade the museum and seek funding for digitizing archives. Other interesting initiatives for exploration include QR codes for historical places and the cemetery gravestones that tell the story of individuals or organizations.

Dec 14, 2023 - Meeting with MLA, Martin Long, Parliamentary Secretary for Rural Health and MLA Jackie Lovely

Georgina Gaudet, Christine Buelow, and I met with MLA Long and MLA Lovely to discuss the health issues and concerns in Bashaw. The meeting was positive and gave a voice to our local community as well as the opportunity to ask for supports. We are hopeful that MLA Long's connection to Rural Health and AHS will provide us with a starting point to create a primary care delivery model in Bashaw and region.

Councillor Bryan Gust:

November 29, 2023 - Bashaw Bus Society

Reviewed bus schedules, casino income.

December 7, 2023 - Bashaw Historical Society

New signage for fire truck, new display case purchased.

December 8, 2023 - Highway 12/21 water commission

Set 2024 rates, passed 2024 budget, 2024 meeting schedule set, environmental insurance discussion, business plan discussion.

December 11, 2023 - BDSS

Christmas hours, Santa's anonymous, Rural Services Summit, BDSS staff policies, casino May 6/7, 2024

December 17, 2023 - CAO performance review.

Councillor McIntosh:

December 13, 2023 – Community Policing Meeting – Bashaw Detachment.

Councillor McIntosh shared the information at the December 18, 2023, regular meeting of Bashaw Town Council.



PUBLIC WORKS FOREMAN REPORT
Submitted for January 17, 2024, Regular Meeting of Council

1. Snow Removal

- Removal of snow from general roadways has been done.
- The office received numerous inquiries, complaints, and requests for additional removal/consideration.
- Communication regarding snow removal policy and process will assist residents to understand the process and service level.
- Administratively, we may need to collect concerns, triage them, and then share with public works. Many people call; expect their issue to be addressed immediately, or within an unrealistic time frame. We must triage the concerns from a municipal "framework" vs. private responses.
- We anticipate putting up signs, communication, etc. when/where snow removal is to occur.

Ways residents can help:

- In residential areas shovel your snow onto your yard.
- Do not pile your sidewalk/driveway snow in the street.

2. Cold Weather

- Staff were not operating equipment with temperatures below -35 degrees Celsius.
- Equipment does not function properly in the cold.
- Arena – there was a tournament this weekend. In the future, we may want to close the facility when the temperature is below -35 degrees Celsius. Staff reported multiple operational challenges due to low temperatures.

3. Provincial Emergency Alert – Electricity Grid

- We are reviewing requirements that may require arena operations to be cancelled due to electricity grid challenges. Arena operation would be considered "recreational" or "non-essential". We are currently reviewing this with the Provincial Emergency Management Agency field officer.

4. Water and Sewer freezing

- Has been a challenge. Several locations have been determined to be property owner responsibility.

Administration assisted with the report.



CHIEF ADMINISTRATOR'S REPORT
Submitted for January 17, 2024, Regular Meeting of Council

1. Meetings, training
 - December 29, 2023 – sick day
 - January 4, 2024 – Performance Review meeting
 - January 9, 2024 – Safety Codes Formal Audit – Introduction meeting
 - January 10, 2024 – Extended Producer Responsibility – Zoom training.
 - January 10, 2024 – Safety Codes Audit interview and follow up questions.
 - January 10, 2024 – Alberta Emergency Management Field officer visit, introductions, and review of training activities.

4. Development – two applications require staff attention for completion. Administration will be generating a report for council consideration – regarding recommendations for the development permit process.

5. Staffing – One permanent staff member off on Short Term Disability. The staff member on long-term disability, we are in the process of communication. We have two staff capable of arena operations. We are still seeking a temporary one-year term position for an equipment operator.

6. Inquiries– increased inquiries about snow removal, and concerns shared. We will be reviewing the snow removal policy and creating communication around it. It continues to be important that residents place snow on their yards/property vs on the roadway.

7. Small Community Opportunity Program – D. Tucker and T. Fuller worked together to create a project application. It has been submitted on January 10, 2024. Through the process we obtained partnership commitments from Bashaw Community Resource Centre and Bashaw Chamber of Commerce. We anticipate providing the full detailed application upon confirmation of grant funding.

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

9. Asset Retirement Obligations – New audit requirement to evaluate all town owned properties for risk factors and plan funding for the retirement of the properties. (e.g., asbestos, other contaminants) Working on cost effective ways to ensure acceptable evaluations for minimal costs – to meet the required standard. We plan to implement site visits to generate the information required. (Activities are outstanding)

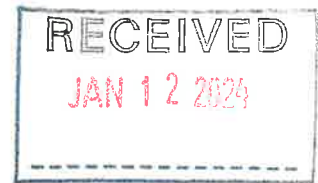
10. Budget 2024 and water pricing budgets are in process. Additional water data will be helpful to complete the water price budget. We believe the reduction in water use/loss should support the consumption price to remain the same.
11. Dogs running at large – We continue to work with Old MacDonald Kennel and Camrose County peace officers. The dogs are contained at the kennel.
12. Arena Operations – Bashaw Minor Hockey hosted a tournament at the arena this weekend. Staff report multiple challenges with operating in the cold. We may need to consider implementing a temperature threshold for closure.
13. Provincial Electricity Grid Concerns – the Bashaw Arena continued operations through the alert. Arena operations would not be considered an essential service. To avoid this in the future, implementation of a temperature threshold is a proactive way to support electricity grid concerns.



January 11, 2024

By Email: (original to remain on file)

Town of Bashaw
Box 510, 5011 52 Ave
Bashaw AB T0B 0H0



Attention: Theresa Fuller, Chief Administrative Officer

**Re: Town of Bashaw
2022 Notifications Matter (Land)**

We are pleased to provide you with our final report regarding tax arrears recovery proceedings on behalf of the Town of Bashaw.

Upon receipt of the property information in February 2022, we sent pre-notice letters on 6 Rolls.

We registered a Tax Arrears List with respect to 5 roll numbers. A letter was then sent to the property owners notifying them that the tax arrears list was prepared and sent to the Registrar. Before August 1, 2022 Alberta Land Titles provided notices to the owners of the parcel and any person who had an interest in the parcel, notifying them that if the tax arrears were not paid by March 31, 2023 the municipality would offer the parcel for sale at a public auction.

In April, 2023 we sent out an Auction Letter and FDMA Notice with respect to 4 roll numbers. The letter was sent by regular and registered mail to comply with the Federal Farm Debt Mediation Act. Following the mailing of the letters, we attempted to contact the property owners to ensure that they were aware of the impending auction and to discuss their plans for payment of the tax arrears.

Following the Pre-Auction deadline date, we confirmed which properties remained subject to tax recovery proceedings and provided council with a recommended timeframe to schedule the public auction date. The public auction date was set for September 18, 2023.

You confirmed that council had approved the reserve bids and the terms and conditions of sale for the public auction. In June, 3 roll numbers remained unpaid. TAXervice then prepared and attended to publishing the Public Sale of Land advertisement that appeared in the July 31st issue of the Alberta Gazette. A notice enclosed with a copy of the Alberta Gazette ad was mailed on August 1st to all registered owners and all parties with an interest registered against the parcel. Following the mailing of that notice we continued to make contact with the property owners. TAXervice then published a copy of the Public Sale of Land advertisement in the September 7th issue of the East Central Review.

In August, we were notified that the arrears for Roll 1221 were paid in full by the ratepayer.

Following notice of payments, we attended to preparation of the Discharges of Tax Recovery Notification which were sent to the municipality for signature as payments were made. We have received each Customer

Registration Notice from Alberta Land Titles notifying us that the discharges were completed for each Roll.

The Tax Sale Auction was held, as scheduled, on September 18th. Two properties were offered for sale. Only one property sold; the other one did not have an approved bid. The land ownership transfer documents for both properties were sent to the Town for signature, seal, and for filing with Alberta Land Titles.

This now concludes tax recovery proceedings for the 2022 Notifications (Land) matter. We thank you for the opportunity to assist you with your tax arrears recovery. We continually look for ways to improve our service. Should you have any comments or suggestions, we would be pleased to hear from you.

We trust you will find the above to be in order.

Yours truly,
TAXervice

Angela M.

Angela M. C.M.M.A.
Account Manager
AngelaM@taxervice.com

Sep - Nov '23 QPR



Prepared For

Town of Bashaw

Address

Town of Bashaw
5020 52 Street
Bashaw, AB T0B 0H0

Performed By

Allison Dennis

Reporting Period

Quarterly Period

Sep 2023 – Nov 2023

Tracking Savings

SavingsTracker is used to track and report PM & project-specific energy costs savings versus a designated baseline period (Sep 2018 - Aug 2019). SavingsTracker uses ambient temperature regression models to minimize the effects of weather variations and increase the accuracy of measured savings. Energy savings are measured by comparing the post-implementation consumption vs. the model's prediction of energy consumption if no change was made. This allows us to verify the savings generated from the implementation efforts in the facility. This method of measuring savings is recommended by the International Performance, Measurements and Verification Protocols (IPMVP), the Federal Energy Management Program (FEMP) Measurement and Verification Guidelines and ASHRAE Guideline 14.

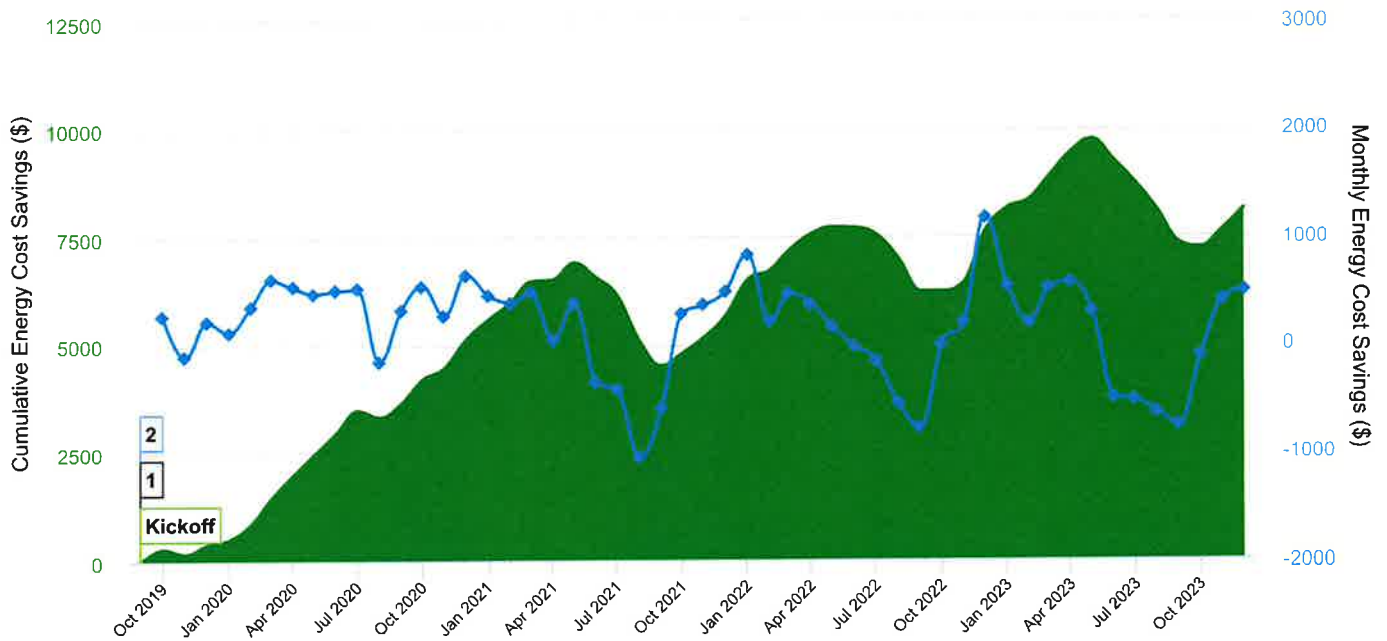
Cumulative Savings

Predicted Cost	Prorated Actual Cost	Savings (\$)	Savings (%)
\$112,590	\$104,471	\$8,118	7.2

The building evaluated has a gross floor area of 1,254 square meters and an annual energy spend of \$30,068.04 or \$23.97 per square meter.

The Cumulative Savings shown here is normalized for weather comparing the post preventative maintenance (PM) period to what we would have expected the building to use had no actions been taken.

Looking at the graph, we can clearly see that the cumulative savings trend is currently positive. Accounting for the 16 negative months and 35 positive months since kick-off results in the cumulative savings of \$8,118 or a 7.2% reduction in energy spend. The positive savings from work performed is evident.



Actions Performed

1) Baseline End Aug 2019

This is the last month of the baseline period we are using for weather normalization and prediction of your expected energy consumption. From this month forward we will be tracking cost savings in the implementation period.

2) Kickoff Sep 2019

This is the kickoff date for the Project in your facility that we are tracking savings for. This date started the post implementation period and reflects the start of our energy savings work.

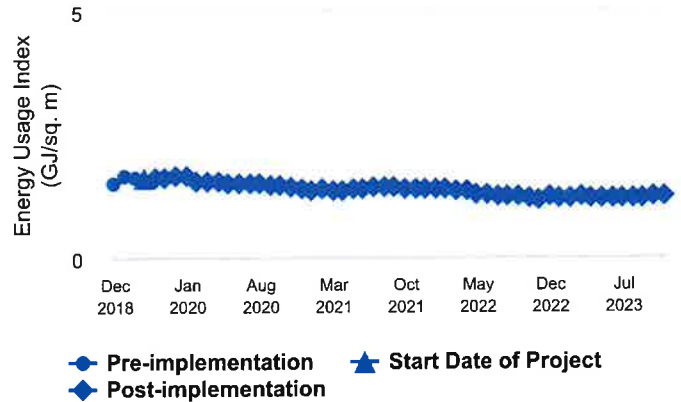
Building Performance Trends

The building performance trends are highlighted here for Energy Use Intensity, financial impact since the preventative maintenance started, and also how weather and cost trends on a daily basis.

Energy Trend

The Energy Usage Index (EUI) is derived by dividing 12 months of electric and fuel consumption by the building area. This metric is used to compare Pre- and Post-Implementation consumption. The goal is to drive the EUI as low as possible, as a decrease in EUI relates to a reduction in energy consumption.

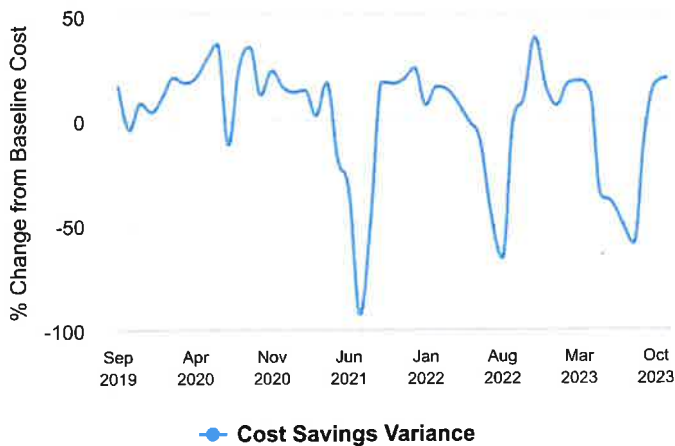
The score at this facility has been on the decline since kick-off. Following energy saving work performed, the EUI is currently 0.4 GJ per square meter less than it was at kick-off.



Percentage Change Trend

The percentage change in monthly cost trend since the kick-off is illustrated. A positive value is indicative of energy cost savings while a negative indicates added energy spend. The goal is to push this number as high as possible and at the bare minimum keep it positive.

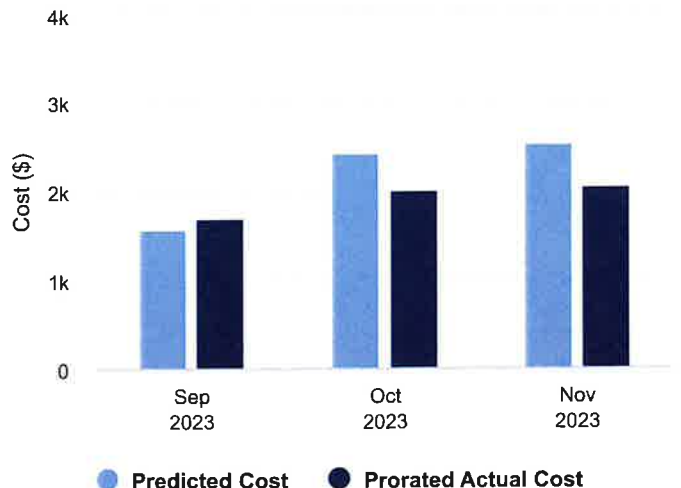
Following the kick-off of SavingsTracker, the "Percentage Change Trend" has ranged from a low of -93.2% to a high of 39.0%. Accounting for the gains and losses seen to date equates to an average 7.2% decrease in total energy spend.



Month Over Month Comparison

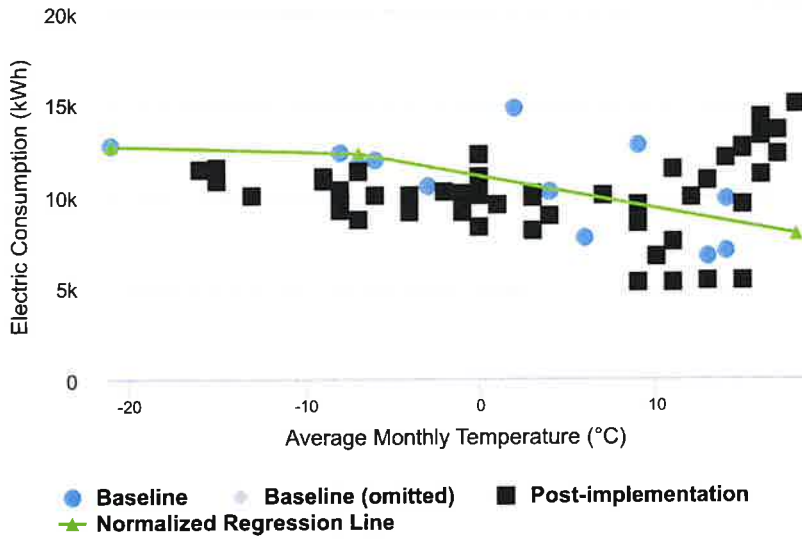
The normalized baseline cost versus the actual cost is shown here for each month since kick-off. This illustrates the magnitude of the change in cost on a month-by-month basis.

Month	Predicted Cost	Prorated Cost	Total Savings
September	\$1,578	\$1,692	-\$113
October	\$2,419	\$2,007	\$412
November	\$2,538	\$2,046	\$491

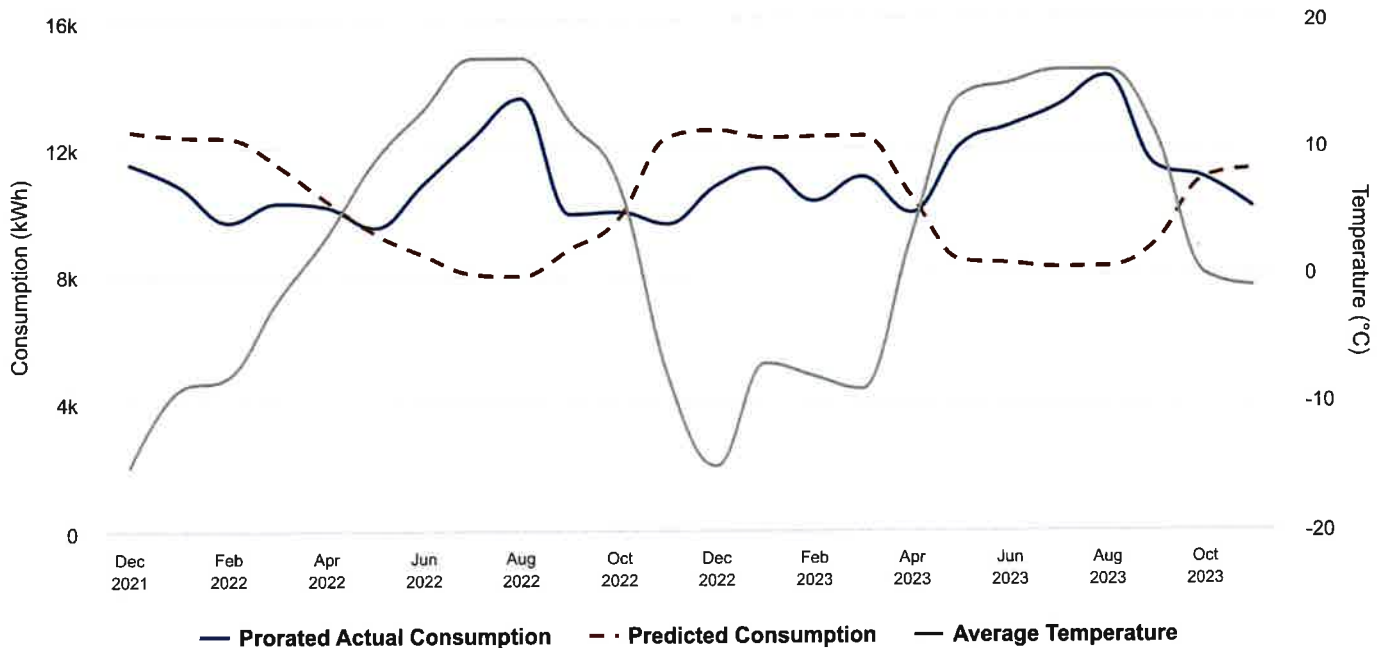


Electric Performance

The information on this page highlights the electrical performance from a consumption and savings perspective.



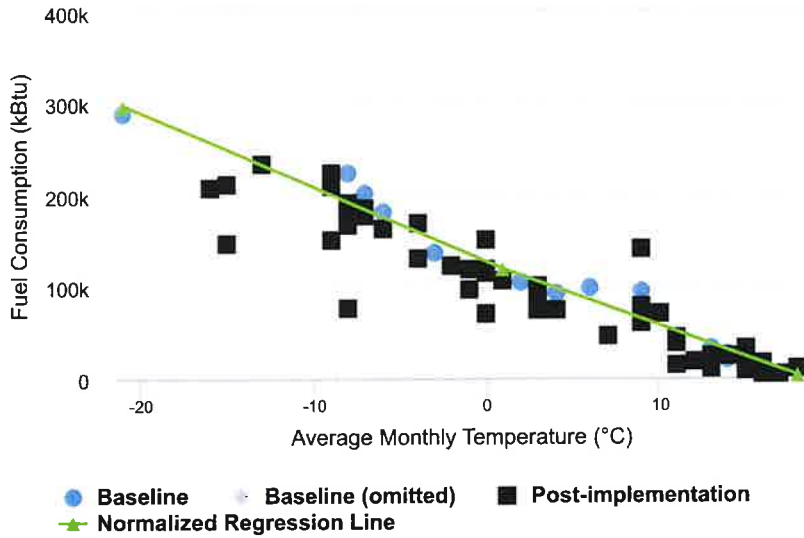
Prorated vs Predicted Electric Consumption



The Electric consumption for the building is shown here for the baseline period and the implementation period to allow for visual comparison versus outside weather. Once implementation has occurred, then we track and compare what we expect the Electric consumption to have been had nothing changed, versus what it actually is.

Fuel Performance

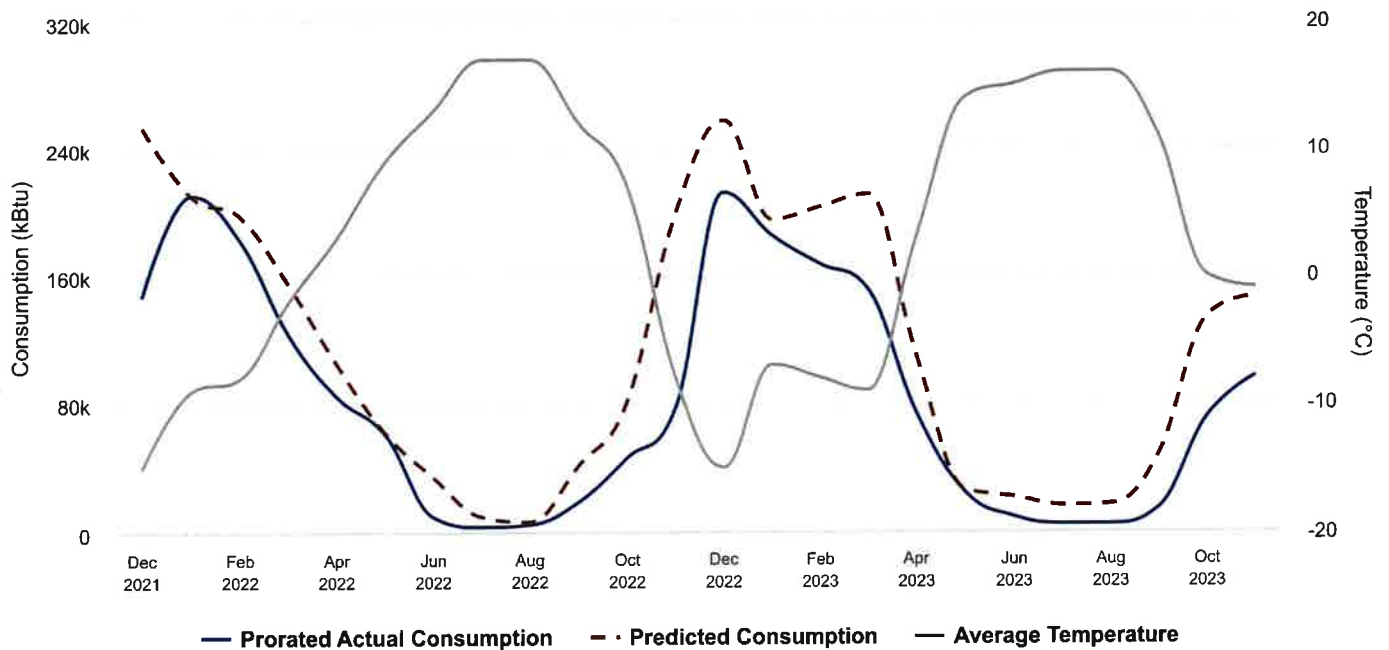
The information on this page highlights the combination of all Fuel types, and their overall performance from a consumption and savings perspective.



Fuel Consumption vs. Outside Temperatures

Monthly fuel consumption is shown here versus the average outside temperature, illustrating the relationship between heating consumption and outdoor air temperature.

Prorated vs Predicted Fuel Consumption

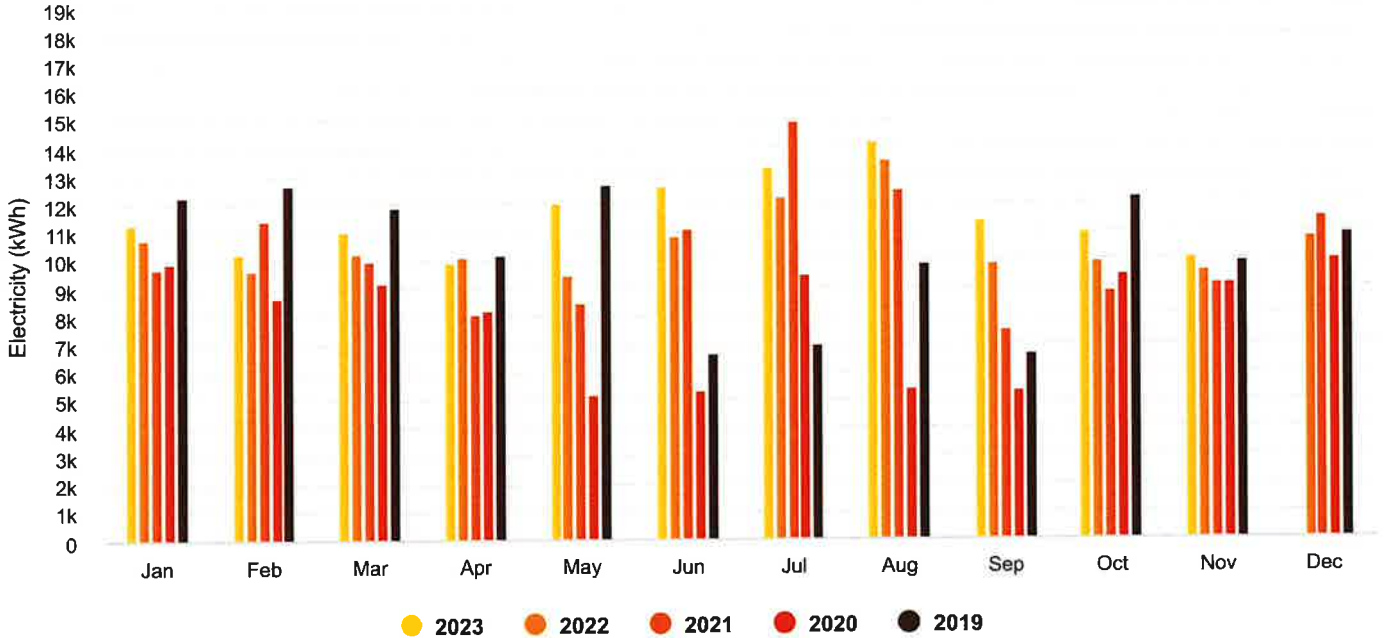


The Fuel consumption for the building is shown here for the baseline period and the implementation period to allow for visual comparison versus outside weather. Once implementation has occurred, then we track and compare what we expect the Fuel consumption to have been had nothing changed, versus what it actually is.

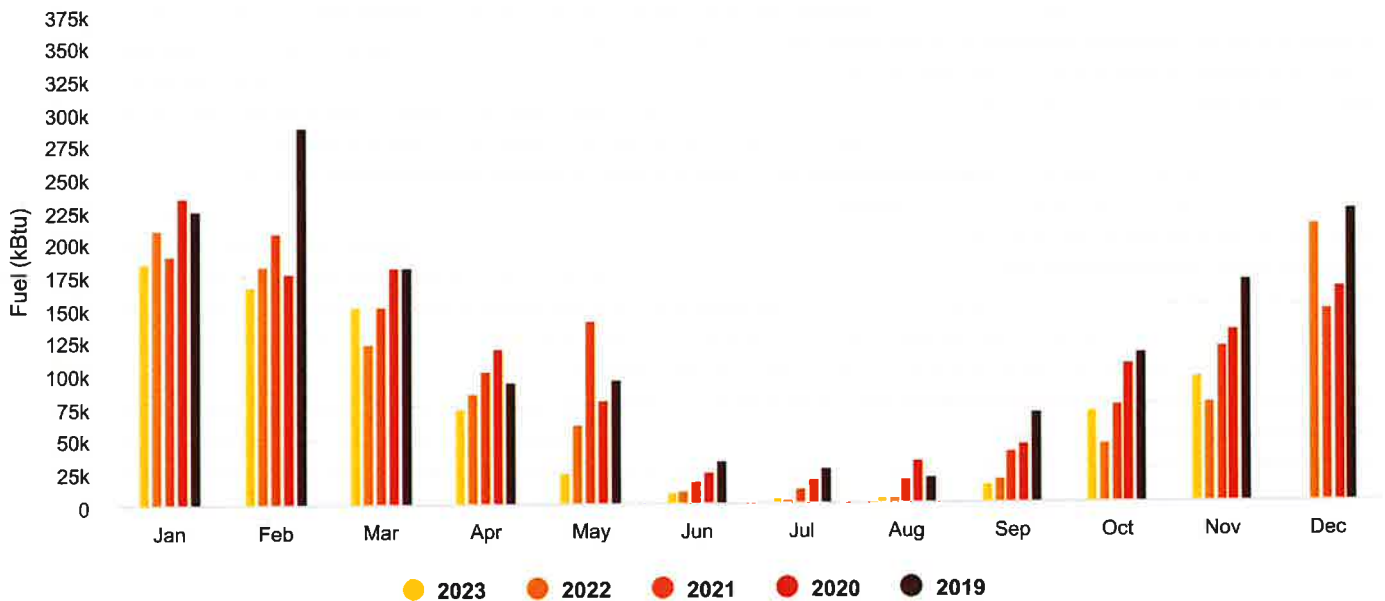
Energy Consumption Trends

The historical monthly energy consumption trends are presented year over year to allow for pattern analysis. These are prorated values derived from the actual utility bills and have not been normalized for weather. They are presented here by energy type. The historical bar graphs show up to 5 years of consumption data from the current quarter end date to highlight trends over time.

Monthly Electric Consumption



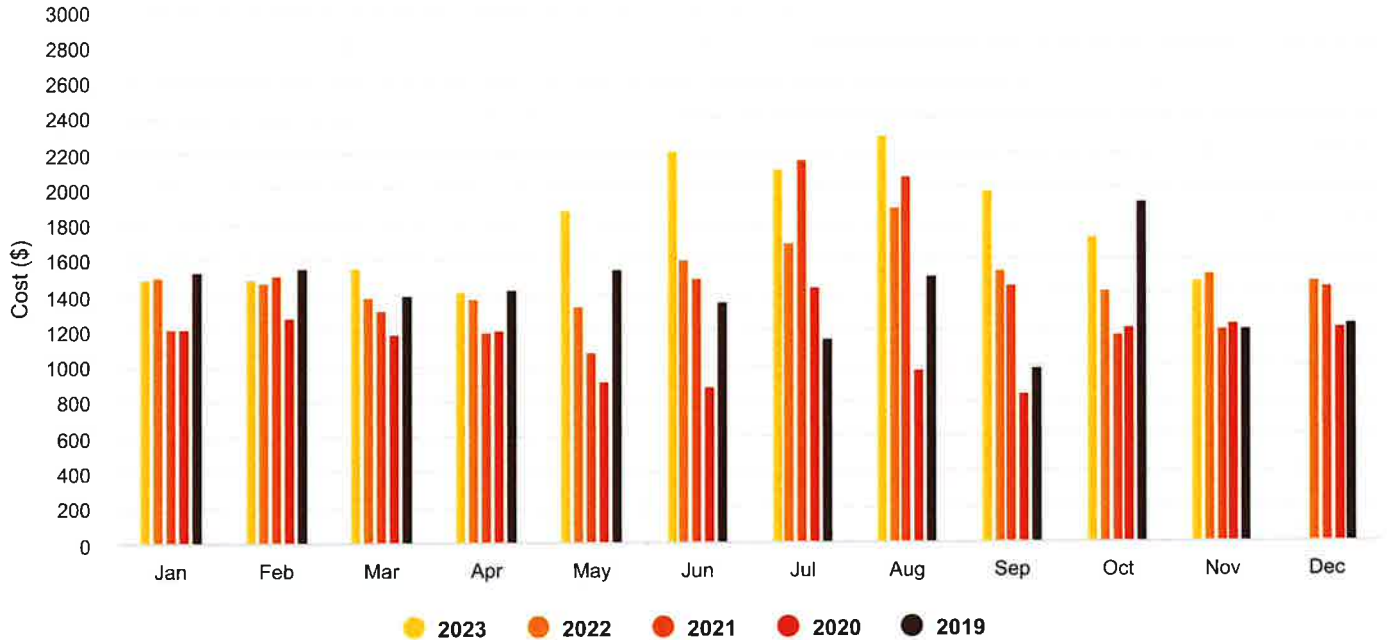
Monthly Fuel Consumption



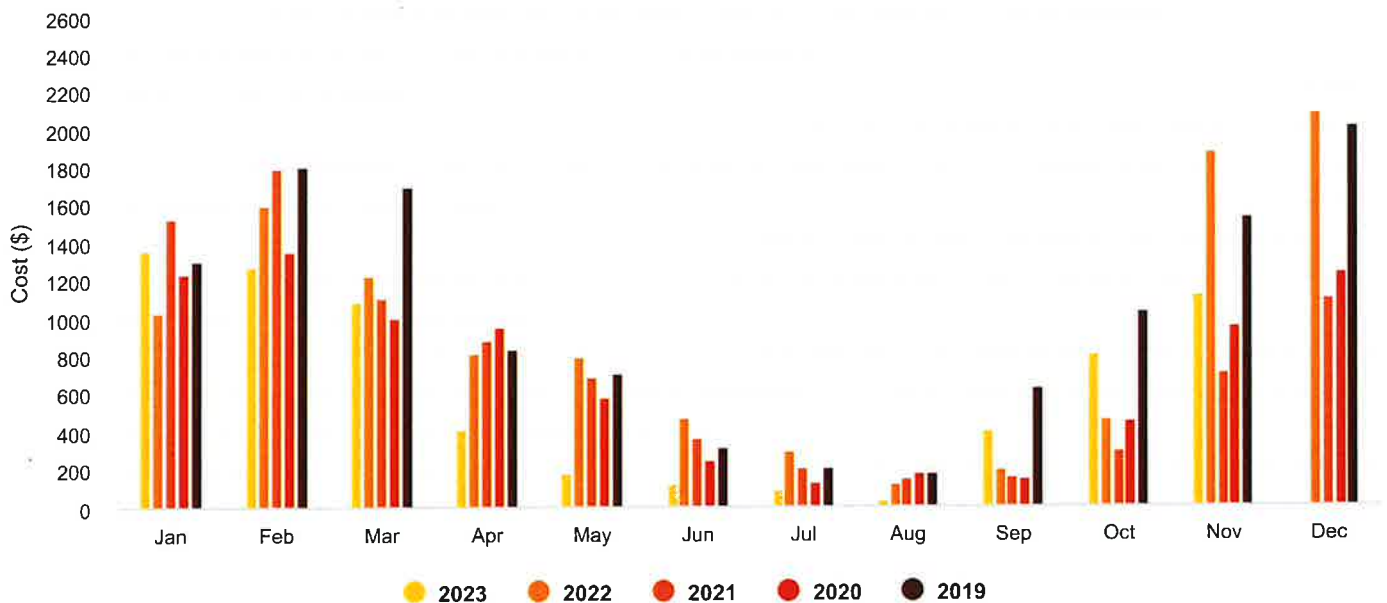
Energy Cost Trends

The historical monthly energy cost trends are presented year over year to allow for pattern analysis. These are prorated values derived from the actual utility bills and have not been normalized for weather. They are presented here by energy type. The historical bar graphs show up to 5 years of cost data from the current quarter end date to highlight trends over time.

Monthly Electric Cost



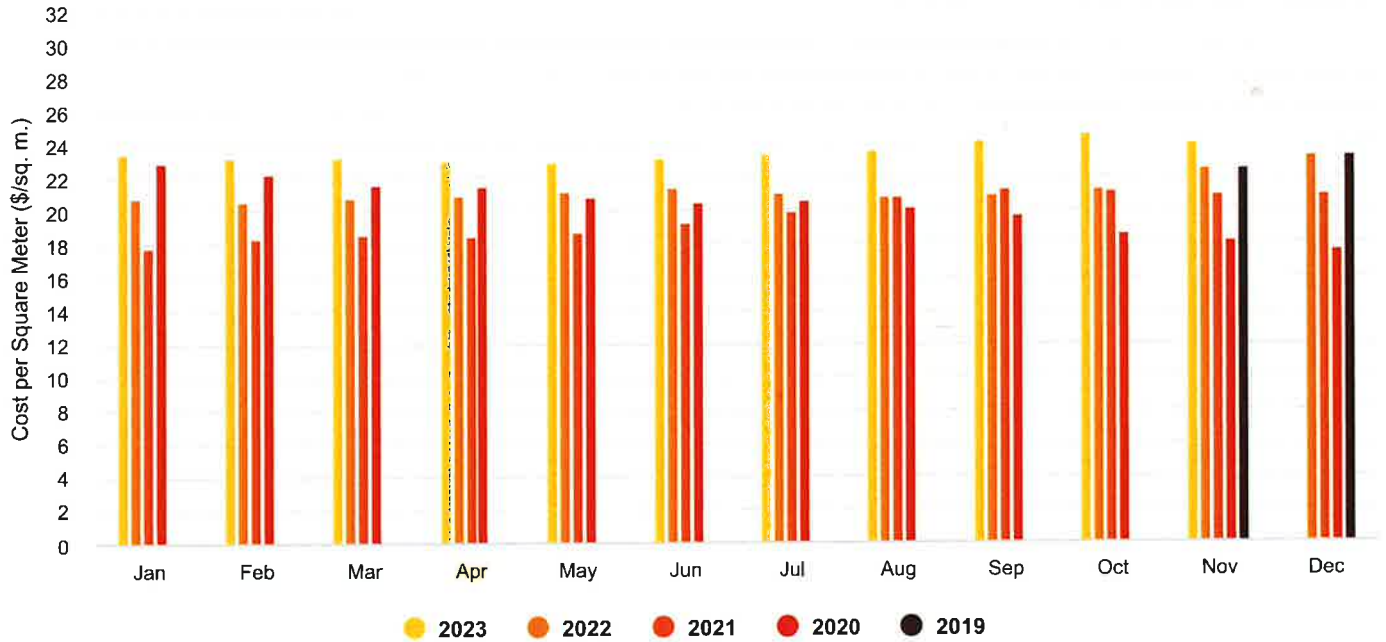
Monthly Fuel Cost



Energy Cost Per Square Meter Trends

The historical monthly energy cost per square meter trends are presented year over year to allow for pattern analysis. The cost per square meter is calculated annually, so each month/year on the graph reflects 12 months of bills. These are prorated values derived from the actual utility bills and have not been normalized for weather. The historical bar graphs show up to 5 years of cost per square meter data from the current quarter end date to highlight trends over time.

Monthly Energy Cost Per Square Meter



December 15, 2023

Dear Chief Administrative Officers:

Subject: LOCAL GOVERNMENT FISCAL FRAMEWORK PROGRAM

In follow up to today's letter from the Honourable Ric McIver, Minister of Municipal Affairs, to your Chief Elected Official, I am pleased to provide you with a summary of key information on the Local Government Fiscal Framework (LGFF) program. In addition, I strongly encourage you and your staff to review the attached program summary and to access the program guidelines and other resources available on the program website (www.alberta.ca/local-government-fiscal-framework-capital-funding).

LGFF Program Overview

The LGFF replaces the Municipal Sustainability Initiative (MSI) in 2024 as Alberta's primary funding mechanism for local governments. The LGFF has two components, a legislated capital funding component and an operating funding component, which is not legislated.

All local governments (municipalities, Metis Settlements, and the Townsite of Redwood Meadows) are eligible for capital funding, with the exception of improvement districts with no resident population. Operating funding is available to all local governments other than the cities of Calgary and Edmonton.

The LGFF capital program is designed to give local governments the flexibility to focus on local priorities within program rules and is largely similar to the current MSI capital program. A high-level overview of the LGFF capital component is provided in the attached Program Summary. Key changes include a greater focus on measuring program outcomes and infrastructure management indicators that are used to help ensure capital spending keeps pace with local needs. For detailed information on the program, please refer to the LGFF Capital Program Guidelines available on the program website.

The operating component of the LGFF will be administered in the same way as the MSI operating program. The LGFF operating program guidelines will be released in 2024 and will be very similar to the current MSI operating program guidelines.

LGFF Funding Allocation Formula

LGFF capital component funding will be distributed between communities using a new allocation formula. Capital funding for the cities of Calgary and Edmonton is allocated 48 per cent based on population, 48 per cent based on education property tax requisitions, and four per cent based on length of local roads. Capital funding for the remaining local governments is allocated 65 per cent based on population, 15 per cent based on tangible capital assets, 10 per cent based on amortization of tangible capital assets, and 10 per cent based on length of local roads.

In addition, all remaining local governments receive base funding, and those with a population less than 10,000 and a limited local assessment base receive needs-based funding on top of their regular allocation. Base funding is set at \$150,000, except for summer villages, whose base funding is set at \$60,000. The needs-based funding envelope is set at three per cent of total funding and is distributed to local governments based on equalized assessment.

As information for the factors used in the LGFF capital allocation formula is derived largely from the Financial Information Returns submitted to Municipal Affairs, it is of utmost importance that local governments submit high-quality and accurate data in a timely manner, as this data directly affects the funding amounts.

Additional information on the formula, including data sources, is available in the Funding Formula Information Sheet available on the program website.

Based on *Budget 2023* targets, LGFF operating funding will remain at \$60 million per year, subject to confirmation and approval as part of Budget 2024. To provide stability for local governments, 2024 LGFF operating allocations will remain at the same level as operating funding amounts allocated under the MSI in 2023.

LGFF capital allocations for 2024 and 2025 and estimated operating allocations for 2024 for all local governments are available on the program website to help local governments plan their capital projects.

Online Grant System

Local governments will be required to submit all LGFF capital documentation, including capital applications and year-end reporting, through a new online grants system, "LGFF Capital", which will be launched in spring 2024. The application process will be streamlined, and local governments will be able to submit multiple projects in the same application, if they are in the same functional category or if they are part of the same system.

As with MSI operating, applications are not required to receive LGFF operating funding. For year-end reporting on operating funding, the existing portal, "MSI Online" (MSIO), will continue to be used.

Payment of 2024 Funds

Payment of LGFF capital and operating allocations will commence between April and June 2024. To receive 2024 capital and operating funds, local governments must submit reporting on 2023 MSI funding and enter into new LGFF capital and operating funding agreements with the province. These agreements will be sent out in early 2024.

In addition, to be eligible for payment of 2024 LGFF capital funds, local governments must have sufficient applications committing their 2024 LGFF funding, and their MSI capital carry-forward funding at the end of 2023 cannot exceed the 2024 LGFF capital allocation. For example, if a local government's 2024 LGFF allocation is \$250,000 and its 2023 MSI capital carry-forward amount is \$400,000, the local government will not receive its 2024 LGFF allocation unless it notifies Municipal Affairs that it needs the payment. For additional information on this process, please refer to Section 10 (Payments) of the LGFF Capital Program Guidelines.

Unspent MSI Funding

Unspent MSI funding will continue to be administered under the MSI program through the existing MSIO system until it is expended or until the five-year limit to use each year's allocation is reached. I strongly encourage all local governments to utilize their unspent MSI funds within the required time limits to avoid repayment and/or forfeiture of these funds.

Municipal Affairs program staff will be available to work closely with local government staff to assist in the implementation of the LGFF. Should you have any questions about the new program, please contact a grant advisor toll-free by dialing 310-0000, then 780-422-7125.

Municipal Affairs will also be conducting LGFF orientation webinars, and you will receive an invitation to participate. The webinars are expected to take place in January and/or February, prior to the new LGFF Capital system launch.

I recognize transitioning to the new program after the MSI has been in place for 17 years is a significant change, and I thank you for your work to facilitate this transition.

Sincerely,

A handwritten signature in black ink, appearing to read "Brandy Cox". The signature is fluid and cursive, with a large, stylized initial "B".

Brandy Cox
Deputy Minister

Attachment: LGFF Capital Program Summary

Municipal Councils and Library Boards

Roles and Responsibilities

Public Library Service in Alberta: An Overview

In Alberta, public library service is municipally based. A municipality may choose to provide public library service at a local level by having a library board in the community, and/or having library service at a regional level by joining a library system.

A municipality makes the decision to have public library service in their community. One way to do this would be to have council pass an establishment bylaw under the *Libraries Act* (Part 1, Section 3) to create a municipal library board for the provision of public library service. Upon its creation, the library board is a governing board and is a corporation with full management and control of the public library and public library service delivery in the community (Part 1, Section 7).

Alternately, up to three municipalities may decide to partner by entering into an intermunicipal agreement and requesting that the Minister of Municipal Affairs form an intermunicipal library board on their behalf (see Part 1.1 of the *Libraries Act*). Upon its creation, an intermunicipal library board is a governing board and is a corporation with full management and control of the public library and public library service delivery in the municipalities that are parties to the intermunicipal agreement.

Municipalities may also join a regional library system. A library system is made up of jurisdictions working in partnership to provide regionally based centralized library system service which enhances and supports local library service. Also, residents benefit from system membership by having access to public libraries at a regional and provincial level.

Legislation: The *Libraries Act* and the *Libraries Regulation*

In Alberta, public library service is governed by the *Libraries Act* and *Libraries Regulation*.

The *Libraries Act* sets the legal framework for public library service through the establishment of library boards, who manage public library service on behalf of the municipality.

The *Libraries Regulation* sets out sound management practices for library boards.

The *Municipal Government Act* (MGA) and the *Libraries Act* are two distinct pieces of legislation. Neither is superior to the other because the MGA and the *Libraries Act* do two separate things:

- The MGA is the law under which municipalities in Alberta operate, govern and are governed.
- The *Libraries Act* and *Libraries Regulation* form the legal basis for public library service in Alberta.

Public library boards in Alberta are not subject to the MGA (e.g. library board members are appointed by the terms outlined in the *Libraries Act*, not the MGA).

The Public Library Services Branch (PLSB) of Alberta Municipal Affairs is the provincial body that administers public library legislation and the provincial Public Library Network. PLSB staff are responsible for the administration of the *Libraries Act* and *Libraries Regulation*, delivering operating grants to municipal and system library boards, plus building and maintaining the provincial Public Library Network. PLSB staff members are available to consult with library boards, library staff and municipal councils. For more information about PLSB, visit albertalibraries.ca.

The Public Library Network links public libraries at a provincial level and enables sharing, primarily by two means: a provincial policy framework and a technological infrastructure. The purpose of the Public Library Network is to support equitable and seamless access to public library resources and services for Albertans. This is done through things such as interlibrary loan brokering and delivery, the centralized acquisition of electronic content, and SuperNet connectivity.

The Roles and Responsibilities of Municipal and Intermunicipal Library Boards

Municipal and intermunicipal library boards are the legal entities that manage and control the library and public library

service delivery. The formation of these boards is defined by the *Libraries Act*.

The library board is a governing board, not an advisory board – it has full management and control of the library and public library service delivery in the municipality. This is defined in legislation (*Libraries Act*, Section 7 and 12.5).

Upon establishment, the library board is a corporation administered under the *Libraries Act* with full management and control of library service. It is a legal entity able to sue or be sued, enter into contracts, employ staff and regulate its own procedure and business. The library manager is employed by the board and reports directly to the board, while any additional library staff members are employees of the board but report to the library manager.

The library board is accountable not only to council, but to all citizens of the municipality and to the provincial government.

A library board:

- passes policies and may pass safety and use bylaws to enable the provision of public library service delivery.
- determines library service priorities and creates a plan of service based on community needs assessments.
- is responsible for acquiring sufficient library funding, requesting funds from council and applying for provincial grants.
- keeps financial records and bank accounts, undergoes an annual financial review and prepares and manages its own budget.
- can have reserve accounts and investments.
- chooses its own officers (e.g. chair, treasurer).
- may operate one or more public library service points and through regional initiatives participates in providing services beyond its local community.

The 9 Roles and Responsibilities of Municipal Councils

Unlike boards established under the *Municipal Government Act*, the *Libraries Act* sets out a specific relationship between council and the municipal/intermunicipal library board and system library board. Council's role in public library service delivery is limited to the following nine responsibilities.

1. ESTABLISHMENT OF A LIBRARY BOARD

The decision of whether or not to have public library service in the community is made by the municipal council. If council decides that it would be beneficial to have public library service in the community, they may either pass a bylaw to establish a municipal library board or partner with up to two

neighbouring municipalities to form an intermunicipal library board.

Forming a Municipal Library Board

Council must pass a bylaw under the *Libraries Act* 3(1) to establish a municipal library board. Once established, the library board can only be dissolved by order of the Court of Queen's Bench, or if the municipality itself dissolves.

Establishment bylaws should only state that the library board is being created as per the *Libraries Act*. It should not be worded as establishing "the library" and extra information, such as how appointments are and how often the board meets, should not be included as the *Libraries Act* already sets those parameters. Sample establishment bylaws are available from PLSB.

Upon establishment, the library board has full management and control of the public library and public library service in the community. It is a corporation with all the rights and responsibilities that comes with that designation. Library boards may operate one or more public library service points (libraries), and may enter into agreements with other library boards. An agreement of this type allows the residents of each board to use library facilities and services in both communities.

Section 3(4) of the *Libraries Act* states that, on being established, the municipal library board's legal name is "The (name of municipality) Library Board". This name should be used on all legal and formal documents.

Forming an Intermunicipal Library Board

Instead of forming a municipal board, a municipality may alternatively pass a bylaw to enter into an agreement with up to two additional municipalities to apply to have the Minister of Municipal Affairs form an intermunicipal library board.

Forming an intermunicipal library board is a formalized, legislated process whereby municipalities come together under a single library board to deliver public library services to residents of all the municipalities that are party to the agreement. This library board serves as the governing board for these municipalities.

Before this board can be established, the municipalities must enter into a formal agreement (the content of which is outlined in the *Libraries Regulation*), which is then approved by the Minister of Municipal Affairs.

Once formed, the intermunicipal library board is also a corporation with full management and control of public library service in the municipalities, the same as a municipal library board.

The legal name of the intermunicipal library board is set out in the ministerial order that establishes the board. This name should be used on all legal and formal documents.

2. APPOINTMENTS TO MUNICIPAL AND INTERMUNICIPAL LIBRARY BOARDS

Council appoints and unappoints library board members to municipal and intermunicipal library boards under the terms set out in the *Libraries Act* (sections 4, 5, 12.3, and 31), and the *Libraries Regulation* (section 17.1).

A municipal library board must have a minimum of 5 and a maximum of 10 board members. Intermunicipal library boards must have a minimum of 7 and a maximum of 10 board members.

Upon appointment, a board member becomes part of a legal entity (the library board) responsible for governing the delivery of public library service in the community and receiving local and provincial tax dollars to provide quality library service. Board members have a fiduciary responsibility to employ the duty of care - acting with competence and diligence - as well as the duty of loyalty - acting in the best interest of library service in the community.

Only the council of the municipality that established the board or signed the intermunicipal agreement can appoint to a library board. The council of a neighbouring municipality cannot appoint board members to a board that they did not have a role in establishing.

However, the council of the establishing municipality(ies) can appoint individuals from neighbouring municipalities to the library board, as there are no residency requirements imposed by the legislation. Having individuals from neighboring municipalities can help to strengthen relationships and bring a broader perspective to the table.

For municipal library boards, council may appoint up to two board members who are also councillors on their council (i.e. councillors of the municipality that established the library board). For intermunicipal boards, each municipality that is party to the agreement may appoint one board member who is also a councillor on their council.

- If a councillor is appointed to the library board, they have the same role and responsibilities as the other board members and should not be referred to as a "Council Rep" or something similar. There is no designated role for a municipal councillor on a municipal or intermunicipal library board
- Councillors from neighbouring municipalities may be appointed to the library board and do not count against the limit of councillors as they are not from the establishing municipality(ies).

- Council may also choose to not appoint any councillors to the library board.

An employee of the library board cannot be appointed to the library board.

There is no provision for alternates to be appointed to a municipal or intermunicipal library board.

All appointments to the municipal or intermunicipal library board shall be for a term of up to three years.

A library board member is eligible to be reappointed for up to two additional consecutive terms. If council wishes to appoint a board member for more than three terms, at least 2/3 of the whole council must pass a resolution stating that the member may be reappointed as a member for more than 3 consecutive terms. This must be done for each time the member is reappointed beyond three consecutive terms.

A library board member is disqualified from remaining a member of a board if the person fails to attend, without being authorized by a resolution of the board to do so, three consecutive regular meetings of the board.

The term of office of a board member continues until a new board member is appointed by council in that member's place.

The appointments to the library board shall be made on the date fixed by council. Any vacancy arising from any cause must be filled by council as soon as reasonably possible for council to do so.

Best practices for appointments

When appointing board members, make sure the motion lists the name(s) of the individual(s) and includes the length of term (one, two, or three years).

- Send the library board a list of appointments including the length of terms.
- Send a letter to each appointee with their term length and expiry date.
- Collaborate with the library board to develop a recruitment strategy that meets the needs of the council, the library board and the community.

3. FUNDING LOCAL LIBRARY SERVICE

The *Libraries Act* (section 8) states that municipal library boards must prepare and submit their budget, along with an estimate of the money required during the ensuing fiscal year to operate and manage the municipal library, to municipal council before December 1.

This estimate is formally known as **local appropriation**, and is operational funding provided from local tax dollars to the library board for the delivery of public library service.

It is the responsibility of council to approve, in whole or in part, the estimate of local appropriation requested by the library board. Council **does not** have the authority to approve the library board's budget. If council is unable or unwilling to provide the requested amount in full, it is the responsibility of the library board to make adjustments to their budget to reflect their funding situation.

For intermunicipal library boards, the process is very similar. The board must submit to each municipality that is party to the intermunicipal agreement a budget and estimate of the money required (local appropriation) from each municipality for the following fiscal year for operations (*Libraries Act* 12.6). The terms specifying when the budget and estimate must be submitted and how the intermunicipal library board calculates the estimate and each municipality's share of the funding, etc. are set out in the intermunicipal agreement that the municipalities sign for the library board to be established by the Minister (*Libraries Regulation* 17.1(f)(g)).

Cost-share Agreements

Sometimes a municipality may enter into a cost-share agreement with another municipality to fund local library services. This is most often the case when a municipality without a library board recognizes that their residents use the services provided by a library in a neighbouring municipality.

When a cost-share is in place, it is best practice for the library board to receive the funding directly from each of the municipalities involved, rather than from one municipality to another municipality, which then forwards it to the board. It is important that municipal funding for library boards is transparent and captured accurately.

Ideally, public library services would not be included in municipal cost-share agreements. The library board, as an autonomous corporation, has the responsibility to acquire sufficient funding for library services, and is consequently directly accountable to its funding providers. If the library board is not involved in the cost-share transaction, there is no opportunity for the board to build a relationship with the municipality that is providing funding through the cost-share agreement. This prevents the library board from being able to demonstrate value, return on investment and negotiate future funding levels.

4. PROVIDING FOR LIBRARY BUILDING AND EQUIPMENT

The *Libraries Act* (Section 10) states that municipal library boards may request funding from council for acquiring property for a library building, or for erecting, repairing, furnishing and equipping a building to be used as a

municipal library. The council may provide the funds, or a portion of the funds, as council considers expedient.

These capital funds may be borrowed by council under the authority of a borrowing bylaw, as outlined in the terms of the MGA.

5. DETERMINING THE FINANCIAL REVIEW

Section 9(b) of the *Libraries Act* states that the municipal library board must have a person who is not a member of the library board, and whose qualifications are satisfactory to council, review the library board's accounts each calendar year, and the financial report shall be in a form satisfactory to council. Upon completion, the library board must submit the financial report to council.

For intermunicipal library boards, the requirements are similar (*Libraries Act* 12.7). However, the terms specifying the form of the financial review and the process for the approval of the financial reviewer is set out in the intermunicipal agreement (*Libraries Regulation* 17.1(h)).

Because local library service is a municipal service funded in large part by local tax dollars, the library board is accountable to council for that funding. Therefore, it is up to council to decide the level of financial review (e.g. a full audit, a notice to reader) and to approve the person or company the library board wishes to have review their accounts.

If or when financial reviewers change, council must pass a motion approving the new reviewer. Councils should take care not to embed a specific term length for the reviewer in their motion. Doing so may result in council having to re-approve the reviewer repeatedly or unnecessarily.

6. RECEIVING LIBRARY BOARD BYLAWS

Council receives the library board's bylaws for the safety and use of the library after they have been passed by the library board. Best practice is to have council make a motion noting receipt and acceptance of the library board's bylaws.

If council feels that the library board's bylaw is not in keeping with comparable municipal bylaws, council may disallow it. Council cannot make changes to the library board's bylaws, however; the library board is responsible for amending or replacing the bylaw, taking into consideration council's feedback. Once revised, the board provides the new version to council for acceptance.

7. RECEIVING LIBRARY BOARD REPORTS

Required management practices under the *Libraries Regulation* state that library boards must have certain policies, including confidentiality of user records, finance,

and personnel policies. Municipal and intermunicipal library boards must also develop a Plan of Service based on a community needs assessment, and submit an annual report to the province. Council may receive these reports and policies, as well as meeting minutes, from the library board for information purposes.

A recommended practice is to have the Chair of the library board (or a delegation) present to council about the library board's activities, instead of relying upon a member of council appointed to the library board to provide information. This helps keep the roles of being a councillor and a library board member separate.

8. PARTICIPATING IN A REGIONAL LIBRARY SYSTEM

Being part of a library system means that all residents will have access to library service even if there is not a library in the municipality. It allows residents to access digital resources provided through the library system and visit public libraries located elsewhere in the system's region to access their services.

Library systems also provide professional and technical support to staff in public libraries within the system area so that even the smallest library has access to advice and assistance, along with the cost effectiveness and cooperation made possible by working through a larger unit. They also manage library resource development and sharing at the regional level. As well, library systems function as nodes within the provincial Public Library Network, connecting resources available provincewide to residents using municipal libraries in small rural communities.

Library system boards are created under the *Libraries Act* (section 14) and library systems were established by the Minister responsible for public libraries when municipalities in an area agreed to jointly provide library system services. Upon establishment, library system boards are corporations with all the rights and responsibilities that comes with that designation.

The system that a municipality is eligible to join is determined by the prescribed boundaries in section 34(1) of the *Libraries Regulation*. All municipalities, with the exception of Edmonton and Calgary due to their size, are eligible to join a library system.

Municipalities that are part of a library system are required to pay an annual per capita levy. This levy is independent of any funding that goes to a local municipal or intermunicipal

library board. The library system per capita levy is similar to a membership fee and supports library system operations.

9. APPOINTMENTS TO LIBRARY SYSTEM BOARDS

When a municipality becomes party to the system agreement, and is approved by the Minister to join the system, council may appoint an individual to the library system board. This individual is not required by legislation to be a municipal councillor.

Participating in a library system is more than just being a "member" of the system. The municipalities that sign the system agreement *are* the library system, with their appointed board member providing input and making governance decisions at board meetings about the direction of the system and its services.

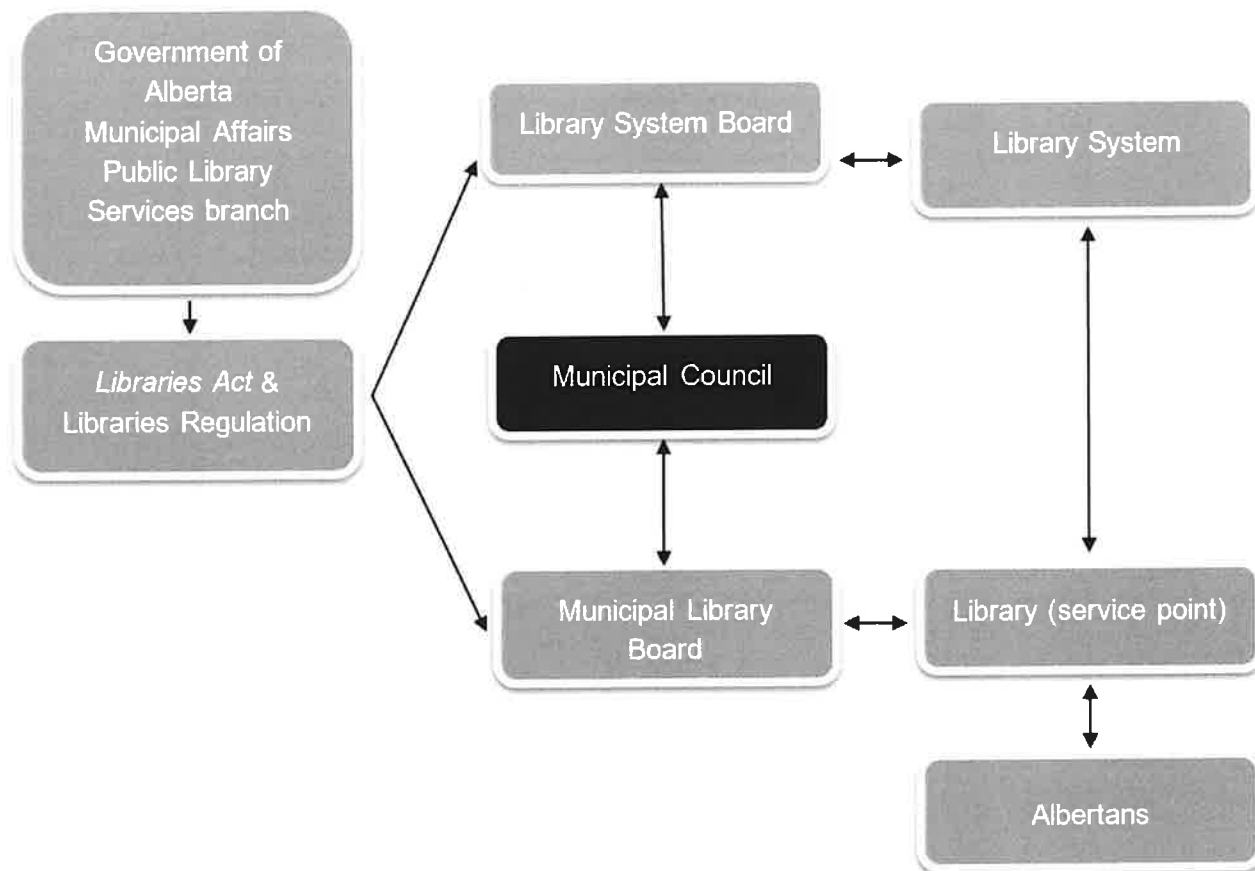
Appointments to a library system board are different than appointments to a municipal or intermunicipal library board. When appointing to a library system board, council must adhere to the following, as set out in the *Libraries Regulation* (Section 32):

- A single term cannot exceed three years.
- Council shall not appoint a library system board member to serve for more than 9 consecutive years without the approval of 2/3rds of all the members of that council.
- Any vacancy in the membership of a library system board shall be filled by council as soon as reasonably possible.
- Council may appoint an alternate to a library system board if the library system board member is unable to attend a library system board meeting and has given notice to the library system board that an alternate member will attend. (This is not allowed for municipal or intermunicipal library boards).
- The alternate member shall not act in place of the library system board member at more than two consecutive meetings except by resolution of the library system board.

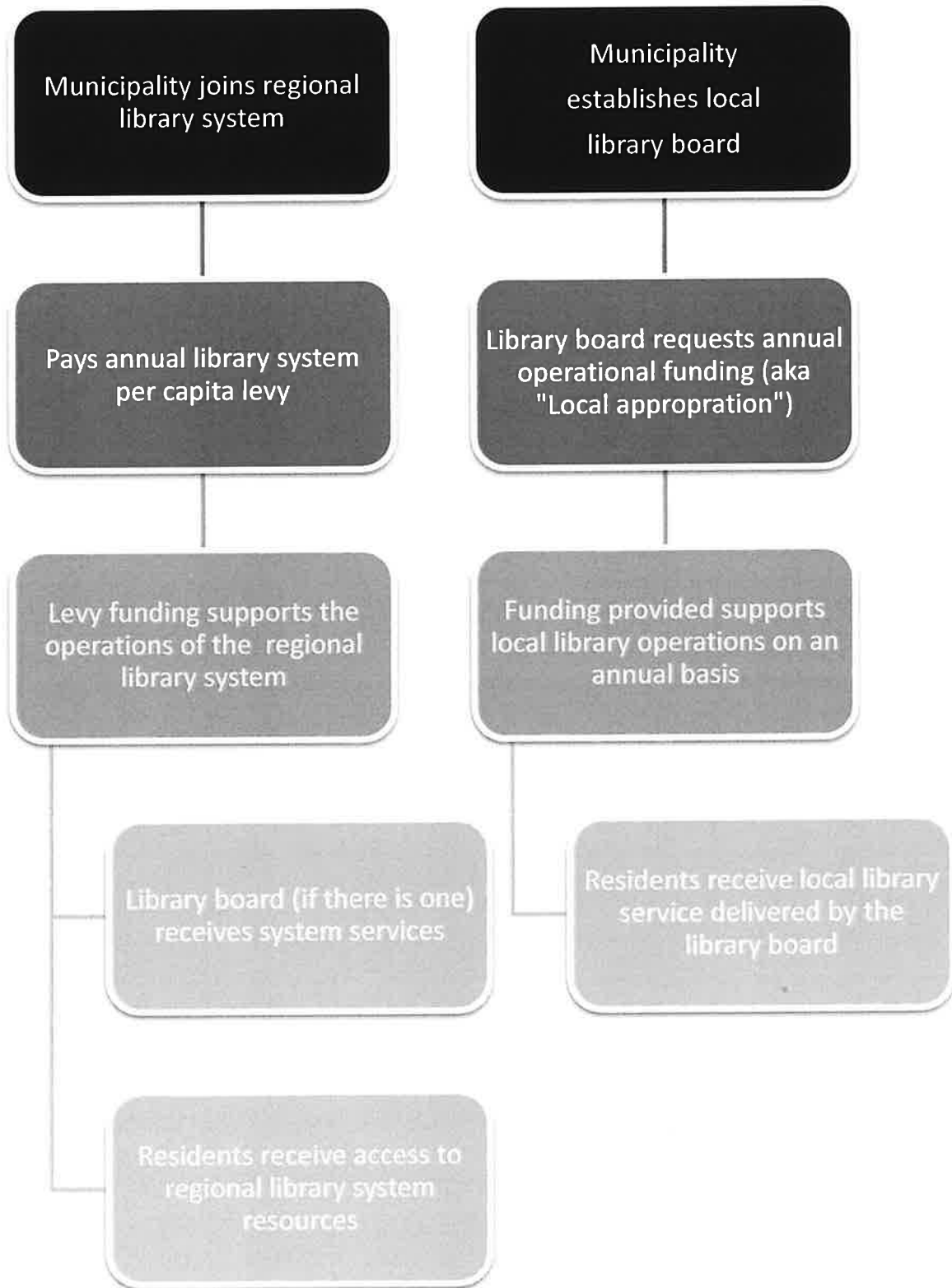
Support and Resources

If you have any questions please contact the Public Library Services Branch by phone at 780-427-4871 (toll free by dialing 310-0000 first), or by email at libraries@gov.ab.ca. Information is also available on the PLSB website at www.albertalibraries.ca.

Structure of Public Library Service in Alberta



Municipal Funding Streams for Public Library Service



CAO

7.2.

From: Terri Brown-Gust <tbrown-gust@hotmail.com>
Sent: January 11, 2024 11:15 PM
To: CAO; Bashaw Library
Subject: RE: Safety and Use Bylaws - TOB Library

Good Morning Theresa,

Thank you for your inquiry regarding the age differentiation between the Library Policy and its Bylaws.

To Clarify:

Item 1.4.3 in the Definitions section of the Bylaws refers to the Cardholders.

When the Trustees and Staff were drafting the Unattended Children's Policy there were a subset of children within the child cardholders that were creating behavior incidents. The children in the 11-12 year age were able to self moderate. The children 10 years and younger were not able to comply with staff expectations so they were identified for this portion of Library Policy. The policy was drafted to create consistent guidelines for library staff and users. Thus the age discrepancy in the two documents.

I hope this explanation provides clarity.

Items 1.13-Service Area and 6.5 have been addressed in the Bylaws.

Sincerely,

Terri Brown-Gust
Chairperson
Town of Bashaw Library

Sent from [Mail](#) for Windows

From: [CAO](#)
Sent: Thursday, January 4, 2024 3:54 PM
To: [Bashaw Library](#); [Terri Brown-Gust](#)
Subject: Safety and Use Bylaws - TOB Library

Hi Cindy and Terri,
Council reviewed the bylaws and requested clarity on a few areas.
I have attached my notes. If you have questions, please feel free to call.

Warm regards,

Theresa Fuller, CLGM
Chief Administrative Officer
Town of Bashaw
(780) 372 – 3911
Fax: (780) 372 – 2335

Safety and Use Bylaws
Town of Bashaw Library Board

Adopted by the Town of Bashaw Library Board
December 11, 2023

Safety and Use Bylaws of the Town of Bashaw Library Board

Approved by the **Town of Bashaw Library Board** on: December 11, 2023

Accepted by Town of Bashaw Council on: December 18, 2023

The Town of Bashaw Library Board enacts the following bylaws pursuant to the *Libraries Act*.

1. Definitions

Definitions in these bylaws shall mean:

- 1.1. board: the Town of Bashaw Library Board.
- 1.2. applicant: a person applying for a library card.
- 1.3. cardholder: the registered user of a current library card.
- 1.4. cardholder categories shall include the following:
 - 1.4.1. adult: any person 18 years and older.
 - 1.4.2. young adult: any person 13 through 17 years of age.
 - 1.4.3. child: any person up to and including 12 years of age.
 - 1.4.4. family: two or more members of the same family residing in the same home.
 - 1.4.5. ME Libraries borrower: a cardholder whose card is registered in the ME Libraries program. This could include non-residents with a card from another library.
- 1.5. good standing: a cardholder whose card is active, and not suspended or revoked by the library that issued the card.
- 1.6. library manager: the person charged by the board with operation of the Town of Bashaw Public Library.
- 1.7. library: the Town of Bashaw Public Library.
- 1.8. library resources: any resources, regardless of format, that are held in the board's collection, or borrowed by the cardholders of the Town of Bashaw Public Library.
- 1.9. loan period: the period of time, as set out in schedule B, which a cardholder may borrow library resources and includes any renewal of an original loan period.
- 1.10. ME Libraries: A provincial program that allows library cardholders to borrow materials from any library in Alberta that participates in the Alberta Public Library Network.
- 1.11. non-resident: any person who does not have a residence within the service area and does not pay property or business taxes within the service area (see "service area").

1.12.resident: any person who has a residence within or pays property or business taxes within the service area (see “service area”).

1.13.service area: the Town of Bashaw and surrounding area.

2. Admittance to and Conduct in the Building

2.1. The building is to be open free of charge to the public for library purposes at the hours posted.

2.2. No person using the library building shall:

2.2.1. Contravene any board policy

2.2.2. Create any unnecessary disturbance for other library users

2.2.3. Take away any library item from the building unless the item has been properly checked out in accordance with library circulation policies and procedures.

2.2.4. Solicit other library users and staff for personal, commercial, religious, or political reasons.

2.3. Except with the permission of the library staff, no person shall:

2.3.1. Bring any animal, other than a service animal, into the building.

2.3.2. Bring a wheeled vehicle or conveyance, other than a wheelchair, walker, baby carriage or stroller, into the building.

2.4. Persons who do not act in accordance with these bylaws shall be asked to put an end to their actions. If the action continues or the seriousness of the action justifies it, library staff will direct the person to leave the building. Library staff may also ask for outside assistance, including contacting local law enforcement officers.

2.5. All persons entering or otherwise using the library building shall comply with applicable public health regulations.

2.6. No member of the public is to be left in the library building for any purpose without a library staff person present at all times, unless that member of the public has been previously authorized to use the library building without staff present in accordance with library policies. Town of Bashaw staff shall have access to the building in relation to building concerns. Law enforcement officers or fire fighters may have access to the building in emergency situations.

3. Procedures for Acquiring a Library Card

3.1. Anyone is eligible to apply for a library card. However, non-residents are encouraged to apply for a library card at their local library.

3.2. A library card is issued upon:

3.2.1. We supply Parkland Regional Library System cards. The cards are for the Town of Bashaw Library.

3.2.2. Presentation of one piece of photo identification bearing the applicant's permanent address if an adult or young adult is applying for a card. If a child is applying for a card, a parent or legal guardian must present photo identification bearing his/her permanent address. The library may also accept a combination of other forms of identification or other documentation bearing the permanent address.

3.2.3. Payment of any applicable fees as outlined in Schedule A.

3.3. Applicants will receive a library card which:

3.3.1. is valid from the date of issue to the date of expiry, unless suspended or revoked by the library staff under these bylaws.

3.3.2. remains the property of the Town of Bashaw Library Board.

3.4. A library user may participate in the ME Libraries program if the library user is a cardholder in good standing at a public library participating in the ME Libraries program.

4. Responsibilities of a Cardholder

4.1. The cardholder named on a library card will be the only person that may use the card. The cardholder may designate alternate people to access his/her/they/them library records or collect holds on their behalf.

4.2. A cardholder will return or renew any library items on or before the due date as provided in Schedule B.

4.3. A cardholder is responsible for all library items borrowed on their card and will compensate the library for all library items damaged or lost while borrowed on their card.

4.3.1. In the case of a child or young adult card, the parent or legal guardian who signed the child or young adult cardholder's application form is responsible for all library items borrowed on that library card and will compensate the library for all library items damaged or lost while borrowed on that card.

4.3.2. In the case of a library card listed on a family application form, the designated cardholder indicated on the family application form is responsible for all library items borrowed on all library cards listed on that application form, and will compensate the library for all library items damaged or lost while borrowed on those cards.

4.4. Loss or theft of a current library card must be reported immediately to the library. Cardholders are responsible for all library resources borrowed and all charges attributable before the loss or theft of the card is reported.

4.5. Cardholders must notify the library of any change of contact information as soon as possible.

5. Loan of Library Resources

5.1. There is no charge for using library resources on library premises, borrowing library resources normally lent by the library, consultation with members of the library staff or receiving basic information service.

5.2. Loan periods for library resources are set out in Schedule B.

5.3. Library resources may be reserved and/or renewed in accordance with current library policies and procedures.

6. Penalty Provisions

6.1. The procedures for demanding the return of overdue resources are as set out in Schedule C.

6.2. As per these bylaws, cardholders are responsible for all charges resulting from failing to return or the late return of library resources. The fine schedule is outlined in Schedule C.

6.3. A library card may be suspended or revoked if the cardholder has repeatedly violated the terms of these bylaws. The decision to suspend or revoke a library card will be made by the library manager or by staff designated by the library manager.

6.4. In cases of serious dereliction, the board may prosecute an offence under the *Libraries Act*. Such an offence is punishable under the *Libraries Act*.

6.5. Any fine or penalty imposed pursuant to an offence under 6.4 inures to the benefit of the Town of Bashaw Library Board in accordance with the *Libraries Act*.

7. Service Fees

7.1. Service fees, including charges for the use of library premises not normally used for public library purposes (i.e. the library meeting room), are listed in Schedule D.

SCHEDULE A – Fees for the Issuance of Library Cards

Individual Adult / Senior card fee: \$5.00 per year

Annual Student / Youth fee: \$3.00

Annual Child fee: \$2.00

Family card fee: \$10.00 per family per year

Card fees may be waived at the discretion of the library manager or by staff designated by the library manager. All library cards are subject to review.

SCHEDULE B – Loan of Library Resources

1. A cardholder in good standing may borrow a maximum of one hundred (100) circulating resources in their account at any one time. The Takeout/Checkout limit is 15 items per visit. All circulating resources are loaned for three weeks:
 - a. Resources from the video collection and circulating magazines are loaned for three weeks.
 - b. Interlibrary loan items are typically loaned for three weeks unless otherwise authorized by the lending library.
2. Renewal Periods: All circulating resources may be renewed a maximum of five times for a total loan of fifteen weeks, with the exception of resources from the video collection which may be renewed twice for a total loan of three weeks.
 - a. Extended due dates may be granted by at the discretion of the library manager or staff designated by the library manager in the event of upcoming travel, anticipated hospitalization or recuperation, or other foreseeable absences.
 - b. All renewals are subject to reservations from other cardholders.

SCHEDULE C – Overdue Fees and Fees for Lost or Damaged Items

Overdue fees

Overdue fees shall only be charged to adult cardholders. No overdue fees will be charged to child or young adult cardholders.

Overdue fees for adult cardholders shall be assessed at \$0.25 per item per day. No adult cardholder shall accrue more than \$5.00 in overdue fees until the outstanding fees are repaid.

Fees for lost or damaged items

The purchase cost as listed in the library's catalogue shall be charged. If the item is found after a replacement copy has been purchased, the found item becomes the property of the cardholder and the replacement fee will not be waived.

SCHEDULE D – Service Fees

Photocopying and printing: \$0.25 per page

Meeting room rental fees – not-for-profit groups and private individuals: \$25.00/evening

Meeting room rental fees – for-profit companies: \$25.00/evening or donation

CAO

From: Dennis Jones <DJONESPFD26@hotmail.com>
Sent: January 13, 2024 6:59 AM
To: CAO
Cc: Dbussiere@rdcounty.ca; Shivani Channan
Subject: New/Updated MOU & Letter of Commitment for Central Region All Hazards Incident Management Team (CRAHIMT)
Attachments: CRAHIMT Letter of Commitment Town of Bashaw.pdf; CRAHIMT MOU Town of Bashaw.pdf

Hello Theresa.

Please find attached the new/updated MOU and Letter of Commitment for CRAHIMT. I request that you review the same and upon your approval, please sign where indicated and email a scanned copy to myself, Drayton and Shivani.

Many thanks.

Dennis Jones
Assistant Fire Chief & DDEM
Town of Bashaw

Confidentiality Notice: This message is intended only for the use of the individual or entity to which it has been addressed and may contain information that is privileged and confidential. If you are not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If this communication has been received in error, please respond immediately via telephone or return e-mail and delete all copies of this material.

**MEMORANDUM OF UNDERSTANDING
CENTRAL REGION ALL-HAZARDS INCIDENT MANAGEMENT TEAM
SUPPORTING JURISDICTION MEMBERSHIP**

This Memorandum of Understanding ("MOU") is entered into on this ____ day of _____, 2024, between Red Deer County, the Lead Jurisdiction for the Central Region All-Hazards Incident Management Team ("CRAHIMT") and Town of Bashaw ("Supporting Jurisdiction").

As parties to this Agreement, the Supporting Jurisdiction and Red Deer County agree that:

1. The Province of Alberta has supported the development of regional All-Hazards Incident Management Teams to promote an all-hazards approach to managing emergencies or disasters or supporting a Local Authority with personnel trained and qualified in the Incident Command System (ICS) and specific ICS positions.
2. The Supporting Jurisdiction wishes to provide personnel and/or resources to join the Central Region All-Hazards Incident Management Team ("CRAHIMT").
3. CRAHIMT provides support to an Incident Commander by performing ICS functions as required based on the incident kind, type and complexity with an emphasis on working together to implement and achieve the command and management objectives at a major emergency or disaster.
4. The membership of CRAHIMT needs to be multiagency, multidiscipline, and regional in nature; therefore, its membership will be drawn from Central Alberta municipalities, agencies and other Supporting Jurisdictions.
5. There is designated provincial funding for CRAHIMT training which will be used to reimburse member travel expenses and to purchase equipment, materials, and supplies for CRAHIMT training purposes, subject to funding availability.
6. Personnel salary/wage and costs associated with the use of agency resources to attend CRAHIMT training are borne by the member's Supporting Jurisdiction.

MEMORANDUM OF UNDERSTANDING
CENTRAL REGION ALL-HAZARDS INCIDENT MANAGEMENT TEAM
SUPPORTING JURISDICTION MEMBERSHIP

7. Supporting Jurisdiction(s) may submit expenses associated with CRAHIMT deployment to the Requesting Jurisdiction through the Lead Jurisdiction in accordance with mutual aid agreements, deployment tasking documents, or other fee schedules. However, Supporting Jurisdiction(s) reimbursement is subject to the Lead Jurisdiction receiving reimbursement funds from the Requesting Jurisdiction. Therefore, the Lead Jurisdiction cannot provide any guarantees for the reimbursement of deployment expenses.
8. Supporting Jurisdiction(s) may receive compensation as outlined in #7 of the CRAHIMT Memorandum of Understanding and in accordance with the CRAHIMT deployment guidelines. Reimbursement rates set out within the deployment guideline may be lower than Member's actual normal salary rate.
9. Supporting Jurisdiction agrees to provide Worker's Compensation Benefit (WCB) coverage for the Member during all training, deployment, drills, and/or exercises.
10. CRAHIMT shall typically provide support to Incident/Unified Command; responsibility and liability for incident command and management remains with the Requesting Jurisdiction.
11. CRAHIMT will not take over incident command and management from the Requesting Jurisdiction unless CRAHIMT receives an Assignment of Authority (AOA) from the Requesting Jurisdiction.
12. The Lead Jurisdiction will establish and maintain a multiagency, multidisciplinary CRAHIMT Advisory Committee comprised of members of the Lead Jurisdiction and Supporting Jurisdictions; the Advisory Committee shall ensure that qualified individuals comprise the CRAHIMT membership and shall approve the CRAHIMT Standard Operating Procedures.
13. Red Deer County, as the Lead Jurisdiction for CRAHIMT, shall provide coordination, administrative, and logistical support, including development and maintenance of the CRAHIMT Standard Operating Procedures.

**MEMORANDUM OF UNDERSTANDING
CENTRAL REGION ALL-HAZARDS INCIDENT MANAGEMENT TEAM
SUPPORTING JURISDICTION MEMBERSHIP**

14. Red Deer County, as the Lead Jurisdiction, shall receive requests to deploy CRAHIMT and will request member personnel from the Supporting Jurisdiction to support deployment as required.

The Parties to this MOU, in consideration of the premises set forth above, agree and consent that they will cooperate, support, collaborate, administer, perform, and otherwise work together in developing and deploying the Central Region All-Hazards Incident Management Team (CRAHIMT).

Supporting Jurisdiction

Theresa Fuller, CAO

Printed Name

Signature

Date

Lead Jurisdiction, Central Region AHIMT

Printed Name

Signature

Date



LETTER OF COMMITMENT
CENTRAL REGION ALL-HAZARDS INCIDENT MANAGEMENT TEAM

As required by the Central Region All-Hazards Incident Management Team (CRAHIMT) as a condition of ongoing and active membership, I, Dennis Jones (Member) and I, Theresa Fuller, CAO (Signing Authority for Supporting Jurisdiction), on behalf of Town of Bashaw (Supporting Jurisdiction) hereby agree to the following Central Region AHIMT requirements.

1. Member must:
 - a. Pass a Criminal Record Check.
 - b. Live within the identified CRAHIMT geographic area.
 - c. Adhere to the terms of the Central Region All-Hazards Incident Management Team Letter of Commitment.
 - d. Adhere to all Policies and Procedures set forth by the Central Region All-Hazards Incident Management Team Advisory Committee.
2. Member agrees to complete and maintain certification in the following training within two (2) years of submitting a Letter of Commitment. Member will not be eligible for incident deployment until receipt of Criminal Record Check and certified in the following training:
 - a. AEMA Basic Emergency Management,
 - b. ICS I-100, I-200 and I-300,
 - c. AHIMT Block 1, 2 and 3 Training, and
 - d. Position-specific training corresponding to all AHIMT positions held (minimum of 1 position).
3. Member will:
 - a. Participate in a minimum of sixteen (16) hours of annual CRAHIMT approved continuing education,
 - b. Participate in a minimum of one (1) annual emergency exercise or every two (2) years in a CRAHIMT mentorship role, and
 - c. Maintain an Active Position Task Book (PTB's) that summarize the Member's involvement in training, exercises, incidents and deployments.
4. Member and Supporting Jurisdiction agrees to maintain the ability for applicant to participate and respond, when activated, for training, drills, exercises or deployment within a reasonable time frame, and as permitted when regular employment operational requirements allow.
5. CRAHIMT training schedules will be communicated in advance so both the Member and the Supporting Jurisdiction may make appropriate arrangements.
6. Prior to signing the CRAHIMT Letter of Commitment, the Supporting Jurisdiction will consult with their Human Resources Department, as applicable. Human Resources will ensure the member's union is consulted and informed of the parameters outlined in the Letter of Commitment.

**LETTER OF COMMITMENT
CENTRAL REGION ALL-HAZARDS INCIDENT MANAGEMENT TEAM**

7. Member and Supporting Jurisdiction understand that the Member may be deployed for a period of up to ten (10) days. Length of deployment will depend on incident type but Supporting Jurisdiction must anticipate the maximum duration when permitting applicant to attend.
8. Member will not be entitled to overtime pay, other than that normally allowed by the Supporting Jurisdiction, while participating in any training, deployment, drill, and/or exercise sponsored through the CRAHIMT.
9. The Supporting Jurisdiction agrees that the Member will not suffer any loss of pay, rank, leave time, or opportunity while participating in any supporting jurisdiction approved training, deployment, drill, and/or exercise sponsored through the CRAHIMT.
10. The Supporting Jurisdiction hereby indemnifies the Province of Alberta, Red Deer County, and the members of the Central Region AHIMT Advisory Committee from all claims suffered by the Supporting Jurisdiction or their employee(s) during any training, deployment, and/or exercise sponsored by/through the AHIMT program. The indemnification commitment does not apply and specifically excludes claims arising from any negligent actions of the Province of Alberta, Red Deer County, or members of the Central Region AHIMT Advisory Committee or any entity or Supporting Jurisdiction CRAHIMT is working in conjunction with or on behalf of during any of the above stated activities.
11. CRAHIMT membership is voluntary; as such, the Member and/or Supporting Jurisdiction will receive no direct compensation from the Province of Alberta or CRAHIMT for participation in training, exercises or drills. The Member or Supporting Jurisdiction may submit a request for reimbursement of out-of-pocket expenses associated with attendance at training events, drills, or exercises, which may be reimbursed based upon the availability of CRAHIMT training program funds.
12. The Supporting Jurisdiction may submit requests for reimbursement for deployment expenses, which CRAHIMT will forward to the Requesting Jurisdiction. CRAHIMT shall forward applicable reimbursements to the Supporting Jurisdiction within a reasonable time upon receipt of funds. CRAHIMT is not responsible for any reimbursement refusals by Requesting Jurisdiction or Province of Alberta.
13. Member and Supporting Jurisdiction understand that the initial CRAHIMT membership commitment period will be two (2) years in length. Commitments will be renewed annually upon mutual agreement of both the Member and the CRAHIMT Advisory Committee on or before 30 September.
14. CRAHIMT may terminate a membership with an applicant, due to:
 - a. Inability to fulfill the terms outlined in the Central All-Hazards Incident Management Team Letter of Commitment,
 - b. Inability to pass a Criminal Records Check,
 - c. Inability to adhere to the Policies and Procedures set forth by the Central Region All-Hazards Incident Management Team Advisory Committee.



**LETTER OF COMMITMENT
CENTRAL REGION ALL-HAZARDS INCIDENT MANAGEMENT TEAM**

Member or Supporting Jurisdiction may terminate membership with CRAHIMT by providing written notice to the CRAHIMT Lead Jurisdiction at the following address:

Red Deer County
38106 Range Road 275
Red Deer County, AB T4S 2L9

Supporting Jurisdiction Signing Authority

Theresa Fuller

Printed Name

Signature

Date

Member

Dennis Jones

Printed Name

Dennis Jones
Signature

Date



**TOWN OF BASHAW
Bylaw # 778 - 2018**

A BYLAW OF THE TOWN OF BASHAW IN THE PROVINCE OF ALBERTA,
FOR THE PURPOSE OF RESTRICTING WATER USE ON A FAIR AND EQUITABLE BASIS
DURING PERIODS OF WATER SHORTAGES,
AND RESTRICTING WATER USE SO THAT WATER IS AVAILABLE
FOR EMERGENCY PURPOSES

1. **ENACTMENT**

1.1 NOW THEREFORE the Bashaw Town Council in the Province of Alberta duly assembled enacts as follows:

1.2 This Bylaw shall be cited as the Town of Bashaw Water Restriction Bylaw.

2. **INTERPRETATION**

In this Bylaw, capitalized words shall have the following meanings:

2.1 "Act" means the *Municipal Government Act*, RSA 2000, c. M-26, as amended or repealed and replaced from time to time.

2.2 "Bulk Water Consumers" is anyone who purchases water from a Bulk Water Station.

2.3 "Bulk Water Station" is a coin-operated/credit card operated facility, located in the Municipality for the sale of potable water on a bulk basis to Bulk Water Consumers.

2.4 "CAO" is the Chief Administrative Officer of the Town of Stettler.

2.5 "Commission" is one of the following applicable regional water commissions under the *Act*, that obtains treated potable water from the Water Treatment Plant and supplies water to the Municipality:

2.5.1 Shirley McClellan Regional Water Services Commission, or

2.5.2 Highway 12/21 Regional Water Services Commission

2.6 "Consumer" is any individual, body corporate, municipality, commission under the *Act*, an incorporated association or any other entity howsoever designated or are constituted that owns or leases Property that is connected to the Municipality's water system or that otherwise obtains treated potable water produced at the Water Treatment Plant.

2.7 "Designated Officer" has that meaning as ascribed thereto in Section 6.1 of this Bylaw.

2.8 "Directive" means an order issued under this Bylaw in accordance with the *Act*.

2.9 "Municipality" means Town of Bashaw.

2.10 "New Lawn(s)" is newly laid sod or newly planted grass seed.

- 2.11 "Non-Residential Water Use" is a service supplied to a Property principally used to conduct a profession, business, trade, industry, farming operation (not including a residential water use), occupation or employment, and also includes institutional uses, and apartment buildings/condominiums.
- 2.12 "Peace Officer" means:
- 2.12.1 a Peace Officer, within the meaning of the *Peace Officer Act*, SA 2006, c. P-3.5, as amended or repealed and replaced from time to time;
- 2.12.2 a Police Officer, within the meaning of the *Police Act*, RSA 2000, c. P-17, as amended or repealed and replaced from time to time; or
- 2.12.3 a bylaw enforcement officer, as this term is used in the *Act*.
- 2.13 "Private Property" means land either owned or leased by a person, group, corporation or such other entity, not a governmental body.
- 2.14 "Property" means any lands, buildings, structures or premises, or any personal property located thereupon, within the municipal boundaries of the Municipality.
- 2.15 "Residential Water Use" is a service supplied to a Private Property that is used primarily for domestic purposes including but not limited to, single-family dwellings, multi-family dwellings (excluding apartment buildings), mobile home parks, and condominium developments (excluding apartment style condominiums).
- 2.16 "Stettler" means the Town of Stettler.
- 2.17 "Violation Ticket" is a ticket issued pursuant to Part 2 of the *Provincial Offences Procedure Act*, R.S.A. 2000, P-34, as amended or repealed and replaced from time to time.
- 2.18 "Water Supply Agreement" is the applicable regional water supply agreement between a Commission/Water Transfer Station and Stettler.
- 2.19 "Water Transfer Station" is the primary water holding structure designed to allow for the effective operations of the Commission's regional water system and Stettler's water system. It is owned by the Shirley McClellan Regional Water Services Commission, is located on the west side of Stettler, and obtains treated potable water directly from the Water Treatment Plant.
- 2.20 "Water Treatment Plant" is that water treatment plant owned and/or operated by Stettler, for the purpose of removing undesirable chemicals, materials, and biological contaminants from raw water.

3. WATER RESTRICTION STRATEGIES

- 3.1 The Water Treatment Plant presently produces treated potable water for all Commissions and all Consumers that is delivered to Consumers through any or all of: the Water Transfer Station, a Commission owned water transmission line/reservoir, a municipality's water distribution system/reservoir, a Bulk Water Station or any other connection to the Water Treatment Plant.
- 3.2 At times where drought conditions exist in East Central Alberta, or as otherwise determined by Stettler which conditions affect the overall water supply that Stettler can distribute to all Commissions and Consumers, including the Municipality, Stettler may undertake the following:
- 3.2.1 assist all Commissions and Consumers by providing information that encourages Water conservation; or
- 3.2.2 manage the overall supply of water produced by the Water Treatment Plant in order to comply with the requirements by all water Commissions and Consumers in the region.
- 3.3 After considering the measurement criteria as set forth in Schedule "C" herein, Stettler may, but is not obligated to, at any time make Directives restricting and/or prohibiting specified uses of treated potable water and the wasting water in the municipality either:
- 3.3.1 by all Consumers;

- 3.3.2 by any particular class of Consumers;
- 3.3.3 throughout that portion of the Municipality that is serviced by the Highway 12/21 Regional Water Services Commission;
- 3.3.4 in any particular geographic area or areas of the Municipality; and
- 3.3.5 the supply of water to any particular Property.

The Directive may specify that such restricted and prohibited uses of water shall apply during such hours of any day of the week, and/or on a rotational schedule basis as may be specified in the Directive. For guidance, Stettler may, but is not obligated to, make any level of water restrictions as contained in Schedule "B" hereto.

The Directive must be made on a fair and equitable regional basis unless it is in response to a requested from a Commission, a municipality, or Stettler who require an immediate supply of treated potable water produced by the Water Treatment Plant to address a localized emergency situation or a localized water shortage condition, and generally being of a short term nature. For guidance, when an emergency or water shortage condition exists, protocols and procedures set out in the Regional Water Communication Policy shall be followed.

- 3.4 The CAO is hereby delegated the authority to implement the requirements set out in this Bylaw or in a Water Supply Agreement, any new directions provided by the Municipality or a Commission and any amendments to directions provided under this Bylaw or in a Water Supply Agreement, to ensure compliance with the restriction or prohibition of water usage within the Municipality. In the event that the CAO is unable to exercise the authority granted herein, the Municipality delegates the authority to the CAO to select a designate to implement the requirements as set out in this Bylaw or in a Water Supply Agreement, any new directions provided by the Municipality or a Commission and any amendments to directions provided under this Bylaw or in a Water Supply Agreement.
- 3.5 The Municipality shall promptly cause notification of water restriction Directives to be communicated to locally affected Consumers:
 - 3.5.1 by any means determined to be appropriate by the Municipality to reach as many affected local Consumers as reasonably possible.

Such notification shall include relevant information to adequately inform locally affected Consumers of restrictions and prohibitions upon the use of water in accordance with the current Directive.

- 3.6 No Consumer shall use or waste water supplied from any or all of: the Water Transfer Station, a Commission owned water transmission line/reservoir, the Municipality's water distribution system/reservoir, a Bulk Water Station or any other connection to the Water Treatment Plant in contravention of the terms of any Directive made by Stettler under this section.
- 3.7 The restrictions of water usage may include restrictions and prohibitions on the use of water for aesthetic purposes.
- 3.8 The restrictions may include restrictions and prohibitions on all outdoor uses, including, but not limited to, watering lawns and gardens according to Schedule "B" attached hereto and forming part of this Bylaw.

4. PERMITS

- 4.1 Consumers who obtain a valid New Lawn permit shall be exempt from a Directive herein, in accordance with the terms of this permit.
- 4.2 New Lawn watering permits may be issued by the Municipality upon inspection and approval of the site by the Municipality and may contain water use conditions as determined by the Municipality to limit the amount, duration, and timing of water use that is allowed on the site.

- 4.3 New Lawn watering permits will be valid for a maximum of six (6) weeks, which thereafter, the Consumer must fully comply with all Directives in effect at the time.

5. **WASTING WATER**

- 5.1 All Consumers are prohibited from wasting water when a Directive restricting the supply of water has been issued.
- 5.2 In determining if an activity constitutes wasting water in Section 5.1, consideration will be given to any of the following:
- 5.2.1 The volume of water reasonably required to perform the activity undertaken;
 - 5.2.2 The length of time that water has been allowed to run;
 - 5.2.3 The degree of control exercised over the flow of water;
 - 5.2.4 The purpose to which the water is being put;
 - 5.2.5 The degree of restriction on water consumption presently in place; and
 - 5.2.6 The existence of any other factors reasonably suggesting that waste of water is occurring or has occurred.

6. **ENFORCEMENT**

- 6.1 For the purposes of inspections and enforcement of the provisions of this Bylaw, a bylaw enforcement officer, as well as a designated officer in accordance with the Act are Designated Officers of the Municipality.
- 6.2 A Designated Officer may, for the purpose of ensuring that the provisions of this Bylaw are being complied with, enter in or upon any Private Property, in accordance with Section 542 of the Act, to carry out an inspection, enforcement or other action required or authorized by this Bylaw, the Act, or other statute.
- 6.3 When exercising his authority to enter onto Private Property for inspection or enforcement under Section 5.1, a Designated Officer shall provide the owner or occupant of the Property with reasonable notice as required by the Act.
- 6.4 Where a Designated Officer determines that a contravention of this Bylaw is occurring or is about to occur, he may issue an Order pursuant to section 545 of the Act to the owner or occupant of the Private Property upon which all or a part of the contravention is occurring or about to occur, to a Consumer responsible for the contravention who is not the owner or occupant of the Private Property, or to any or all of them.
- 6.5 An Order issued by a Designated Officer under Section 6.3 shall:
- 6.5.1 identify the person or persons to whom it is issued;
 - 6.5.2 identify the nature of the unauthorized or prohibited water usage;
 - 6.5.3 direct the person to take any action or measures necessary to remedy the unauthorized or restricted water usage, which may include the cessation of the provision of water to the Private Property;
 - 6.5.4 state the time within which the person must comply with the Order;
 - 6.5.5 state that if the person does not comply with the Order in the specified time, the Municipality may take action or measures at the expense of the person; and

- 6.5.6 notify the Owner of the right to apply by written notice for a review of the Order by the Council.
- 6.6 An Order under this Bylaw is deemed to be served on the person who it is addressed when the Order has been:
 - 6.6.1 in the case of an individual, delivered personally to the individual, or left for the individual at his or her residence with a person on the premises who appears to at least eighteen (18) years of age;
 - 6.6.2 upon confirmation of receipt of the Order by the person to whom it is addressed by registered mail;
 - 6.6.3 in the case of a partnership or corporation, by registered mail or personal deliver to either the registered office or business address of the partnership or corporation; or
 - 6.6.4 in the event that the Municipality is unsuccessful in its attempts to serve the Order pursuant to subsections (a), (b) or (c) above, a Designated Officer may post a copy of the Order in a conspicuous place on the Property referred to in the Order, when the Designated Officer has reason to believe that the person to whom the Order is addressed is evading service, and that there is no other reasonable means of service available.
- 6.7 No person to whom an Order has been issued shall fail to comply with the requirements of that Order within the time limits imposed.
- 6.8 A person who receives a written Order under this part may request a review of the Order by written notice within fourteen (14) days of the day on which the Order is received. Upon reviewing the Order, the Council of the Municipality may confirm, vary, substitute or cancel the Order.
- 6.9 A person affected by the decision of Council under Section 6.8 may appeal to the Court of Queen's Bench on the grounds permitted under Section 548(1) of the Act, within the time period set out in Section 548(1.1) of the Act.
- 6.10 The application for appeal must state the reasons for the appeal.
- 6.11 The expenses and costs of any action or measure taken by the Municipality under this Bylaw, including the costs and expenses of legal advice provided in relation to any inspection under, or enforcement of this Bylaw, are an amount owing to the Municipality by the person in contravention of the Bylaw.
- 6.12 The expenses and costs incurred by the Municipality in the enforcement of this Bylaw may be collected as a civil debt or, if applicable, by adding the costs and expenses to the tax roll for property owned by the person to whom the Order is issued, where the contravention has occurred on all or a part of that property.
- 6.13 In addition to the herein remedies or in substitution thereof, the Municipality, in its sole discretion, upon learning of a Consumer's violation of this Bylaw, may:
 - 6.13.1 issue a warning to the Consumer of a violation of this Bylaw; or
 - 6.13.2 issue a Violation Ticket pursuant to Section 8 of this Bylaw; or
 - 6.13.3 disconnect the supply of water to the Consumer or otherwise cease the supply of water to the property of the Consumer; and
 - 6.13.4 in addition to 6.13.1, 6.13.2 or 6.13.3, add a surcharge to the Consumer's water account, if applicable, in an amount as the Municipality determines to be sufficient to reimburse the cost incurred by the Municipality in the inspection of the Consumer's waste of water and/or violation of the Directive.

7. OFFENCES AND PENALTIES - Amended

7.1 Regardless of whether an Order or a Directive has been issued pursuant to this Bylaw, any person who contravenes any provision of this Bylaw is guilty of an offence and is liable, upon summary conviction, to the specified penalty for that offence as set out on Section 3, Appendix A, Master Rates and Schedules Bylaw #760 – 2014 or subsequent amendments as applicable.

7.2 Under no circumstances shall any person contravening any provision of this Bylaw be subject to a penalty of imprisonment.

8. VIOLATION TICKETS

8.1 The Peace Officer or a Designated Officer is hereby authorized and empowered to issue a Violation Ticket to any person whom the Peace Officer or Designated Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.

8.2 A Violation Ticket issued with respect to a contravention of this Bylaw shall be served upon the person responsible for the contravention in accordance with the *Provincial Offences Procedure Act*.

8.3 The person to whom the Violation Ticket has been issued may plead guilty by making a voluntary payment in respect of the Summons by delivering to the Provincial Court, on or before the initial appearance date, the Violation Ticket together with an amount equal to the specified penalty for the offences as set out in Section 3, Appendix A, Master Rates and Schedules Bylaw #760 – 2014 or subsequent amendments as applicable.

8.4 When a Clerk of the Provincial Court records the receipt of a voluntary payment pursuant to this Bylaw and the *Provincial Offences Procedure Act*, the act of recording constitutes acceptance of the guilty plea and also constitutes a conviction and the imposition of a fine in the amount of a specified penalty.

9. GENERAL

9.1 Should any provision of this Bylaw be invalid, then such invalid provision shall be severed and the remaining Bylaw shall be maintained and deemed valid.

9.2 Evidence that a person is either the owner or leaseholder of Property or Private Property that has not complied with this Bylaw is prima facie proof that the person has violated the terms of this Bylaw.

9.3 The Municipality is not liable for not taking an action on or in respect of any violation of this Bylaw, and in no event that any such inaction be deemed or interpreted as an authorization of a breach or an acknowledgment that the breach is acceptable under this Bylaw.

9.4 Bylaw 737-2011 is repealed.

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

10. EFFECTIVE DATES AND READINGS

10.1 This Bylaw is effective the date of the final passing thereof.

TOWN OF BASHAW

FIRST READING GIVEN ON THE 1ST DAY OF FEBRUARY, 2018.

SECOND READING GIVEN ON THE 1ST DAY OF FEBRUARY, 2018.

UPON UNANIMOUS CONSENT OF THOSE PRESENT READ A THIRD AND FINAL

TIME THIS 22 DAY OF March, 2018.



Mayor



Chief Administrative Officer

Town of Bashaw

Bylaw # 778 – 2018 – Penalties

Reference: Section 3, Appendix A, Master Rates and Schedules Bylaw #760 – 2014 or subsequent amendments as applicable.

Town of Bashaw

Bylaw # 778 – 2018 — Watering Restriction Schedule

Schedule "B"

LEVEL 1:

Using the last number of your address (odd or even) determines which days you may water your lawn:

Odd numbered addresses may only water lawns on Thursday and Sundays and even numbered addresses may only water lawns on Wednesdays and Saturdays, as long as the watering of lawns only occur during the hours 6:00 am to 9:00 am and 7:00 pm to 11:00 pm.

Flowerbeds and vegetable gardens may be watered by hand, at anytime, using a watering can or a hose with a nozzle with a trigger shut off to restrict water flow. Sprinklers and like water toys may be used for recreational purposes by children as long as children are present during use; includes children's pools (capacity not more than 1000 liters).

Any other enhanced water use restrictions or prohibitions imposed by the Municipality.

Requests for site and condition specific irrigation scheduling for commercial or industrial operations using metered irrigation systems may be approved by the Municipality's Public Works Department.

LEVEL 2:

All outdoor water use is prohibited, including, but not limited to, watering of lawns, washing cars, washing sidewalks, washing pads, washing exteriors of buildings and the recreational use of sprinklers and like water toys/pools.

Flowerbeds and vegetable gardens may be watered by hand, at anytime, using a watering can or a hose with a nozzle with a trigger shut off to restrict water flow.

Any other enhanced water use restrictions or prohibitions imposed by the Municipality.

Requests for site and condition specific irrigation scheduling for commercial or Industrial operations using metered irrigation systems may be approved by the Municipality's Public Works Department.

LEVEL 3:

All outdoor water use is prohibited, including, but not limited to, watering of lawns, washing cars, washing sidewalks, washing pads, washing exteriors of buildings and the recreational use of sprinklers and like water toys/pools.

Notwithstanding this, flowerbeds and vegetable gardens may be watered by hand, at anytime, using a watering can or a hose with a nozzle with a trigger shutoff to restrict water flow.

Local residential customers are requested to voluntarily reduce domestic/household water consumption.

Local non-residential customers are requested to voluntarily reduce water consumption.

All bulk water sales are suspended, unless for residential use.

Any other enhanced water use restrictions or prohibitions imposed by the Municipality.

Requests for site and condition specific watering by commercial or industrial operations using metered hand watering or continually monitored systems for the establishment and protection of new plant material, including trees, may be approved by the Municipality's Public Works Department.

LEVEL 4

All outdoor water use is prohibited. Residential and non-residential use is controlled through district flow restrictions (reduced pressures subject to Fire Services review and approval). Relevant provisions in Water Supply Agreements will determine the amount of water that is available to Commissions, municipalities and Consumers throughout the region under the circumstances at that time.

Local residential customers are requested to voluntarily reduce domestic/household water consumption and may receive limited or interrupted water supply as determined by the Municipality given water volumes allocated regionally.

Local non-residential customers are requested to voluntarily reduce water consumption and may receive limited or interrupted water supply as determined by the Municipality given water volumes allocated regionally.

All bulk water sales are suspended, unless for residential use.

Any other enhanced water use restrictions or prohibitions imposed by the Municipality

Town of Bashaw
Bylaw # 778 – 2018 — Watering Restriction Schedule
Schedule "C"

INDICATORS

Stettler has three levels of determining the need for water use restriction or demand management.

1. Measure "A" Indicator

Measure "A" may be invoked by Stettler when the forecast of the demand for water is predicted that within the next 10 days, the volume of water in the reservoirs that are used to provide the Municipality with water will be below 35% of the available storage volumes.

When a Measure "A" Indicator has been reached, Stettler may invoke the Level 1 water use restrictions and prohibitions, as set forth in Schedule "B" hereto.

2. Measure "B" Indicator

Measure "B" may be invoked by Stettler when the forecast of the demand for water is predicted that within the next 5 days, the volume of water in the reservoirs that are used to provide the Municipality with water will be below 35% of the available storage volumes.

When a Measure "B" Indicator has been reached Stettler may invoke the Level 2 water use restrictions and prohibitions, as set forth in Schedule "B" hereto.

3. Measure "C" Indicator

Measure "C" may be invoked by Stettler when the forecast of the demand for water is predicted that within the next 5 days, the volume of water in the reservoirs that are used to provide the Municipality with water will be below a predetermined target, which target is set by Stettler, after consulting with its regional Commission partners who are involved in the supply of water to the Municipality.

When a Measure "C" Indicator has been reached Stettler may invoke the Level 3 water use restrictions and prohibitions, as set forth in Schedule "B" hereto. Should invocation of the Level 3 water use restrictions and prohibitions not result in the volume of water to reach the appropriate target volumes, as predetermined, Stettler may further invoke the Level 4 water use restrictions and prohibitions, as set forth in Schedule "B" hereto.

Demand Management Measures Termination

The invocation of the water use restrictions and prohibitions, as determined herein, may be repealed, in the sole discretion of Stettler, when Stettler deems it is appropriate. Stettler may use whatever criteria it feels is necessary, but may consider the measurement of reservoir storage volumes when they are above 65% of the total available storage at 7:00 AM and the demand forecast predicts that the reservoir volumes will be above 90% of the available volumes within the 10 day forecast period or that the water system will be in a stable position.