



**REGULAR MEETING OF COUNCIL  
A G E N D A**

**Monday, February 14, 2022 @ 6:00 pm.  
Blended Meeting: Council Chambers & Zoom Access**

1. CALL TO ORDER
  - 1.1 All participants to be informed this meeting is being recorded.
  - 1.2 Attendees will be listed verbally.
2. PUBLIC HEARING
3. ADDITIONS & AGENDA APPROVAL
4. MINUTES
  - 4.1 Minutes of the December 20, 2021, Regular Meeting of Council – a motion number was missed.
  - 4.2 Minutes of the January 17, 2022, Regular Meeting of Council
5. DELEGATIONS
  - 5.1 Request for Arena Access for Home Schooling programs – Tammy Kroetsch
  - 5.2 RCMP Quarterly Report – Corporal Grant Glasier
6. BYLAWS
7. NEW & UNFINISHED BUSINESS
  - 7.1 Water Discussion – Consumption and Financials
  - 7.2 Water Pricing
  - 7.3 Flush Truck Discussion
  - 7.4 Bashaw Social Centre Financial Reports
  - 7.5 Lagoon Project Funding Summary
  - 7.6 Fire Department Reserve Funds – Camrose County
  - 7.7 Fire Department Standard Operating Guidelines Revision
  - 7.8 Area Resident letter
8. COMMITTEE & STAFF REPORTS
  - 8.1 Committee Reports
    - a. Mayor McDonald
    - b. Deputy Mayor Gust
    - c. Councillor Northey
    - d. Councillor Orom
    - e. Councillor McIntosh
  - 8.2 Staff Reports
    - a. Foreman Report
    - b. CAO Report
9. CORRESPONDENCE
  - 9.1 MP Damien Kurek Response – Canadian National Railway Letter

10. CLOSED MEETING OF COUNCIL

10.1 Legal – Personnel – FOIP Section 24

11. NEXT MEETING: March 7, 2022 – 6:00 pm, Regular Meeting of Council  
March 21, 2022 – 6:00 pm, Regular Meeting of Council

12. ADJOURNMENT



**REGULAR MEETING OF COUNCIL  
MINUTES**

**Thursday, December 20, 2021 @ 6:00 pm.**

**Blended Meeting: Small meeting room in Community Centre  
& Zoom Electronic Conference**

**In Person:** CAO Theresa Fuller (5:45pm), Mayor Rob McDonald (6:00 pm), Councillor Kyle McIntosh (5:50pm), Councillor Cindy Orom (5:50pm), Councillor Jackie Northey (5:50 pm) and Foreman Patrick Taylor (5:45 pm)

**Zoom Connection:** Deputy Mayor Bryan Gust (6:02pm), Todd Shipton (6:02 pm), Lance Plewis (6:34 pm), Russel Burns (6:35 pm)

**Recording Secretary:** Theresa Fuller

**Absent:**

**Press:** Stu Salkeld (East Central Review), Kevin Sabo (Bashaw Star) – Both Connected by Zoom 6:02pm

**Public:** Alison Knockleby (6:00 pm), Liz Armitage (6:54 pm), James Carpenter (6:47 pm), Dr. Tony Mucciarone (6:47 pm) Chief Leonard Standingontheroad (approx. 6:47 pm), Audrey Ward (approx. 6:47 pm), Gilda Soosay (approx. 6:47 pm), Wayne Moonias (approx. 6:47 pm), Jack Mackinaw (approx. 6:47 pm), Ralph Cattleman (approx. 6:47 pm), and Lucy Smolcic (approx. 6:47 pm)

1. CALL TO ORDER by Mayor McDonald at 6:04 pm.

2. PUBLIC HEARING – None.

3. ADDITIONS & AGENDA APPROVAL

**MOVED** by Councillor Orom to approve the December 20, 2021, Regular Meeting of Council Agenda.  
**MOTION #318-2021** CARRIED.

4. MINUTES

4.1 Minutes of the December 2, 2021, Regular Meeting of Council

**MOVED** by Councillor Northey to approve the minutes of December 2, 2021, Regular Meeting of Council.

**MOTION #319-2021** CARRIED.

5. DELEGATIONS – Closed Session.

6. BYLAWS - none

7. NEW & UNFINISHED BUSINESS

7.1 2022 Interim Budget

**MOVED** by Councillor Northey to approve the 2022 Town of Bashaw Interim Operating Budget as presented.

**MOTION #320-2021**

CARRIED.

#### 7.2 Canadian National Railway 2022 Crossing maintenance

**MOVED** by Councillor McIntosh to forward Council's questions regarding the 2022 Canadian National Railway Crossing Maintenance to CN public works department or source contact that provided the letter and quote.

**MOTION #321-2021**

CARRIED.

Councillor McIntosh to generate a letter on Bashaw Town Council's behalf to forward to our local Member of Parliament.

#### 7.3 Highway 12/21 Regional Water Services Commission 2022-2024 Operational Budget

**MOVED** by Councillor Orom to accept the Highway 12/21 Regional Water Services Commission 2022 – 20224 Operational Budget as information.

**MOTION #322-2021**

CARRIED.

Council would like to arrange to have the Commission Chair Brenda Knight and Manager Dion Burlock to meet with council in the new year.

Liz Armitage entered the meeting at 6:54 pm.

Mayor McDonald requested to proceed to the Closed Meeting of Council – Land - Bear Hills Family Wellness Center – FOIP Section 16, as the delegates arrived at approximately 6:47 pm.

Foreman Taylor, Stu Salkeld, Kevin Sabo, Alison Knockleby, Todd Shipton, and Councillor Northey departed the meeting at 6:59 pm.

**MOVED** by Councillor McIntosh that Council move to Closed Meeting of Council at 7:00 pm to discuss 10.1 Land – Bear Hills Family Wellness Center – FOIP Section 16.

**MOTION #323-2021**

CARRIED.

Delegates James Carpenter, Dr. Tony Muccaroni, Chief Leonard Standingontheroad, Audrey Ward, Gilda Soosay, Wayne Moonias, Jack Mackinaw, Ralph Cattleman, Lucy Smolcic, Lance Plewis, Russel Burns, and Liz Armitage remained for the presentation.

All Delegations listed above, with the exception of Liz Armitage; left the meeting at 7:17pm.

**MOVED** by Councillor McIntosh to come out of Closed Meeting of Council at 8:03 pm.

**MOTION #324-2021**

CARRIED.

**MOVED** by Councillor McIntosh to accept the Presentation from Bear Hills Family Wellness Center as information and look forward to their formal application.

**MOTION #325-2021**

CARRIED.

Foreman Taylor, Councillor Northey, and Kevin Sabo; returned to the meeting at 8:05 pm.

Liz Armitage departed from the meeting at 8:05 pm.

Regular Meeting Agenda Resumed:

#### 7.4 Photocopier Replacement

**MOVED** by Councillor Northey to purchase a Canon Photocopier for the amount of \$8500.00; accessing the Restricted for operating – Administration Reserve.

**MOTION #326-2021**

CARRIED.

#### 7.5 Town of Bashaw November Monthly Statement

**MOVED** by Councillor Orom to approve the Town of Bashaw November 2021 Monthly Statement.

**MOTION #327-2021**

CARRIED.

### 8. COMMITTEE & STAFF REPORTS

#### 8.1 Committee Reports

- a. Mayor McDonald – December 4- Santa Parade,
- b. Deputy Mayor Gust – Highway 12/21 Regional Water Commission meeting December 10, 2021. Also attended the presentation to the Bashaw Kindergarten class.
- c. Councillor Northey – Attended with Bryan – the presentation to the Bashaw Kindergarten class.
  - December 14, 2021 – Bashaw Historic Society. They were planning to install a sign beside the old fire engine and install QR codes around town for historic sites.
- d. Councillor Orom – December 3, 2021 – Camrose & Area Lodge Authority. Organizational meeting, and budget review. The 2022 requisition information is out.
  - December 10, 2021 – Highway 12/21 Regional Water Commission meeting.
- e. Councillor McIntosh – December 15, 2021 – Virtual Town Hall meeting with the education minister, delivered by Education. Declined a meeting with MLA Lovely.

#### 8.2 Staff Reports

- a. Foreman Report – see attached.
- b. CAO Report– see attached.

**MOVED** by Deputy Mayor Gust to accept December 20, 2021, Council and Staff reports as information.

**MOTION #328-2021**

CARRIED.

### 9. CORRESPONDENCE

9.1 CN Corporate Services – CN in your Community 2021 Report

9.2 Village of Clive – Request for more to be done for Local Small Businesses.

**MOVED** by Councillor Northey to send letter to MLA Jackie Lovely expressing that more be done for local small businesses, similar to the Village of Clive’s letter.

**MOTION #329-2021**

CARRIED

9.3 Camrose & Area Lodge Authority – 2022 Requisition.

**MOVED** by Councillor McIntosh to accept the December 20, 2021, correspondence as information.

**MOTION #330-2021**

CARRIED

Foreman Taylor left the meeting at 8:38 pm. Kevin Sabo; disconnected at 8:38 pm. The Zoom connection was disconnected from the public and recording was discontinued.

**MOVED** by Councillor McIntosh that council move to Closed Meeting of Council at 8:38 pm to discuss 10.2 Legal – Property Drainage – FOIP Section 27.

**MOTION #331-2021**

CARRIED.

10. CLOSED MEETING OF COUNCIL

10.2 Legal – Property Drainage – FOIP Section 27

**MOVED** by Councillor McIntosh to come out of Closed Meeting of Council at 8:56 pm.

**MOTION #332-2021**

CARRIED.

**MOVED** by Councillor Northey to direct administration to proceed as discussed in Closed session regarding Legal – Property Drainage – FOIP Section 27.

**MOTION #333-2021**

CARRIED.

11. NEXT MEETING: January 17, 2022 @ 6:00 pm Regular Meeting of Council

Brief discussion regarding February meetings, however decided to revisit the discussion at the next meeting.

12. ADJOURNMENT – Deputy Mayor Gust at 8:56 pm.

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CHIEF ELECTED OFFICIAL

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CHIEF ADMINISTRATIVE OFFICER



**REGULAR MEETING OF COUNCIL  
MINUTES**

**Thursday, January 17, 2021 @ 6:00 pm.**

**Blended Meeting: Council Chambers & Zoom Electronic Conference**

**In Person:** CAO Theresa Fuller (5:45pm), Mayor Rob McDonald (5:55 pm), Councillor Kyle McIntosh (5:52pm), Councillor Cindy Orom (6:00pm), Councillor Jackie Northey (5:54 pm) and Foreman Patrick Taylor (5:52 pm)

**Zoom Connection:** Deputy Mayor Bryan Gust (6:00 pm) , Press Representatives

**Recording Secretary:** Theresa Fuller

**Absent:** None

**Press:** Stu Salkeld (East Central Review) Kevin Sabo (Bashaw Star) – Connected by Zoom 6:00 pm

**Public:** Leanne McCarroll

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

2. PUBLIC HEARING – None.

3. ADDITIONS & AGENDA APPROVAL

**MOVED** by Councillor McIntosh to approve the January 17, 2022, Regular Meeting of Council Agenda with the addition of 7.7 – Regional SDAB Board Member.

**MOTION #001-2022**

CARRIED.

4. MINUTES

4.1 Minutes of the December 20, 2021, Regular Meeting of Council

**MOVED** by Councillor McIntosh to approve the minutes of December 20, 2021, Regular Meeting of Council.

**MOTION #002-2022**

CARRIED.

5. DELEGATIONS

5.1 Bashaw Youth Foundation 2022 Budget Presentation – Leanne McCarroll

Leanne McCarroll entered the meeting at 6:06 pm.

Councillor McIntosh and Councillor Northey left meeting at 6:06pm.

**MOVED** by Councillor Orom to accept the Bashaw Youth Foundation 2022 Budget Presentation as information.

**MOTION #003-2022**

CARRIED.

Leanne McCarroll left the meeting at 6:10 pm.

Councillor McIntosh and Councillor Northey rejoined the meeting at 6:11 pm.

6. BYLAWS - none

7. NEW & UNFINISHED BUSINESS

7.1 Canadian National Railway 2022 Crossing Maintenance - Update

Council discussed the information. They will wait for a response to the letter and proceed.

7.2 Bashaw Fire Department – Alberta Emergency Alert Designate

**MOVED** by Deputy Mayor Gust to appoint Dennis Jones as an Alberta Emergency Alert Designate for the Town of Bashaw, to replace fire Chief Dustin Hemingson.

**MOTION #004-2022**

CARRIED.

7.3 Town of Bashaw December 31, 2021, Monthly Statement

**MOVED** by Councillor Northey to approve the December 31, 2021, Town of Bashaw Monthly Statement.

**MOTION #005-2022**

CARRIED.

7.4 Land Sales Funds – Transfer to Reserve

**MOVED** by Deputy Mayor Gust to transfer 2021 land Sales Funds in the amount of \$54,800.00 from our general operating account to Restricted for Capital, Subdivision, Land and Development.

**MOTION #006-2022**

CARRIED.

7.5 Lift Station Grinder Funds – Transfer to Reserve

**MOVED** by Councillor Northey to transfer \$10,000.00 from the operating account into the Restricted for operating Wastewater reserve.

**MOTION #007-2022**

CARRIED.

7.6 Fire Department Gifts/Donations – Transfer to Reserve

**MOVED** by Councillor McIntosh to transfer \$8450.00 from the operating account into the Restricted for operating Fire reserve.

**MOTION #008-2022**

CARRIED.

7.6 Regional Subdivision & Appeal Board Member

CAO Fuller informed council; Grant McKenzie resigned. Administration talked to Diane Szumlas, and she was interested and willing.

**MOVED** by Councillor Orom to appoint Diane Szumlas as the Town of Bashaw Regional Subdivision and Appeal Board member.

**MOTION #009-2022**

CARRIED.

8. COMMITTEE & STAFF REPORTS

8.1 Committee Reports

- a. Mayor McDonald – January 10, 2022 – Bashaw Municipal Library meeting. Things are moving along smoothly.
  - January 14, 2022 – Municipal Elected Officials Course online – course; specific to emergency preparedness.
- b. Deputy Mayor Gust – No meetings to report.
- c. Councillor Northey – Parkland Regional Library – they have been providing updates of what is coming up.

- Bashaw & Area Recreation Board – no meetings have occurred.
  - January 14, 2022 – Municipal Elected Officials Course online – Course; specific to emergency preparedness.
  - January 19, 2022 – Alberta Municipalities – Online presentation regarding the Alberta Provincial Police force presentation.
- d. Councillor Orom – Not available to attend the online courses offered, arrangements to take the MEO course will be made.
- January 13, 2022 – Bashaw Youth Foundation. They have not been renting out their facility due to COVID, it continues to be unavailable to rent.
- e. Councillor McIntosh – January 12, 2022 – Municipal Elected Officials Course online – Course; specific to emergency preparedness.

## 8.2 Staff Reports

- a. Foreman Report – see attached.
- b. CAO Report– see attached.

**MOVED** by Councillor McIntosh to accept January 17, 2022, Council and Staff reports as information.  
**MOTION #010-2022** CARRIED.

## 9. CORRESPONDENCE

- 9.1 Alberta Transportation – Alberta Municipal Water/Wastewater Partnership Grant Funds
- 9.2 Fortis Alberta Distribution Rates
- 9.3 Crowsnest Pass – Streamlining Foreign Physician Assessments
- 9.4 Crowsnest Pass – Fast Track Immigrant Nurses for Certification in Alberta.

**MOVED** by Councillor Northey to accept the January 17, 2022, Correspondence as information.  
**MOTION #011-2022** CARRIED

Foreman Taylor left the meeting at 6:48 pm. Stu Salkeld and Kevin Sabo, disconnected at 6:48 pm. The Zoom connection was disconnected from the public and recording was discontinued.

**MOVED** by Councillor McIntosh that council move to Closed Meeting of Council at 6:48 pm to discuss 10.1 Legal – Bashaw Golf & Country Club – FOIP Section 27 and 10.2 Personnel – CAO Contract – FOIP Section 19.

**MOTION #012-2022** CARRIED.

## 10. CLOSED MEETING OF COUNCIL

- 10.1 Legal – Bashaw Golf & Country Club – FOIP Section 27
- 10.2 Personnel – CAO Contract – FOIP Section 19

**MOVED** by Councillor McIntosh to come out of Closed Meeting of Council at 7:47 pm.  
**MOTION #013-2022** CARRIED.

## 11. NEXT MEETING:

**MOVED** by Councillor Northey to approve February 14, 2022, 6:00 pm for the next Regular meeting of Bashaw Town Council.

**MOTION #014-2022** CARRIED.

12. ADJOURNMENT – Councillor McIntosh at 7:55 pm.

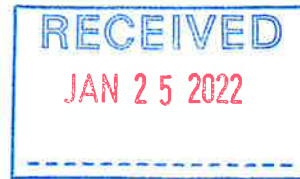
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CHIEF ELECTED OFFICIAL

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CHIEF ADMINISTRATIVE OFFICER

Tammy Kroetsch  
Box 738  
Bashaw AB  
TOB 0H0  
Ph: (403)669-0131  
Email: [tmgwalleve@hotmail.com](mailto:tmgwalleve@hotmail.com)



January 25, 2022

Town of Bashaw, Town Council  
5011-52 Ave  
Box 510  
Bashaw AB  
TOB 0H0  
Ph: (780)372-3911

Attention: Mayor, Rob McDonald; Deputy Mayor, Bryan Gust; Councillor, Kyle McIntosh  
Councillor, Cindy Orom; Councillor, Jackie Northey

Dear Sir/Madam,

I am writing to the town council with regards to the usage of the Arena for School Programs. In conversations with Theresa Fuller, CAO I was advised that school programs are free of charge to book the ice at the arena. She also outlined that currently only Battle River School Division is eligible for bookings. There are many Home Education families in the area, and several are not registered through Battle River School Division; as well as the number of students in Home Education is growing exponentially.

When families are registered in Home Education with a School Authority, funding of \$850/student/year is appointed for curriculum and student development. I am registered with Hope Christian School Home Education Program, which is part of Prairie Land School Division. My sons both play hockey, and I was able to allot some of my funding to hire a locally owned company named CrossIce Developments to assist with their skill advancement. As a work around Theresa suggested that Battle River School Division could book it for me. I was very fortunate that the local principal was accommodating and assisted me with no hesitations, allowing me to book several one-hour sessions for my sons.

Moving forward, I am hoping the council will allow local Home Education families from other school authorities the opportunity to access the rink the same as Battle River School Division. I spoke with our school secretary, and the school is happy to complete any forms required, a letter verifying registrations etc. to allow the local Home Education students the opportunity to utilize the rink for school programs - allowing us to book the time directly vs. approaching the Bashaw School principal for each booking.

I look forward to finding a solution to allow all local students the access to the same opportunities, no matter the school division they are with. I am available for further discussions and welcome all suggestions. I appreciate your valuable time and considerations to this matter.

Sincerely,

Tammy Kroetsch

Town of Bashaw



Information Update

Meeting:	Regular Council
Meeting Date:	February 14, 2022
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	Tammy Kroetsch – Arena Access Delegation

**Background/Proposal:**

Tammy Kroetsch called the office requesting to book ice time at the arena. She was asking if there was access being she considered home schooling a school program.

To clarify, School program/use – as defined within the Arena and Recreation facilities use and allocation policy – “School use means the bookings by the school within the Town of Bashaw boundaries.”

The Master Rates and Schedules Bylaw 760 – 2014, Arena User Fees, indicates; Skaters and helpers attending school program, during school hours as part of the school curriculum – Free.

She was informed that Battle River School Division has access to the arena at no charge. It was explained that when they access the arena, they provide their own supervision and insurance for their student curriculum activities.

Tammy requested to be provided the same access. She was informed that if the Battle River School division agreed to book times on her behalf, and assuming the liability; it would be permitted.

A staff from BRSD arranged for her bookings, then cancelled the bookings. They have provided me with correspondence that they are not prepared to assume the liability.

**Discussion/Options/Benefits/Disadvantages:**

Public skating and shinny are available at no charge to the public; therefore, this could offer a possible option.

**Costs/Source of Funding (if applicable)**

Operating budget if staffing was required.

**Applicable Legislation:**

See Attached. Town of Bashaw Master Rates and Schedules Bylaw 760 – 2014 – Arena User Fees, and Arena and Recreational Facilities Use and Allocation policy – 24.10.

**Recommended Action:**

Administration declines provision of a recommendation.

**Community Engagement Consideration:**

Administration is willing to proceed upon council request.

Approved: yes /no Motion # \_\_\_\_\_  
Account Code: \_\_\_\_\_

**Discussion Result:**

Additional research Requested:



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

**TITLE: ARENA USER FEES**

**SECTION: 4 RECREATION**

**APPENDIX: A**

**REFERENCE MOTION # 170 – 2017, 060-2019**

**DATE Sept 7, 2017**

**SECTION 1: ARENA FEES (all fees include GST)**

A. School Program	NO CHARGE *
B. Public Skate	NO CHARGE
C. Ice Rental	
i. Youth Organizations (18 & under)	\$ 90.00 per hour
ii. Adult Organizations (19 & older)	\$ 110.00 per hour
iii. Non Local Youth User Group (18 & under)	\$ 100.00 per hour
iv. Non Local Adult Sport Organization (19 & older)	\$ 120.00 per hour
D. Drop In Shinny / Pick-up Hockey	NO CHARGE
E. Skate Sharpening	
i. Per pair	\$ 5.00
ii. Pass for 12 sharpening services	\$ 50.00
F. Off Season Floor Rental – no ice	\$ 30.00 per hour
G. Event Rental (banquets, dances, rallies, etc.) – no ice	
i. Adult	\$ 450.00
ii. Youth	\$ 360.00
iii. Security Deposit	50% of fee charged
H. Concession Rental	as per Contract
I. Encana Dining Hall Rental	\$ 25.00 per hour
J. Centennial Room Rental	
i. Patrons with Arena User Agmt. & BARB	NO CHARGE
<i>(Patrons paying the hourly rate will be priority booking, unless tournaments/special events.)</i>	
ii. Hourly Rate	\$ 20.00
iii. Daily Rate (after four hours)	\$ 80.00

**\*NOTE:**

***Skaters and Helpers Attending School Program, during school hours as part of the school curriculum - FREE***



## TOWN OF BASHAW

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### Arena and Recreational Facility Use and Allocation Policy

POLICY NUMBER 24.10

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APPROVAL DATE:	Nov. 19, 2015	REVISE DATE:	Aug. 20, 2020
MOTION NUMBER:	261-2015	REPEAL DATE:	
NEW MOTION #	145-2020	REVIEW DATE:	

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#### 1.0 Policy Intent

The intent of the Town of Bashaw Arena and Recreational Facilities use and Allocation Policy is to:

- 1.1 Operate Arena and Recreational Facilities in an equitable, cost effective and fiscally sustainable manner
- 1.2 Balance local services and needs with those of the Town as a whole
- 1.3 Meet current and future demands for both organized and casual participation

#### 2.0 Purpose

The following principles serve as the framework for the purpose of the Arena and Recreational Facilities Use and Allocation Policy and should continue to be considered when implementing and/or interpreting the various policy statements:

- 2.1 Access and Equity: Promote fair and equitable access to Arena and Recreational facilities in terms of allocation
- 2.2 Efficient Use: Promote efficient use of Arena and Recreational facilities by maximizing usage and creating clear and consistent booking procedures
- 2.3 Diversity: Promote a wide range of program opportunities
- 2.4 Youth Sport Development: Promote the role that Arena and Recreational Facilities play in the development of minor sports
- 2.5 Partnership: Promote the importance of partnerships in the delivery of activities (minor sport and community associations).
- 2.6 Ease of Use: The policy should be practical - easy for User Groups to understand and for the Town to implement.

### 3.0 Policy Statement

The Town of Bashaw strives to provide quality, well maintained facilities for use by community organizations and the public. In doing so, Town staff will, based on the directions in this policy, schedule the facilities in a manner that is determined by the Town to best serve the interests of the community.

### 4.0 Definitions

- 4.1 “Additional Municipal Services” shall refer to all facility services provided by the Town of Bashaw, which are beyond those that would normally be provided to ensure the health and safety of the Public using the facility.
- 4.2 “Casual User” means a user with a total duration of less than (3) rentals in a one-month period.
- 4.3 “Contact Person” means an individual identified by a User in its Arena Use Agreement to be the primary contact person between the User and the Town.
- 4.4 “Damage Deposit” means a refundable fee assessed to a User to cover the cost of damages that may occur due to actions on the part of the User or in conjunction with an ice/recreational facility allocation or event hosted by the User.
- 4.5 “Facility Attendant/Facility Staff” means the Town personnel on duty within the facility
- 4.6 “Local Youth User Group” (18 & under) User group who resides in the Bashaw area and accesses the arena as their primary recreation location
- 4.7 “Local Adult Sport Organization” (19 & older) Adult user group who resides in the Bashaw area and accesses the arena as their primary recreation location.
- 4.8 “Non-Ice Use” means the Indoor Arena playing surface during the off season of April 1 – September 15 of each year.
- 4.9 “Non-Local Youth User Group” (18 & under) external User group that does not regularly use the Bashaw Arena as their primary recreation location.
- 4.10 “Non-Local Adult Sport Organization” (19 & older) external Adult User group that does not regularly use the Bashaw Arena as their primary recreation location.
- 4.11 “Non-Prime Time” means the period of operation open to the public at a leisure facility which is determined by the Town to be the lowest demand for use.
- 4.12 “Prime Time” means the period of operation for a given facility or program which is determined by the Town to be the highest demand and/or most desirable period of use.
- 4.13 “Public Skating and Programs” means programs managed by the Town and are open to the public or targeted group.
- 4.14 “Recreational Facility” means any sport facility owned and operated by the Town of Bashaw and is used through a rental agreement with the Town of Bashaw.
- 4.15 “Regular Season Schedule” means the period of peak demand for the Arena and Recreational facilities each year.
- 4.16 “Regular User” means a user that requests three (3) or more bookings per month.
- 4.17 “School Use” means the bookings by the school within the Town of Bashaw boundaries.

- 4.18 “Special Event” means a public or private event that is not directly associated with regular season schedules and bookings (i.e. Charity Hockey Games)
- 4.19 “Town” means the Town of Bashaw, and the Department(s) designated by the Chief Administrative Officer (CAO) to implement this policy.
- 4.20 “Town Programs, Special Events” means any program or special event operated, co-sponsored or sanctioned by Community Services Groups.
- 4.21 “Youth Sport Organization” means a sporting organization that is setup as a society, which includes minor sport activities and school programs organized primarily for youth residing in the Town of Bashaw. User groups must have 80% of membership composed of individuals younger than eighteen (18) years of age to qualify as a youth group.
- 4.22 “Use Agreement” means the Agreement signed by the Town and the User governing the use of the Arena or Recreational facilities.

## 5.0 Managerial Guidelines

- 5.1 Council Mandates the responsibility of administering and operating the Arena and Recreational facilities in a cost effective and efficient manner, developing appropriate rules and regulations and implementing the Arena and Recreational Facilities Policy to the Chief Administrative Officer (CAO).

## 5.2 Allocation

- 5.2.1 All Users
- 5.2.2 The General Arena Operation Schedules are outlined in Appendix 1.
- 5.2.3 The Recreational Facilities Operational Schedules are outlined in Appendix 2.
- 5.2.4 Arena and Recreational Facilities allocation is based on the total number of requests received, facility availability, priority ranking and cost efficiency
- 5.2.5 To confirm Arena and Recreational Facility allocations, Users must provide information as required in the signed Use Agreement. Bookings are not considered confirmed, and Users will not be authorized to access their recreational facility allocation until the Town has received all relevant documentation. (5.10 User Documentation Requirements)
- 5.2.6 Users requiring set up and/or dismantle time are requested to inform the Town Administration staff at the time of special event booking. Cancellations and/or adjustments may be subject to administration fee.
- 5.2.7 Once a User obtains allocated rental time of the Arena, this time cannot be subleased or sold to other groups.
- 5.2.8 All correspondence, bookings, and invoicing will be conducted between the Town and the contact person provided by the User. Decisions and actions of the contact person are considered decisions and actions of the User. The contact person is responsible for sharing information with their respective User Group.
- 5.2.9 The Town reserves the right to provide alternative facility allocations to users to change, cancel, or add ice allocation as it deems necessary.
- 5.2.10 A damage deposit must be provided twenty-four (24) hours from the time of booking or upon execution of the Arena Use Agreement. The Town will return

the Damage Deposit so long as no outstanding fees are owed to the Town, including no amount for damages to the Arena. The Damage Deposit will be returned.

Within thirty (30) days of the end of the season for Regular Users

Within thirty (30) days of the allocation for Casual Users

### 5.3 Priority Ranking ("Schedule A")

- 5.3.1 The Priority ranking will be utilized to determine the Regular Season Schedule. Priority ranking for each facility is attached and labeled "Schedule A".

### 5.4 Regular Users

- 5.4.1 The Town shall inform all Regular Users who had rental time the previous year that regular season Arena and Recreational Facility rentals are being accepted and shall provide them with deadlines and procedures for booking these facilities.
- 5.4.2 Regular User requests received after the specified deadlines will be considered on a "first come, first served" basis, and only after the requests of Users that met the deadline have been considered.
- 5.4.3 Any User requiring more than eight (8) hours of rental time per week may be required to schedule five (5) percent of their annual request during non-prime time hours.
- 5.4.4 Where there is a conflict in the development of the Regular Season Schedule, the User with the higher ranking may be provided the rental time. In the event of extenuating circumstance, Administration reserves the right to make the determination.
- 5.4.5 Where booking conflicts arise between Users of the same ranking, the User with the greatest membership, defined as number of registered participants, may receive the booking. In the event of extenuating circumstance, Administration reserves the right to make the determination.

### 5.5 Casual Users

- 5.5.1 Requests from Casual Users will be considered after the Regular Season Calendar has been set, and will be considered on a "first come, first served" basis.

### 5.6 Tournaments/Carnivals/Special Events

- 5.6.1 Tournaments, Carnivals, and Special Events requests must be submitted to the Town in writing before November 1 each year.
- 5.6.2 Any tournament dates that are submitted following November 1 will be considered on a first come, first served basis.
- 5.6.3 Tournaments, Carnivals, and Special Events provided to the Town as specified in 5.6.1 prior to November 1 will be approved based on the priority ranking and procedures set out in this policy.

- 5.6.4 Casual Users requesting Tournaments, Carnivals, and Special Events can do so on a first come, first served basis following the seasonal allocation for Regular Users.

## 5.7 Play Off Games

- 5.7.1 To reduce the occasions when ice is reserved for playoff games, and then returned to the Town when teams do not continue in the playoffs, the following procedures will be in effect: Cancellation policy remains in effect.
- 5.7.2 User groups shall not pre-book anticipated playoff games that result in the cancellation of regular ice allocations of other user groups or reserve ice that would otherwise be made available to the community.
- 5.7.3 Upon notification, the Town will book the ice time required to host the playoff game. Should that time slot be already allocated to another group or individual, the Town will contact that group to re-schedule or cancel that booking. Playoff games shall take precedence over all other bookings, except special events.

## 5.8 Outstanding Accounts

- 5.8.1 Users with outstanding accounts may have their user privileges removed at the discretion of the Town.

## 5.9 Cancellation and Refunds

- 5.9.1 All booking cancellations must be provided in writing to the Town a minimum of five (5) days in advance of the scheduled booking. A cancellation is not considered confirmed unless the Contact Person has received confirmation from the Town that it has received the request. Town reserves the right to retain 15% of fee for administration due to cancellations and/or adjustments.
- 5.9.2 No booking refund will be given for cancellations made less than five (5) days prior to the rental date. Consideration for replacement bookings will be given for cancellations due to inclement weather resulting in hazardous road conditions.
- 5.9.3 Cancellations due to inclement weather will not be charged ice rental fees
- 5.9.4 The Town reserves the right to cancel a contract or booking should there be a breach of this policy, its conditions, rules or regulations, or the Town determines that the facilities are not being used for the purposes requested.
- 5.9.5 The Town reserves the right to cancel programs of User Groups for Special Town events and or maintenance. In such instances, the Town will refund, and fees collected for the cancelled facility allocation.
- 5.9.6 In the event of a Town initiated cancellation, the Contact Person will be contacted as soon as possible and where possible informed of the cancellation verbally and in writing.
- 5.9.7 The Town is not liable for cancelled allocations.

## 5.10 User Documentation Requirements

The User, at its sole cost and expense, shall take out and keep in force and effect during the Term, the following insurance coverage:

- 5.10.1 Comprehensive general liability insurance, which includes a participant on participant coverage, with inclusive limits of not less than \$ 2,000,000.00; and Such other form of insurance as the Town or the User may reasonably require from time to time, in amounts and for insurance risks against which a prudent person under similar circumstances would insure.  
The User shall provide a copy of the policy for any insurance to the Town prior to the beginning of the Term.
- 5.10.2 The User will always obey all laws, bylaws, regulations, and policies of the local authority within which the Arena is located as they may exist from time to time.
- 5.10.3 Information regarding the organizations contact person and alternate and email of organization treasurer where billing invoices are to be sent.
- 5.10.4 The User will provide and attach to the Arena Use Agreement, at the time of execution, a list of all its members, together with completed Informed Consent/Waiver forms signed by each individual who will participate in the use of the Licence Area pursuant to the Arena Use Agreement. The User will provide updates to the member's list and signed Informed Consent/Waiver forms to the Town as they occur.
- 5.10.5 Damage Deposit in the amount of five hundred (\$500.00) dollars. The damage deposit will be returned as outlined in section 5.2.10
- 5.10.6 Signed Arena User Agreement.

## 5.11 Dressing Rooms Usage

- 5.11.1 Dressing room use is at the risk of the user. The Town of Bashaw is not responsible for any lost or stolen items from the dressing rooms.
- 5.11.2 Items left in the dressing rooms and found by Town staff will be placed in the facilities lost and found container.
- 5.11.3 Users looking to use a facility dressing room will go through the following procedure to do so:
  - obtain the dressing room key from the Facility Staff upon arrival at the facility
  - must return the key, in the same condition as it was received, to the Facility Staff upon completion of use.
  - The User is responsible for any damage and must ensure their group cleans up any garbage such as tape, pop cans, candy and or food wrappers, from the floor and benches. The Town reserves the right to bill the User \$200.00 for each occurrence for non-compliance.
  - The Town reserves the right to bill the User \$25.00 for showers/water left running.

- 5.11.4 Dressing rooms will be made available to the User group up to one hour prior to the User's booking time and must be cleared by the User within 30 minutes following the end of the booking time. Failure to comply with these timelines may result in additional charges to the User.
- 5.11.5 If a dressing room key is lost or stolen while in the care and custody of the individuals or organization using the facility, a charge of \$50.00 will be applied to their rental
- 5.11.6 Facility Staff reserves the right to refuse access to dressing rooms at any time and have the authority to ask users to vacate a dressing room at any time for failure to comply with Facility Rules and Regulations.

## 5.12 Facility Rules and Regulations

The following rules and regulations always apply to all individuals and groups using the Arena :

- 5.12.1 All rentals are payable at the time of booking. Payments must be made to the Town of Bashaw by cheque, cash, debit, credit card(Activation fees apply) or e-transfer. Rentals for Users who have signed an Arena Use Agreement, will be payable as set out in the Arena Use Agreement.
- 5.12.2 Possession and/or consumption of alcohol is strictly prohibited anywhere in the Arena, including dressing rooms. Alcohol is only permitted in the Arena during Alberta Gaming and Liquor Commission sanctioned events.
- 5.12.3 Smoking and chewing tobacco is strictly prohibited anywhere in the Arena, including in the dressing rooms.
- 5.12.4 Anyone under the influence of drugs or alcohol may be refused entry or removed from the premises.
- 5.12.5 Disruptive behaviour and loitering are not permitted in the Arena.
- 5.12.6 Groups/individuals are responsible for any damage to the Arena facility or equipment and will be required to pay for any damage. They may also be suspended from future entrance into the Arena and reported to the Authorities.
- 5.12.7 Use of Profanity, disrespectful or inappropriate language is not permitted in the Arena.
- 5.12.8 Hockey sticks, pucks or other objects are to be used only on the ice. Shooting of pucks, balls or other objects is prohibited in the bleachers, dressing rooms, lobby, or hallways of the Arena.
- 5.12.9 Throwing objects on the ice is prohibited.
- 5.12.10 Food or beverages are not permitted on the ice.
- 5.12.11 The wearing or changing of skates in the bleachers is not permitted.
- 5.12.12 No one is allowed on the ice during ice resurfacing unless assistance is expressly requested and authorized by Facility Staff. All persons will remain off the ice until the Zamboni has left the ice and the gate is closed.
- 5.12.13 The Town of Bashaw and Facility Staff are not responsible for lost, stolen or damaged articles.

- 5.12.14 The Town, including Facility Staff, reserves the right to ask any individual or User group, who does not adhere to the rules, to vacate the Arena. A further banning from the Arena may result pending review by the Town.

## 6.0 Persons Affected

All Users.

<b>APPENDIX 1</b> <b>ARENA OPERATING SCHEDULE</b>
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## 1. Arena Ice Opening

- 1.1 The Town of Bashaw will open the arena at the following times:
  - First week in October.
- 1.2 Earlier Openings will be allowed at the discretion of the CAO. Fee for early opening will be billed at the full price plus ten (10%) percent for a minimum of eight (8) hours per day for every day the arena is opened early.

## 2. Arena Ice Closing

- 2.1 The Town of Bashaw will close the arena on the last Friday in March unless it is required for:
  - The completion of scheduled league and or provincial finals
  - Hosting of local provincial, or national tournaments
- 2.2 Late closing will be allowed at the discretion of the CAO, for purposes other than those listed in Section 2.1. Fee for late closing will be billed out at the full price plus ten (10%) percent for a minimum of eight (8) hours per day for each additional day that closing is delayed.
- 2.3 The arena may be closed earlier than the specified date if low bookings do not require that it be open.

## 3. Operating Hours

- 3.1 Operating hours are as follows:
  - As per scheduled calendar but no later than 10:30 p.m.

## 4. Public Skating and Shinny Hockey

- 4.1 The Town will provide ice time each week for public skating and shinny hockey.
- 4.2 Public skating and Shinny hockey will be supervised by Facility Staff with the authority to remove patrons not abiding by facility rules and regulations.
- 4.3 Public Skating and Shinny hockey may, if required be cancelled periodically if there are special events, playoffs, tournaments, or carnivals which require the ice times.

## 5. Ice Maintenance

- 5.1 As part of all bookings, there will be a minimum of one (15 minute) flood at the end of every booking. A minimum charge for one flood per booking will be charged. Bookings longer than one hour may require additional floods.
- 5.2 Facility Staff and/or other authorized personnel are the only individuals permitted to be on the ice during floods
- 5.3 The Town of Bashaw requires that all ice users supply ice use schedules and flood requirements to the Arena Staff at the start of the season and update information if it changes. The Town reserves the right to accept or modify ice flood requests to ensure operational efficiencies. Additional floods at any time may be necessary and are at the discretion of the arena operator.
- 5.4 All doors and players box doors accessing the ice surface must be closed when leaving the ice for the operation of the Ice Resurfacer for periodic floods
- 5.5 In the occurrence that only one rink attendant is on staff, and to avoid any unnecessary delays, it would be desirable that arrangements be made for either referees, coaches and or other authorized persons assist the rink attendant in removing the nets to allow for ice maintenance (floods) during the games and at the conclusion of either games or practices.

## 6. Statutory Holiday Bookings

- 6.1 The Town of Bashaw arena will be closed on the following days:
  - October Thanksgiving Day
  - December (may fluctuate) Christmas Staff Party
  - November 11 Remembrance Day
  - December 24 Christmas Eve
  - December 25 Christmas Day
  - December 26 Boxing Day
  - December 31 New Year's Eve
  - January 1 New Year's Day
  - February (Third Monday) Alberta Family Day
- 6.2 The arena may be open for daytime or other special booking on Statutory/General Holidays, with one month's notice, to facilitate staff scheduling and with the approval of the Town of Bashaw.

## 7. Summer Use

- 7.1 Once the ice has been removed from the arena, the facility is available for rental. Any group booking the arena must sign a Town of Bashaw Rental Contract and pay the fee according to the options stated within the contract. Priority listing on summer bookings remain the same as those for the regular season.

## 8. Prime and Non-Prime Allocation

Prime Time	Monday - Friday	4:00 pm - 10:30 pm
	Saturday and Sunday	8:00 am - 4:30 pm
Non-Prime Time	Monday - Friday	9:00 am - 4:00 pm
	Saturday and Sunday	4:30 pm - 10:30 pm

<b>APPENDIX 2</b> <b>Recreational Facilities Operating Schedule (Outdoor)</b>
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1. Recreational Facility Opening

- 1.1 The Town of Bashaw will operate the recreational facilities beginning mid-April, weather permitting

2. Recreational Facility Closing

- 2.1 The Town of Bashaw will operate the recreational facility until the end of September, weather permitting

3. Recreational Facility Maintenance

- 3.1 The Town reserves the right to close athletic fields at its discretion if requiring additional maintenance or if weather has impacted the safety of field use
- 3.2 Users who disregard recreational facility closures due to maintenance or weather may have access to facility use suspended or removed.

SCHEDULE 'A' FACILITY PRIORITY RANKINGS
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**Arena**

First Priority	Town of Bashaw Programs
Second Priority	Special Events
Third Priority	Local Minor Sports Organizations
Fourth Priority	Local Adult Sport Organizations
Fifth Priority	Local Other
Sixth Priority	Non-Local Minor Sport Organizations
Seventh Priority	Non-Local Adult Sport Organizations
Eighth Priority	Non-Local Other

**Recreational Facility**

First Priority	Town of Bashaw Programs
Second Priority	School Users
Third Priority	Local Minor Sports Organizations
Fourth Priority	Local Adult Sport Organizations
Fifth Priority	Local Other
Sixth Priority	Non-Local Minor Sport Organizations
Seventh Priority	Non-Local Adult Sport Organizations
Eighth Priority	Non-Local Other



2022/01/26

Cpl. Grant GLASIER  
Acting Detachment Commander  
Bashaw Alberta

Dear Theresa FULLER,

Please find attached the quarterly Community Policing Report that serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for Bashaw RCMP. This report covers the October 1<sup>st</sup> to December 31<sup>st</sup>, 2021 reporting period. As part of our continued commitment to engage with the communities we serve in enhancing service delivery, this report is a key tool to address any questions or concerns you may have.

As we embark on 2022, the safety and security of Albertans remains to be the top priority for the Alberta RCMP. The inclusion of Body Worn Cameras on our front line members supports our long-standing commitment towards enhancing public safety and trust with the communities we serve by increasing the transparency of police interactions with citizens. Later this spring, a number of Body Worn Cameras will be piloted in locations across Alberta to inform the success of the provincial rollout that is aimed to follow in the 2022/23 fiscal year. Front-line officers at detachments in Grande Prairie, Parkland, St. Paul, and Gleichen will take part in the pilot. These locations were strategically chosen given their high volumes of calls and varying line speeds. This pilot will allow us to see how the system performs and make adjustments to ensure it meets our needs before the full roll-out.

We are also getting the process underway for multi-year financial plans for MPSA and PPSA contracts. If you are policed under a MPSA, you will be invited to an information session and I will be working with you to develop the multi-year financial plan for your community. If you are policed under the Provincial Police Service (communities under 5,000), the Alberta RCMP will be working directly with the Province of Alberta to develop the multi-year financial plan.

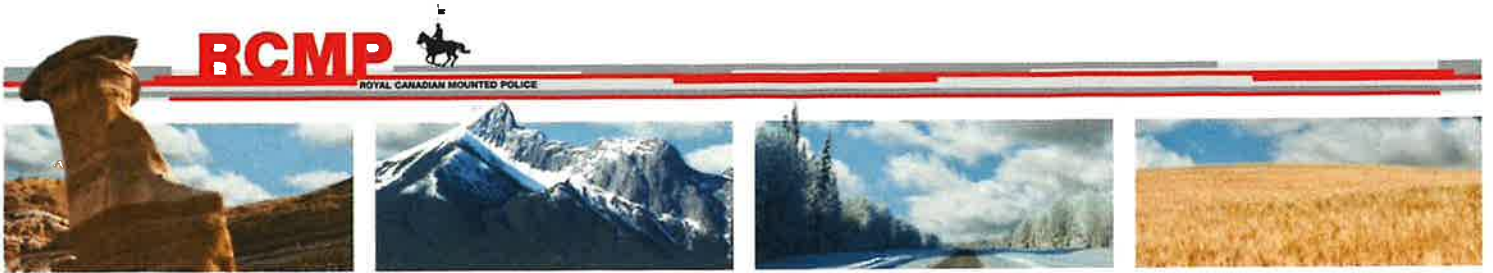
In addition, the Joint Business Plan is being finalized collaboratively by the Alberta RCMP and the Province of Alberta. The development of this plan has taken into consideration and input from communities as reflected in the Interim Police Advisory Board (PAB) report.



While this broader plan is nearing completion and is reflective of provincial policing priorities – in the coming weeks, detachment commanders will be engaging with communities to identify and discuss local policing priorities as they develop their detachment annual performance plans.

The attached reporting along with your valued feedback and guidance will support the reinforcement of your policing priorities, and help ensure we are meeting your community needs on an ongoing basis. As the Chief of Police for your community, please feel free to contact me if you have any questions or concerns.

Cpl. Grant GLASIER  
Acting Detachment Commander  
Bashaw RCMP



## RCMP Provincial Policing Report

Detachment	Bashaw Provincial
Detachment Commander	A/Sgt. Grant GLASIER
Quarter	Q3 2021
Date of Report	2022/01/26

### Community Consultations

Date	Attendee(s)	Notes
2021/10/29	Stettler County Reeve	Email to Reeve on a meeting.
2021/11/03	CAO Bashaw	Introduction and talk about crime stats.
2021/11/10	Alix Mayor	Meeting at the Bashaw Detachment
2021/11/19	CAO Bashaw	Email/phone conversation on suspicious activity



## Community Priorities

<p><b>Priority 1</b></p>	<p>Crime Reduction- Property crime reduction</p>
<p><b>Current Status &amp; Results</b></p>	<p>The detachment has been keeping track of habitual offenders who are responsible for the majority of these types of crimes. Part of this involved checking court imposed conditions on the offenders. The Detachment area has seen an increase in Crime over 2020, but has fallen back in line with the 5 year average. Cpl. GLASIER has implemented a Crime Reduction Strategy which includes adjusting shifts of the members of the Bashaw RCMP to have a police presence outside of the normal hours of operation and brining in enhanced overtime members to conduct high visibility patrols/prolific offender management. The backbone of this strategy is crime deterrence by visibility.</p>
<p><b>Priority 2</b></p>	<p>Build and Maintain positive Relations within the community.</p>
<p><b>Current Status &amp; Results</b></p>	<p>It has been harder to conduct community events with COVID-19 and restrictions through out the year. Bashaw RCMP had a member attended to the High School Remembrance day ceremony as well as the Legion Ceremony where two members attended in Red Serge and Cpl. GLASIER attended in General Duty Uniform. Cpl. GLASIER has met with several elected officials over the last quarter informing them on the crime reduction strategy that has been implemented. I still have several elected officials to visit with and present to.</p>
<p><b>Priority 3</b></p>	
<p><b>Current Status &amp; Results</b></p>	



## Crime Statistics<sup>1</sup>

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	October - December			January - December		
	2020	2021	% Change Year-over-Year	2020	2021	% Change Year-over-Year
<b>Total Criminal Code</b>	18	17	-6%	384	549	43%
<i>Persons Crime</i>	3	5	67%	61	98	61%
<i>Property Crime</i>	13	10	-23%	281	410	46%
<i>Other Criminal Code</i>	2	2	0%	42	41	-2%
<b>Traffic Offences</b>						
<i>Criminal Code Traffic</i>	1	0	-100%	21	20	-5%
<i>Provincial Code Traffic</i>	71	22	-69%	942	810	-14%
<i>Other Traffic</i>	0	0	N/A	4	3	-25%
<b>CDSA Offences</b>	0	0	N/A	14	2	-86%
<b>Other Federal Acts</b>	1	0	-100%	21	6	-71%
<b>Other Provincial Acts</b>	15	12	-20%	233	234	0%
<b>Municipal By-Laws</b>	3	0	-100%	15	24	60%
<b>Motor Vehicle Collisions</b>	19	31	63%	162	212	31%

<sup>1</sup> Data extracted from a live database (PROS) and is subject to change over time.

## Trends/Points of Interest

There are some interesting trends in the statistical data. Quarter to quarter comparison shows persons crimes is up 36% from last year but the 5 year average from 2017 to 2021 shows a 17% reduction. Property Crime shows it is up 109% from last year but the 5 year average from 2017 to 2021 shows a 35% reduction. I believe that the decrease in all Crime Statistics in 2020 is directly related to COVID and the number of people who were at home during the year.

Bashaw will be using an analyst to identify 'Hot Spots' for the property crime to be better able to deploy resources where the crimes are happening. This report was received by Cpl. GLASIER in December of 2021 and is being utilized for the crime reduction strategy that has been put into effect starting the middle of January.



### Provincial Police Service Composition<sup>2</sup>

Staffing Category	Established Positions	Working	Soft Vacancies <sup>3</sup>	Hard Vacancies <sup>4</sup>
Police Officers	5	5	0	0
Detachment Support	2	1	0	1

<sup>2</sup> Data extracted on December 31st, 2021 and is subject to change over time.

<sup>3</sup> Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

<sup>4</sup> Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

### Comments

Police Officers - The 5 established officer positions are currently filled.

Detachment Support - Of the 2 established support positions, 1 resource is working and there is 1 hard vacancy.

### Quarterly Financial Drivers

There are no new anticipated extra costs for the Bashaw RCMP

## Media Highlights for Quarter 3 Bashaw RCMP

### **Bashaw RCMP investigate fatal collision**

Camrose County, Alta. – **On Nov. 9, 2021** at approximately 3:45 a.m., Bashaw RCMP with the assistance of Emergency Medical Services responded to a single vehicle collision at the intersection of Highway 21 and Highway 611 in Camrose County.

Preliminary investigation revealed that a grey van was travelling eastbound on Highway 611 when it failed to stop at the intersection of Highway 611 and Highway 21. The van came to a stop on the east side of the railroad tracks.

Both occupants of the van, a 47-year old female from Ponoka, Alta. and a 50-year-old male from Maskwacis, Alta. were pronounced deceased on scene.

RCMP Police Dog Services, the RCMP Collision Analyst and CN police attended the scene.

The cause of the collisions is still under investigation.

No further updates are anticipated and the name of the deceased will not be released.

If you have any information in relation to the collision or if you saw the grey van and occupants anytime between Nov. 8 at 9 p.m. and Nov. 9 at 3:45 a.m., please contact Bashaw RCMP at 780-372-3793. If you have information in about this trailer and you wish to remain anonymous, you can contact Crime Stoppers at 1-800-222-8477 (TIPS), online at [www.P3Tips.com](http://www.P3Tips.com) or by using the "P3 Tips" app available through the Apple App or Google Play Store.

-30-

### **Media Contact:**

Constable Cheri-Lee Smith

Media Relations Officer

Central Alberta District RCMP

780-886-0672

## **Bashaw RCMP charge male for attempted murder**

Lacombe County, Alta. – **On Nov. 20, 2021** at 1:08 p.m., Bashaw RCMP responded to 911 call of a stabbing in the area of Highway 50 in Lacombe County, west of Mirror, Alta.

Preliminary investigation has determined that the victim was driving his vehicle when he stopped and offered a ride to a pedestrian. While in the vehicle the male suspect allegedly stabbed the victim, forced him out of the vehicle and fled the scene in the victim's truck. The victim walked to a nearby residence where they sought help and police were contacted.

The 59-year-old male victim of no fixed address was transported to a local area hospital by Emergency Medical Services with non-life threatening injuries.

A short time later, Blackfalds RCMP located the victims truck in the area of Highway 12 and Township 255 just outside of Lacombe, Alta and arrested the male suspect.

Ethan Samuel Hutchison (28) of no fixed address has been charged with the following:

- Attempt murder
- Robbery
- Possession of a weapon for a dangerous purpose

Following a judicial hearing Hutchison was remanded into custody. He is scheduled to appear in Red Deer Provincial court on Dec. 14, 2021.

Bashaw RCMP with the assistance of Red Deer General Investigation Section, Edmonton General Investigation Section, Central Alberta District General Investigation Section and the RCMP Forensic Identification Services continue to investigate the circumstances surrounding the altercation.

As this matter is now before the courts no further information can be provided.

**-30-**

### **Media Contact**

Cst. Cheri-Lee Smith  
Media Relations Officer  
Central Alberta District RCMP  
780-886-0672

I would like to take this opportunity to recognize two of the constables in the Bashaw detachment for their efforts on **Dec 22, 2021**. While responding to a MVC at the intersection of HWY 53 and 56 Cst. SCOTT and PETERS performed CPR on a male after the MVC. The Constable's loaded the male into the box of the police truck, continued CPR, when it was learned that EMS was responding from Stettler the members decided to drive the police truck with one member in the box of the truck continuing to perform CPR until they met EMS.

The two members have been nominated for the St. Johns life saving award and a District Officers Certificate of Appreciation for their efforts.

Cpl. Grant GLASIER

Acting Detachment Commander

Bashaw.

**Bashaw Provincial Detachment  
Crime Statistics (Actual)  
Q3: 2017 - 2021**

January 6, 2022

All categories contain "Attempted" and/or "Completed"

CATEGORY	Trend	2017	2018	2019	2020	2021	% Change 2017 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Homicides & Offences Related to Death		1	0	1	0	0	-100%	N/A	-0.2
Robbery		4	0	1	0	0	-100%	N/A	-0.8
Sexual Assaults		1	0	1	1	3	200%	200%	0.5
Other Sexual Offences		0	0	2	2	0	N/A	-100%	0.2
Assault		10	6	3	2	12	20%	500%	0.0
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		2	2	7	7	0	-100%	-100%	0.1
Uttering Threats		5	9	3	2	4	-20%	100%	-0.9
<b>TOTAL PERSONS</b>		<b>23</b>	<b>17</b>	<b>18</b>	<b>14</b>	<b>19</b>	<b>-17%</b>	<b>36%</b>	<b>-1.1</b>
Break & Enter		33	31	25	5	19	-42%	280%	-5.4
Theft of Motor Vehicle		16	13	11	8	5	-69%	-38%	-2.7
Theft Over \$5,000		1	3	1	3	4	300%	33%	0.6
Theft Under \$5,000		42	25	23	7	23	-45%	229%	-5.6
Possn Stn Goods		18	8	12	3	8	-56%	167%	-2.5
Fraud		8	6	11	6	8	0%	33%	0.0
Arson		2	0	1	0	0	-100%	N/A	-0.4
Mischief - Damage To Property		0	0	15	9	20	N/A	122%	4.9
Mischief - Other		22	8	2	3	5	-77%	67%	-3.9
<b>TOTAL PROPERTY</b>		<b>142</b>	<b>94</b>	<b>101</b>	<b>44</b>	<b>92</b>	<b>-35%</b>	<b>109%</b>	<b>-15.0</b>
Offensive Weapons		1	6	6	2	0	-100%	-100%	-0.6
Disturbing the peace		4	0	0	1	1	-75%	0%	-0.5
Fail to Comply & Breaches		3	9	4	2	0	-100%	-100%	-1.3
<b>OTHER CRIMINAL CODE</b>		<b>7</b>	<b>7</b>	<b>6</b>	<b>2</b>	<b>2</b>	<b>-71%</b>	<b>0%</b>	<b>-1.5</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>15</b>	<b>22</b>	<b>16</b>	<b>7</b>	<b>3</b>	<b>-80%</b>	<b>-57%</b>	<b>-3.9</b>
<b>TOTAL CRIMINAL CODE</b>		<b>180</b>	<b>133</b>	<b>135</b>	<b>65</b>	<b>114</b>	<b>-37%</b>	<b>75%</b>	<b>-20.0</b>

**Bashaw Provincial Detachment  
Crime Statistics (Actual)  
Q3: 2017 - 2021**

January 6, 2022

All categories contain "Attempted" and/or "Completed"

CATEGORY	Trend	2017	2018	2019	2020	2021	% Change 2017 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		1	1	0	0	0	-100%	N/A	-0.3
Drug Enforcement - Trafficking		0	0	1	0	0	N/A	N/A	0.0
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>-100%</b>	<b>N/A</b>	<b>-0.3</b>
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		1	4	0	2	0	-100%	-100%	-0.4
<b>TOTAL FEDERAL</b>		<b>2</b>	<b>5</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>-100%</b>	<b>-100%</b>	<b>-0.7</b>
Liquor Act		2	1	1	1	3	50%	200%	0.2
Cannabis Act		0	0	2	0	0	N/A	N/A	0.0
Mental Health Act		9	8	13	14	16	78%	14%	2.0
Other Provincial Stats		34	14	25	30	19	-44%	-37%	-1.4
<b>Total Provincial Stats</b>		<b>45</b>	<b>23</b>	<b>41</b>	<b>45</b>	<b>38</b>	<b>-16%</b>	<b>-16%</b>	<b>0.8</b>
Municipal By-laws Traffic		1	0	0	1	0	-100%	-100%	-0.1
Municipal By-laws		4	4	1	2	0	-100%	-100%	-1.0
<b>Total Municipal</b>		<b>5</b>	<b>4</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>-100%</b>	<b>-100%</b>	<b>-1.1</b>
Fatals		1	0	1	0	1	0%	N/A	0.0
Injury MVC		3	2	5	2	10	233%	400%	1.4
Property Damage MVC (Reportable)		68	91	71	50	76	12%	52%	-2.5
Property Damage MVC (Non Reportable)		5	6	7	3	5	0%	67%	-0.3
<b>TOTAL MVC</b>		<b>77</b>	<b>99</b>	<b>84</b>	<b>55</b>	<b>92</b>	<b>19%</b>	<b>67%</b>	<b>-1.4</b>
Roadside Suspension - Alcohol (Prov)		0	0	0	2	0	N/A	-100%	0.2
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
<b>Total Provincial Traffic</b>		<b>66</b>	<b>204</b>	<b>296</b>	<b>213</b>	<b>138</b>	<b>109%</b>	<b>-35%</b>	<b>15.3</b>
<b>Other Traffic</b>		<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>-100%</b>	<b>N/A</b>	<b>-0.4</b>
<b>Criminal Code Traffic</b>		<b>5</b>	<b>3</b>	<b>8</b>	<b>6</b>	<b>3</b>	<b>-40%</b>	<b>-50%</b>	<b>-0.1</b>
<b>Common Police Activities</b>									
False Alarms		24	5	8	8	10	-58%	25%	-2.5
False/Abandoned 911 Call and 911 Act		10	17	5	3	3	-70%	0%	-2.8
Suspicious Person/Vehicle/Property		63	49	34	26	32	-49%	23%	-8.5
Persons Reported Missing		6	0	2	1	2	-67%	100%	-0.7
Search Warrants		1	0	1	0	0	-100%	N/A	-0.2
Spousal Abuse - Survey Code (Reported)		13	8	7	5	12	-8%	140%	-0.5
Form 10 (MHA) (Reported)		0	0	0	0	2	N/A	N/A	0.4

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	February 14, 2022
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.1 Water Discussion – Consumption & Financial Data

**Background/Proposal:**

Administration generates comparisons annually for both Water consumption and financial information.

Information is attached.

**Page 1 – Consumption Data** – This compares how much water we are billed for from Highway 12/21 Water commission to what our meter reflects at the Water Treatment plant.

The left column reflects the revenue. There is a discrepancy with our calculations on the flat rate, we are working on correcting it. There is a total of the revenue from the consumption, based on what we sell the water for to our residents.

Discrepancy continues between the volume of water we purchase compared to what is reflected through our water meters.

We plan to track the water for each billing cycle and compare it to the reading from our water treatment plant meter. The plan is to review it in shorter cycles to isolate additional details.

**Items that impact/contribute to discrepancy:**

- Malfunctioning and older water meters, we have several to complete with the water meter replacement project
- Unknown leaks in the distribution (piping system around town)
- Aging piping, etc. within the past three months, there has been three - line breaks.
- Unmetered sites, unknown anomalies
- Town sites all have meters installed, and that data is being tracked.

**Page 2 – 2021 Water Price Calculation**

This is the water calculation presented in 2021 to Council. The estimated consumption through town water meters was reflected at 72,000 cubic meters. Council chose to estimate it higher than previous year’s actual consumption. This was to enable the price to remain the same.

The recommended estimation was 68,000 cubic meters. This projection reflects a possible surplus of \$ 12, 716.68.

**Page 3 – Water Comparison Summary**

We have looked at projections and estimations for water consumption and how the cost is calculated. This document looks at actuals for revenue vs expenses. What was the outcome of the calculations?

**2019** – Was the first full year on regional water. The pricing was adjusted to reflect a shortfall, as per council direction. The previous year, many residents felt they were

“overcharged” for water, as the connection did not happen as planned. It was discovered that we needed to install meters in all town facilities to track the water.

It is to be noted that the revenue (Sale of Water) included the consumption income and base charges. Resident water consumption price was \$ 3.16 per cubic meter.

The town purchased more water than projected and was provided a “true” up payment from the water commission of \$17,066.24. It may be advisable in the future to put these funds aside for operational water offset, or repairs.

**2020** – The resident water consumption rate was \$3.47 per cubic meter; the revenue shortfall was on \$7,170.70. When the town purchases more water than we projected, the commission “trues” it up. They provided payment to the town of \$8,665.51.

**2021** - The resident consumption rate remained at \$3.47 per cubic meter, the revenue shortfall was \$25,253.78. The town has surpassed the water purchase projection of 90,000 cubic meters of water. It is highly likely we will receive a “true up” payment.

**Discussion/Options/Benefits/Disadvantages:**

This information has been provided to generate a foundation understanding of the water situation.

**Costs/Source of Funding (if applicable)**

Water base and water consumption charges are intended to cover all expenses for water operational expenses.

The shortfall is offset through taxes within the operating budget.

**Applicable Legislation:**

MGA – Operating and Capital Budgets – 242 – 246, 248.1

**Recommended Action:**

Presented as information.

**Community Engagement Consideration:**

Administration is willing to proceed upon council request.

**Discussion Result:**

Additional research Requested:

Consumption Data  
2022.

FLAT RATE	CONSUMPTION	HWY 12 21 CUBES	TOWN CUBES
\$ 24,330.00	\$ 34,766.71	7040	7035
\$ 24,270.00	\$ 40,415.56	7248	7243
\$ 24,000.00	\$ 48,555.16	8532	8471
\$ 24,030.00	\$ 49,554.03	7703	7764
\$ 24,090.00	\$ 42,000.95	8706	9211
\$ 24,360.00	\$ 41,693.43	9333	9357
\$ 145,080.00	\$ 256,985.84	9000	8973
		10030	10048
EST \$ 149,400.00		10493	10480
DIF \$ 4,320.00		9169	8613
		9858	9866
		10039	10002
		<b>107151</b>	<b>107063</b>

2022 - Reflected through  
Water meters 78,000 cubic meters of water,

Difference = 29,063.





Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	February 14, 2022
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.2 Water Pricing

**Background/Proposal:**

Page A and B are attached.

Page A – reflects purchase of 100,000 cubic meters of water and sale of 78,000. The 78,000 cubic meters is what we anticipate receiving revenue on. This creates a shortfall of \$17,354.56; if the price remains at \$3.47. This shortfall could be offset through tax revenue or council could increase the price to \$3.69.

Page B – reflects the purchase of 100,000 cubic meters of water, and the sale of water at a higher estimation of 83,000 cubic meters. This projection assumes that with the installation of additional meters and closer water tracking; the discrepancy of water is reduced.

**Discussion/Options/Benefits/Disadvantages:**

Page A – Keep water price the same offset difference through taxes.

- Water price stays same, however increases taxes possibly by \$17,354.56 unless a true up payment is received.
- Uses actual consumption and accounts for water discrepancy

Page A – Increase water price to \$3.69

- Increases water consumption charge by 22 cents per cubic meter
- The shortfall is not offset through taxes; therefore, it is consumption based. (Pay for what you use)

Page B – Keep water price the same – count on finding more accountability/ tracking water use.

- Water price stays the same.
- Count on the additional installation of meters, and water tracking tools to further isolate where water is being accessed.

Or other options council could consider:

- Increase base charge
- Implement a higher consumption charge increase, that way the price remains stable for several years
- Continue to track consumption discrepancies, and implement a small percentage increase annually for each year, until there are no expenses offset through taxation

**Costs/Source of Funding (if applicable)**

Water base and water consumption charges are intended to cover all expenses for water operational expenses.

The shortfall is offset through taxes within the operating budget.

**Applicable Legislation:**

MGA – Operating and Capital Budgets – 242 – 246, 248.1

Approved: yes /no Motion # \_\_\_\_\_  
Account Code: \_\_\_\_\_

**Recommended Action:**

Administration recommends ensuring we collect our water related expenses from water revenue vs. taxation. This is referred to as full cost water accounting. Implementing the increase either full amount or gradually with a small percentage.

**Community Engagement Consideration:**

Administration is willing to proceed upon council request.

**Discussion Result:**

Additional research Requested:

2022.

WATER SUPPLY & DISTRIBUTION		Base	Location	Months	Base Charge Revenue
MONTHLY	Bashaw Charge \$30.00 @ 415 Locations	\$ 30.00	415	12	\$ 149,400.00
	Est Consumption & Public Works				\$ 270,660.00
			Total Revenue		\$ 420,060.00
Water Supply & Distribution System Expenses					
	2021 Yr Actual	2021 Budget	2022 Budget		
	<b>Fixed Costs:</b>				
2-41-00-110-00	Salaries & Wages	\$ 61,490.02	\$ 47,475.32	\$ 47,737.06	\$ 26,585.44
2-41-00-225-00	Memberships Relating to Water	\$ 85.71	\$ 60.00	\$ 90.00	\$ 314,600.00
2-41-00-250-00	Repairs & Maintenance - Treatment	\$ 8,551.14	\$ 16,763.00	\$ 32,105.00	\$ 288,014.56
2-41-00-250-01	Repairs & Maintenance - Distribution	\$ -			\$ 3.69
2-41-00-540-50	Campus Energy Power	\$ 12,146.41	\$ 11,500.00	\$ 12,000.00	
2-41-00-540-51	Water Supply & Distribution Natural Gas	\$ 7,101.90	\$ 4,500.00	\$ 6,000.00	
2-41-00-762-00	<b>Contributed to Capital Functions - Water Meters</b>				
2-41-00-140-00	Public Works Course Fees - Water	\$ 727.50	\$ 2,065.00	\$ 832.50	\$ 437,414.56
2-41-00-211-00	Travel and Subsistence	\$ 1,225.47	\$ 2,000.00	\$ 1,000.00	\$ 288,014.56
2-41-00-215-00	Freight, Postage, Phone	\$ 3,758.18	\$ 2,000.00	\$ 2,500.00	\$ 3.69
2-41-00-274-00	Insurance	\$ 9,594.98	\$ 5,500.00	\$ 9,600.00	
2-41-00-531-00	Chemicals & Salts Etc.	\$ -			
2-41-00-510-00	General Goods & Supplies	\$ 13,478.22	\$ 19,710.00	\$ 10,950.00	
		\$ 118,159.53	\$ 111,573.32	\$ 122,814.56	
	<b>2022 Consumption Charge per Cubic Metre</b>		Price	Cost	
2-41-00-350-00	Hwy 12 21 Water Purchase	100,000.000	\$3.146	\$ 314,600.00	2020 rate \$ 3.47
	100,000 cubic metres @\$3.146				INCREASE OF 6.41%
	Fixed Cost plus Water Purchase			\$ 437,414.56	
	Estimated Consumption	78,000.000	\$ 3,470	\$ 270,660.00	
	83000			\$ -	
				\$ 270,660.00	
	Total Revenue Less Expenses (Short)			<b>-\$ 17,354.56</b>	



Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	February 14, 2022
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.3 Flush Truck Discussion

**Background/Proposal:**

The Flush truck was purchased as a regional project in 2010. Initially, there were more partners participating. We are currently down to Bawlf, Rosalind, and Bashaw.

Recently, the truck underwent an inspection. The tank walls are decomposing, and it is not recommended to take it out of town. We can continue to use it for small local jobs; however, we anticipate discontinuing using it due to deterioration.

Attached is a summary of the truck use, revenue and expenses. In the past, there were several communities that accessed it, (that were not part of the regional co-operative) that resulted in revenue to offset the annual expenses.

Bawlf and Rosalind have been notified, it will take some time to hear their response.

**Bashaw Truck Usage:**

2017	63 hours
2018	74 hours
2019	74 hours
2020	99 hours
2021	46 hours (underutilized)
2022	Anticipate a minimum of 100 hours

Public works reports the unit is used for the following:

- Lift station clean outs – clean out fat/grease to keep the grinders functional
- Lift station 1 – requires clean out regularly
- Flushing sewer lines
- Cleaning catch basins, manhole inspections
- Plan to keep catch basins regularly maintained and cleaned out
- Freeze ups, cc locations exposure, clearing out areas where drainage has collected

2021 – the truck was not used as much as usual. There appeared to be staff shortage, and therefore was not accessed consistently.

2022 – we anticipate being on a regular schedule for cleaning out lift stations, catch basins, and various areas to be kept clear.

**Discussion/Options/Benefits/Disadvantages:**

Not certain if the participating partners are interested in collectively purchasing a replacement.

Next steps?

Approved: yes /no Motion # \_\_\_\_\_

Account Code: \_\_\_\_\_

Air Forced Hydrovac – based out of Alix could be a possible solution. They appear to be one of the closest services. They charge \$250.00 an hour; travel time is billed by the hour as well.

We may need to consider building funds for accessing hydrovac services if council is not interested in replacing the unit.

**Costs/Source of Funding (if applicable)**

Reserves, or annual operating budget.

**Applicable Legislation:**

MGA – Operating and Capital Budgets – 242 – 246, 248.1

**Recommended Action:**

Administration declines provision of a recommendation.  
Public works consider this equipment critical to operations.

**Community Engagement Consideration:**

Administration is willing to proceed upon council request.

**Discussion Result:**

Additional research Requested:

**FLUSH TRUCK SUMMARY  
2017 - 2021**

2017		2018	2019	2020	2021	
<b>Revenue</b>		<b>Revenue</b>	<b>Revenue</b>	<b>Revenue</b>	<b>Revenue</b>	
Truck Use	\$ 7,647.65	\$ 11,643.80	\$ 1,260.00	\$ 5,416.52	\$ 3,534.21	
2017		2018	2019	2020	2021	
<b>Expenses</b>		<b>Expenses</b>	<b>Expenses</b>	<b>Expenses</b>	<b>Expenses</b>	
Comp Liability Ins	\$ 3,453.00	\$ 3,453.00	\$ 3,453.00	\$ 3,453.00	\$ 3,830.32	
Auto Insurance	\$ 633.02	\$ 639.18	\$ 601.86	\$ 751.07	\$ 716.74	
Man Hours Repairs	\$ 293.38	\$ 516.40	\$ 61.65	\$ 1,142.29	\$ 67.09	
Fuel	\$ 2,169.02	\$ 3,120.19	\$ 547.62	\$ 1,311.33	\$ 575.78	
Repairs	\$ 3,178.76	\$ 4,356.77	\$ 320.46	\$ 9,937.21	\$ 828.57	
Total Expenses	\$ 9,727.18	\$ 12,085.54	\$ 4,984.59	\$ 16,594.90	\$ 6,018.50	
Net Loss	-\$ 2,079.53	-\$ 441.74	-\$ 3,724.59	-\$ 11,178.38	-\$ 2,484.29	







Approved: yes /no Motion # \_\_\_\_\_

Account Code: \_\_\_\_\_

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	February 14, 2022
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.5 Lagoon Project Funding Summary

**Background/Proposal:**

Initial projections were \$935,874.96

The project is complete and application for grant funding has been generated.

The final cost on the project is \$ 810, 780.26.

We came in \$125, 094.70 under budget.

**Discussion/Options/Benefits/Disadvantages:**

Initial planning included accessing \$ 102, 281.96 from a reserve. No longer need the reserve for the project.

**Costs/Source of Funding (if applicable)**

Investing in Canada Infrastructure program -	\$ 286, 091.00
Alberta Water Wastewater partnership program -	\$ 250, 329.00
Municipal Sustainability Capital program -	\$ 274, 360.30 (reduced by \$22,813.70)

**Applicable Legislation:**

MGA – Operating and Capital Budgets – 242 – 246, 248.1

**Recommended Action:**

Provided for information, no action required.

**Community Engagement Consideration:**

Administration is willing to proceed upon council request.

**Discussion Result:**

Additional research Requested:



Approved yes / no Motion # 061-2021  
Account Code: \_\_\_\_\_

Town of Bashaw

Request for Decision

*Rosella Peterman*



Meeting:	Regular Council
Meeting Date:	April 1, 2021
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	8.4 – 2021 Lagoon Upgrade Project Tender Results

**Background/Proposal:**

The attached letter reflects the outcome from the Tender.  
Two tenders have been received.

**Discussion/Options/Benefits/Disadvantages:**

Tagish our engineer is recommending the lower tender provided by NuEdge Construction Ltd. At \$ 902, 205.73 inclusive of gst. The project amount without gst would be: \$ 859,243.55.

The total project cost will be: \$ 935,874.96 including Engineering.

**Costs/Source of Funding (if applicable)**

Investing in Canada Infrastructure Program	\$ 286,090.00
Alberta Water Wastewater Partnership Program	\$ 250,329.00
Municipal Sustainability Capital Program 2021(include BMTG)	\$ 297,174.00
Reserve	<u>\$ 102,281.96</u>
Total	\$ 935,874.96

Due to the project pricing coming in above the preliminary (generated in 2015) the full amount of 2021 MSI Capital allocation and reserves are anticipated to be accessed. The project came in \$ 220,648.96 higher than the preliminary of \$ 715, 226.00.

**Applicable Legislation:**

MGA

**Community Engagement Consideration:**

Administration is willing to proceed as council requests.

**Recommended Action:**

Administration recommends the following Motion:

*061-2021*. MOVED BY *Rosella Peterman* award the 2021 Lagoon Upgrade Project to NuEdge Construction Ltd for the amount of \$902, 205.73 including gst.

**Discussion Result:**

Additional research Requested:

7.6.

Alta Transportation - Motor Vehicle Collision Billing Summary  
Town of Bashaw

Red = Paid Municipality 25%

Date and Location of Incident	Town 25%	County 25%	Held in Reserve 50%	Total Billed to Alta Transportation	Invoice #
July 2, 2015 - 1 km west 53 & 56 intersection	\$ 881.25	\$ 881.25	\$ 1,762.50	\$ 3,525.00	
2015 - Hwy 53 & 56	\$ 660.00	\$ 660.00	\$ 1,320.00	\$ 2,640.00	
Aug 4, 2015 - Hwy 53 & 56	\$ 675.75	\$ 675.75	\$ 1,351.50	\$ 2,703.00	
Oct 17, 2015 - Hwy 53 East & Range Rd 204 Motor Vehicle Collision	\$ 307.50	\$ 307.50	\$ 615.00	\$ 1,230.00	20151853
Feb 4, 2016 - Hwy 53 and Range Rd 203 Semi in Ditch	\$ 307.50	\$ 307.50	\$ 615.00	\$ 1,230.00	20160321
Feb 26, 2016 - Hwy 53 and Range Rd 220 Motor Vehicle Collision (Vehicle and Deer)	\$ 615.00	\$ 615.00	\$ 1,230.00	\$ 2,460.00	20160322
Apr 24, 2016 - Hwy 854 and Twp Rd 452 Single Motor Vehicle Collision (Rollover in Ditch)	\$ 496.87	\$ 496.87	\$ 993.76	\$ 1,987.50	20160713
July 15, 2016 - Hwy 53 East & Across from Rural Address 200118 Motor Vehicle Collision	\$ 307.50	\$ 307.50	\$ 615.00	\$ 1,230.00	20161475
February 20, 2017 - 423126 Hwy 21 Motor Vehicle Collision	\$ 198.75	\$ 198.75	\$ 397.50	\$ 795.00	20170611
March 6, 2017 - Hwy 53 & Hwy 56 Intersect Motor Vehicle Collision	\$ 881.25	\$ 881.25	\$ 1,762.50	\$ 3,525.00	20170721
June 30, 2017 - 205341 - Hwy 53 - East Motor Vehicle Collision	\$ 496.88	\$ 496.87	\$ 993.75	\$ 1,987.50	20171172
August 2, 2017 - Hwy 53 & RRD 201A Motor Vehicle Collision	\$ 705.00	\$ 705.00	\$ 1,410.00	\$ 2,820.00	20171322
September 2, 2017 - Hwy 53 & RRD 212 Motor Vehicle Collision	\$ 1,233.75	\$ 1,233.75	\$ 2,675.50	\$ 4,935.00	20171504
September 29, 2017 - Hwy 21 - 1km North of Motor Vehicle Collision	\$ 690.00	\$ 690.00	\$ 1,380.00	\$ 2,760.00	20171867
September 29, 2017 - Hwy 21 - 1km North of Motor Vehicle Collision	\$ 691.87	\$ 691.88	\$ 1,383.75	\$ 2,767.50	20171868
February 14, 2018 - Hwy 56 & TWP 422 Motor Vehicle Collision	\$ 307.50	\$ 307.50	\$ 615.00	\$ 1,230.00	20180250
February 24, 2018 - Hwy 53 & RRD 204 Motor Vehicle Collision	\$ 153.75	\$ 153.75	\$ 307.50	\$ 615.00	20180346
March 9, 2018 - Hwy 21 - 1 Km South of Bashaw Motor Vehicle Collision	\$ 691.87	\$ 691.88	\$ 1,383.75	\$ 2,767.50	20180443
June 20, 2019 - Hwy 53 & RRD 200 2 Vehicle MVC	\$ 615.00	\$ 615.00	\$ 1,230.00	\$ 2,460.00	20191242
September 20, 2019 - Hwy 21 & TWP 420 MVC vs Train	\$ 922.50	\$ 922.50	\$ 1,845.00	\$ 3,690.00	20191523
October 25, 2019 - Hwy 53 & RRD 212 MVC (Semi-Blew Over)	\$ 1,383.75	\$ 1,383.75	\$ 2,767.50	\$ 5,535.00	20191749
November 18, 2019 - Hwy 21 b/w TWP 421 & 422 2 Vehicle MVC vs Deer	\$ 615.00	\$ 615.00	\$ 1,230.00	\$ 2,460.00	20191750
November 7, 2020 - Hwy 53 & Hwy 56 Single Vehicle MVC (STOOD DOWN)	\$ 307.50	\$ 307.50	\$ 615.00	\$ 1,230.00	20201755
February 25, 2021 - Hwy 53 & RRD 210 Single Vehicle Rollover	\$ 708.75	\$ 708.75	\$ 1,417.50	\$ 2,835.00	20210474
May 12, 2021 - Hwy 21 & TWP 415 2 Vehicle MVC	\$ 2,362.50	\$ 2,362.50	\$ 4,725.00	\$ 9,450.00	20210911
June 9, 2021 - Hwy 605 & RRD 221 Single Vehicle MVC vs Moose	\$ 315.00	\$ 315.00	\$ 630.00	\$ 1,260.00	20211111
<b>Total</b>	\$ 17,531.99	\$ 17,532.00	\$ 35,272.01	\$ 70,128.00	

Per the Memorandum of Understanding, Camrose County invoices Alberta Transportation. At the end of the year, the County issues a cheque to the Town of Bashaw for its 25% share. The County keeps a 25% share in its own revenue. The remaining 50% is kept in a fund (maintained by the County) that will be spent on equipment in the future as determined jointly by the two parties. For accounting purposes this 50% is being accounted for as County deferred revenue until it is spent.

\$ 35,272.01.

MEMORANDUM of UNDERSTANDING

BETWEEN

The

Town of Bashaw

Hereinafter referred to as the (Town)

And

Camrose County

Hereinafter referred to as the (County)

**Purpose:** The Memorandum of Understanding (MOU) between the Town and the County for the provisions of cost sharing revenue generated from rescue services and/ or other services provided at Motor Vehicle Collisions (MVC) on two (2) and three (3) digit primary Alberta highways billed through Alberta Transportation within stated Municipal Fire Protection jurisdictions.

**Scope:** The Town and County agree to enter into a Memorandum of Understanding for the provisions of sharing revenue from rescue services and/ or other services provided by the Town Fire Department which are invoiced to Alberta Transportation, for services provided as specified in Schedule "A." The Town and County also agree that a percentage of received revenue be distributed into a Reserve Fund for future vehicle/ equipment replacement for the Town Fire Department.

**Understandings:** The Town and the County undertake to collaborate in all aspects of beneficial revenue sharing as specified in this MOU.

- a) The Town and County agree to provide one (1) year written notice of intentions to withdraw from this MOU. Written notice will be provided to the other party and as such revenue generated from MVC responses which are invoiced to Alberta Transportation will revert to disbursement to each as per the Shared Services Agreement.
- b) The Town and County agree through this MOU to a division of revenue from invoiced MVC incidents received from Alberta Transportation at the following percentages. Town 25%, Camrose County 25%, **Town of Bashaw Fire Department Reserve Vehicle/ Equipment Fund 50%**.
- c) The County agrees to generate a Reserve Vehicle/ Equipment Fund and be the custodian of that fund.
- d) The County agrees to provide the Town an annual reserve fund balance sheet which will highlight all allocated revenue received to date.
- e) The Reserve Vehicle/ Equipment Fund will not be debited or used in any manner for purchases, projects, operational or administrative costs incurred by the Town Fire Department without both parties agreeing on disbursement of funds.
- f) Any alterations or changes of any or all components of the MOU for provisions of revenue sharing for Alberta Transportation billable MVC incidents, the Town and County shall submit the request to the other thirty (30) days in advance of scheduling a meeting to consider the request. The party requesting any change or alteration to the MOU must clearly state the desired alteration or change and the rationale behind the proposed alteration or change and also clearly state any/ and all implications such a request will have on the MOU as a whole to the other Municipality participating in the Memorandum of Understanding.
- g) **Severability Provision**  
Should any provision of this MOU be invalid then such invalid provision shall be severed and the remaining MOU shall be maintained and deemed valid.

**Town of Bashaw**

P. Sharp Date June 20/15  
**Mayor**

Mr. Lode Date 23 JUNE 2015  
**Chief Administrative Officer**

**Camrose County**

[Signature] Date 14 July 2015  
**Reeve**

[Signature] Date 14 July 2015  
**County Administrator**

## **Schedule "A"**

Fees for Fire Department rescue services and/ or other services provided at Motor Vehicle Collisions on two (2) or three (3) digit provincial highways within Camrose County which are invoiced to Alberta Transportation are as follows.

### **Motor Vehicle Collision Emergency Response Fees**

Fire Department Pumper	\$600.00/hour
Fire Department Rescue Unit	\$600.00/hour
Fire Department Tanker	\$600.00/hour
Fire Department Utility Vehicle	\$150.00/hour
Fire Department Command Vehicle	\$150.00/hour

Approved: yes /no Motion # \_\_\_\_\_

Account Code: \_\_\_\_\_

Town of Bashaw

**Request for Decision**



Meeting:	Regular Council
Meeting Date:	February 14, 2022
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.7 Fire Department Standard Operating Guidelines Revision

**Background/Proposal:**

The Fire Chief and Deputy have requested the Standard Operating Guidelines include the title Bashaw Assistant Fire Chief.

The highlighted areas indicate the changes in this regard.

**Discussion/Options/Benefits/Disadvantages:**

The Bashaw Assistant Fire Chief provides administrative and professional support to the Fire Chief and Deputy Fire Chief. Accountability is included in the Standard Operating Guideline revision.

**Costs/Source of Funding (if applicable)**

No funding changes, the position is volunteer.

**Applicable Legislation:**

Bylaw 770 – 2015, Fire Services Bylaw – Section 2.22 Standard Operating Guidelines.

**Recommended Action:**

MOVED BY \_\_\_\_\_ to approve the requested revisions to the Town of Bashaw Fire Department Standard Operating Guidelines to include the Bashaw Assistant Fire Chief position and authority.

**Community Engagement Consideration:**

Administration is willing to proceed upon council request.

**Discussion Result:**

Additional research Requested:

# STANDARD OPERATING GUIDELINES

## Bashaw Fire Department

### Administration Section 100

#### ORGANIZATION AND OPERATING GUIDELINES

#### 100(a) CONCEPT

The Bashaw Fire Department is a Fire Department created by the Town of Bashaw, Alberta for the provisions of fire and emergency services within the corporate limits of the Town of Bashaw, Alberta and designated rural fire district one (1) within Camrose County, and portions of Lacombe and Ponoka Counties through a collective agreement governing such emergency response activities in rural Camrose, Lacombe, and Ponoka Counties.

#### 100(b) AUTHORITY

The Bashaw Fire Department Operating Guidelines are issued under the authority of the Town of Bashaw Council Resolution dated 3 June 2014, Motion # 130-2014.

Section Reference	Details	Motion #
Section 100 (l)	Fire Chief and Deputy Fire Chief selection – revised to three (3) year term.	# 068 - 2018
Section 100 (d)	Updated the units	Administrative
Section 100 (g)	Probation changed from 6 months to 12, and probation can be extended at discretion of fire chief.	September 19, 2019 Council meeting #180 - 2019
Section 100 (g) 8.	Changed from Firefighter courses; S300, S400 to review and be familiar with presentation by Fire Chief and familiar with Incident Command System.	#180 - 2019
Section 100 (h) C	Revised to complete in house training and sign off training document	#180 - 2019
Section 100 (h) I	If member is suspected of being under influence of drugs or alcohol, they may be requested be formally tested.	#180 - 2019
Section 100 (l)	Fire Chief and Deputy Fire Chief Selection – Chief selection process changed to application/interview process; successful candidate will be approved by council motion.	#180 - 2019
Section 100 (o) Suppression Division	Additional sectoring added, and First arriving officer shall establish command, and additional details.	#180 - 2019

Standard Operating Guideline 100(c)	Addition of Assistant Fire Chief Title and references to And/or designate in various areas of the Standard Operating Guideline. See highlighted areas. (February 14, 2022, Agenda Package)	Presented to Council February 14, 2022.

**100(c) DEFINITIONS**

**Standard Operating Guideline 100(c)**

1. Bashaw Fire Department means the Fire Department created by the Town of Bashaw.
2. Bashaw Fire Chief or Fire Chief or Chief means the Fire Chief appointed by the council of Bashaw as the administrative and operational head of the Bashaw Fire Department.
3. Fire Ground Commander or Incident Commander means the Bashaw Fire Chief and/or Deputy Fire Chief and/or Officer and/or Firefighter of the Bashaw Fire Department acting under the authority of the Fire Chief.
4. Bashaw Deputy Fire Chief or Deputy Chief means Deputy Fire Chief of the Bashaw Fire Department.
5. Bashaw Assistant Fire Chief or Assistant Fire Chief means Assistant Fire Chief of the Bashaw Fire Department.
6. Regional Fire Services Coordinator position was created by a regional partnership of Camrose County urban and rural municipalities for the provisions of assisting municipal fire chiefs of partner municipalities operationally and administratively.
7. Captain or Fire Captain means a fire officer appointed to the rank of Captain.
8. Lieutenant or Fire Lieutenant means a fire officer appointed to the rank of Lieutenant.
9. Training Officer means Fire Services Training Officer and/ or Fire Service Instructor.
10. Safety Officer means Safety Officer as designated at an emergency scene or other situations as required.
11. Firefighter means a Firefighter or Senior Firefighter.

12. Fire Department means a fire department created by an elected council through resolution, bylaw or other applicable legislation.

13. Standard Operating Guidelines (SOG's) are the administrative and operation guidelines for the Bashaw Fire Department.

**100(d) FIRE DEPARTMENT UNITS:**

Unit	Year	Purpose	Water	Manpower	Pump Size
FT-033	2019	Rescue		5	
FT-024	2013	Pumper (Cnty)	4,432 L	5	1250 GPM
FT-017	1996	Tanker	13,500 L	2	232 GPM
207	1991	Pumper	4,000 L	6	1250 GPM

**100(e) MEMBERSHIP**

1. Applications for the position of firefighter with the Bashaw Fire Department can be made to the Fire Chief, Deputy Fire Chief or any authorized representative of the Fire Department.
2. Individuals interested in making application for membership with the Bashaw Fire Department must complete an application form; each application must be complete with no omitted sections to be considered.
3. All applicants may also submit a resume for clarification purposes with a completed department application form.
4. The Fire Chief and/or designate(s) will form part of an interview panel which will be comprised of no less than two department members for review and subsequent interview of each perspective candidate for membership on the fire department.
5. Firefighters will be selected for membership with the department on an as needed basis. This determination will be based on the results from the resume/ application, interview, review, reference checks and criminal records check.

**100 (f) FIREFIGHTER MINIMUM ENTRY LEVEL STANDARD**

The Applicant Shall

1. Be at least 18 years of age
2. Hold a valid Alberta operator's license with the ability to obtain an air brake, "Q" endorsement.
3. Provide a driver's license abstract. (3-year profile)

4. Be physically fit to the level required to perform all functions, tasks and / or other wise of a firefighter. (A medical examination may be requested, any costs involved with this process will be borne by the applicant.)
5. Participate in physical testing as required or requested.
6. Provide a criminal record check from the RCMP or another accredited police agency.
7. Hold a current Standard First Aid certificate with level "C" CPR, current within one year of issue.

**100(g)            PROBATIONARY FIREFIGHTERS**

1. Firefighters will be on probation for a period of **12 months, (12)**, after selection and can be dismissed at any time for just cause without notice during this period. This time may be extended for many reasons on the discretion of the fire chief or designate.
2. Probationary firefighters will undergo an orientation session conducted by the Fire Chief and/ or designate.
3. Probationary firefighters shall actively participate in all training sessions as required.
4. Probationary firefighters will ensure a minimum attendance level of 50% is maintained at weekly fire practice evenings. This percentage level is assessed annually. Termination may result if this level is not maintained.
5. Respond to fire/ rescue/ and/ or other emergency assistance calls that may be requested of the department as often as possible.
6. Probationary firefighters must complete the department's 20-hour recruit training program **and/or other training specified.**
7. **The probationary firefighter shall complete the 20-hour training program and/or other training specified** during the probation period.
8. All probationary firefighters must review and be familiar with a presentation made by the Chief or designate that goes over all aspects of Bashaw Fire incident response, primarily presented through PowerPoint. This presentation will cover the way an Incident Command system will run at incidents.
9. **Pass a medical/physical examination if requested to so by the Fire Chief, Deputy Chief Fire Chief, Assistant Fire Chief, Training Officer and/or designate.**

**100(h) ACTIVE FIREFIGHTER STATUS**

1. Membership and retention as a firefighter with the Bashaw Fire Department requires the following criteria be met:
  - A) Attendance of 50% of annual fire practice nights. A truck check night or other night i.e., officer meeting, can be substituted in lieu of a regular practice night at the discretion of the Fire Chief, Deputy Chief and/or Assistant Fire Chief. Currently, but not limited to and can be changed at the discretion of the Fire Chief and/or designate, regular practice nights are the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of each month.
  - B) Response to fire/ rescue/ and other assistance calls that may be requested of the department.
  - C) Ensure completion of in-house training, and signing off on training spreadsheet by Chief or a designate.
  - D) Pass a medical/physical examination if requested to so by the Fire Chief, Deputy Fire Chief, Assistant Fire Chief, Training Officer or designate.
  - E) Display professional behavior in all aspects of duties and/or when representing the Bashaw Fire Department.
  - F) As a member of the Bashaw Fire Department conduct must not bring discredit or dishonor to the Fire Department and/ or Town of Bashaw.
  - G) Any conduct found to be contrary to this guideline will be investigated in accordance with this guideline and dismissal may be the result of discreditable and/ or dishonorable conduct. Each situation contrary to this policy will be investigated individually.
  - H) The establishment and chain of command, organizational structure shall exist within the Bashaw Fire Department. The chain of command structure shall exist throughout all Fire Department activities, processes, incidents and emergency situations. Deviation and/ or insubordination are unacceptable, and may result in discipline measures.
  - I) Any time a member is suspected of being under the influence of drugs or alcohol, they may be requested to be tested by a certified company to determine if they have drugs or alcohol in their system.

**100(i) FIREFIGHTER AND FIRE OFFICER RESPONSIBILITIES**

**Policy Statement**

All members of the Bashaw Fire Department, fire officers and firefighters shall perform their duties in a safe, diligent, and expedient manner within the framework of their training and documented achieved skills. No member shall undertake and/ or participate in activities, procedures and processes for which they are not properly trained to perform.

The chain of command system will be strictly adhered to during all Fire Department incidents and training situations. Insubordination will not be tolerated in any operational or training situation.

### **Auxiliary Members**

Former members of the fire department who retire from active service and wish to remain affiliated with the Fire Department in non-operational roles and/or other designated positions (i.e., Chaplain) are permitted with approval of the Fire Chief.

### **Confidentiality**

All members shall treat all observations and information pertaining to any emergency situation in which the Bashaw Fire Department responds to as strictly confidential.

All applicable freedom of information and privacy laws shall be observed regarding the transfer of information from any incident, emergency, fire inspection, fire investigation, and personal member information.

The transfer and transmittal of any information pertaining to Fire Department operations, non-operations, administrative functions, emergency response is solely the responsibility of the Fire Chief, Deputy Fire Chief and/or Assistant Fire Chief or designate.

### **General Firefighter Fire Officer Responsibilities**

Firefighters and/ or Fire Officers **SHALL NOT**

1. Attend a fire practice session, training course, incident, emergency situation, or represent the Bashaw Fire Department while under the influence of drugs or alcohol.
2. Response to any department activity while under the influence of drugs or alcohol can result in immediate dismissal from the organization.
3. A member who has been charged with a criminal offence under the criminal code of Canada can be suspended from the Fire Department pending the outcome of such legal action.
4. Any member convicted of an offence under the criminal code of Canada may be dismissed from the Fire Department. Senior fire officers in consultation with Municipal Administration will review each situation with their decision being final.
5. Potential member(s) making application to the Bashaw Fire Department who have been convicted of a crime under the Criminal Code of Canada for which a pardon has not been granted can have their application rejected. The Fire Chief will review each situation individually, with that decision being final.

6. Any member who is medically precluded from participating in Fire Department duties related to training evolutions and/ or emergency response shall inform respective captain(s), and/or the Fire Chief, Deputy Fire Chief, Assistant Fire Chief or Training Officer.
7. Members are expected not to respond to emergency calls when medically precluded and shall inform the above when a medical doctor gives clearance to resume duties. A letter and/ or noted from the members physician indicating the member is medically cleared to resume duties is required before returning to active duty.

#### **100(j) TERMINATION FOR CAUSE**

1. An active, probationary member(s) and fire officer(s) is subject to immediate termination for, but not limited to the following reason:
  - a) Theft;
  - b) Release of confidential material and or information without authorization;
  - c) Failure to report a criminal code conviction;
  - d) Misrepresentation of the Town;
  - e) Failure to adhere to the drug and alcohol policy;
  - f) Hindering daily operations of the Fire Department
  - g) Lying on the Fire Department application form;
  - h) Commits an offence that is deemed chargeable under criminal and/ or civil law.
2. Records shall be kept regarding disciplinary actions concerning a member; these records shall be kept confidential and shall conform to freedom of information and privacy laws.
3. All contraventions of Fire Department Standard Operating Guidelines shall be dealt with in the following manner:

#### **First Reprimand – Verbal**

- a) Verbal recorded warning and counseling session, to be conducted by the Fire Chief or designate and one other fire officer. This recorded warning will be entered on the members file. This initial verbal recorded warning will be taken off a members file after a two-year period provided no other verbal and/ or other warning(s) or reprimand(s) have been recorded.

#### **Second Reprimand – Written**

- b) Written recorded warning will specify the reason for the reprimand, and expected corrective actions by the member, according to Fire Department SOG's. The reprimand can be written by any Fire Officer with final review by the Fire Chief, Deputy Fire Chief or Assistant Fire Chief. A copy of a written reprimand will be placed on the members personnel file for a period of no less than two years. If no further

actions have been taken against the member the letter can be removed from the personnel file after two years has passed. (Written reprimand will be hand delivered by the Fire Chief or designate and one other Fire Officer.)

### **Third and Final Reprimand – Written**

- c) Third and final reprimand – If for any reason a third reprimand is issued to any department member within a two-year period the member will be dismissed from the department. All dismissals will be delivered by the Fire Chief or designate and one other department officer in letter form.
- d) The decision for termination will be solely the Fire Chiefs, based on documented, substantiated violations of operating guidelines, and/or other applicable municipal policy and/ or Federal or Provincial legislation, regulations and laws. (The dismissal letter must clearly define the reason for dismissal and be signed by the Fire Chief.)
- e) If dismissal from the Fire Department occurs, all equipment, radios, pagers, and/or other issued items shall be returned. If issued equipment and or other Fire Department property is not returned the member will be billed according to the price of the non-returned equipment and be subject to billed costs and subsequent collection actions.
- f) Dismissal from the Fire Department has no appeal process and the decisions exercised are final.

### **Resignation(s)**

- a) When a member of the Fire Department resigns from active service the Fire Chief shall acknowledge the resignation with a letter to the departing member.
- b) All Fire Department equipment shall be returned prior to disbursement of final honorarium.
- c) Disbursement of final honorarium is dependent on the return of all equipment in good working order. Equipment not returned will have any or the entire final honorarium applied to the purchase cost of the unreturned item(s). Outstanding amounts will be billed to the retiring member.
- d) Honors and/or years of service awards will be bestowed on the member prior to leaving the Fire Department.
- e) Honors and/or years of service awards may be withheld if equipment is not returned in a promptly.

**100(k) TRAINING ATTENDANCE REQUIREMENTS**

1. Training attendance applies to all members of the Fire Department.
  - a) Regular training nights commence at 19:00 hours every training night unless otherwise specified.
  - b) Holiday's and/ or other rescheduling of training nights are at the discretion of the Fire Chief, Deputy Fire Chief, Assistant Fire Chief and/or designated Training Officer.
  - c) All training will fall under the direction of the Assistant Fire Chief, Fire Department Training officer(s) and/or other delegated fire officer or firefighter.
  - d) Members as required will attend training courses.
  - e) Members are required to maintain a minimum attendance level of 50% annually for regular training nights.
  - f) All training attendance will be documented on members training files by the training officers or designate.
  - g) Consideration will be given to members whose full-time employment requirements preclude them from maintaining attendance requirements stated in this SOG.

**100(l) DEPARTMENT POSITIONS / JOB DESCRIPTIONS**

**Fire Chief**

**General Statement of Duties:**

A senior management position with the Bashaw Fire Department that is under the general direction and supervision of the Chief Administrative Officer. Responsible for planning, organizing and directing all Bashaw Fire Department functions including recruitment, training, fire prevention, investigations, inspections, and suppression.

Responsible for providing guidance to the Municipal Administration, Mayor and Council regarding policy development and includes short- and long-range planning, objectives and goals.

**Position Function**

**Fire Chief**

**Reports to: Chief Administrative Officer**

The Fire Chief will be the administrative and operational head of the Bashaw Fire Department.

The Fire Chief is responsible for coordination and administration of a trained and equipped volunteer fire service in the Town of Bashaw.

## **POSITION RESPONSIBILITIES**

The Fire Chief is responsible for the following major functions.

### **Staff**

- Recruits and selects staff under his/her direction including the Deputy Fire Chief and Assistant Fire Chief. Provides leadership and is responsible for productivity and cooperation of staff under his/her direction. Assists Deputy Fire Chief, Assistant Fire Chief or Fire Officers when required, with recruitment and selection of volunteer firefighters.
- Models productive workplace management practices such as ongoing performance feedback and accountability, full staff participation with delegated responsibility and ownership, open sharing of information.
- Coaches and mentors staff; ensures ongoing staff development, cross-training, and succession planning.
- Maintain open communication, personal accessibility to all staff and foster a team-oriented environment.

### **Fire Services**

- Responsible for leadership and operational effectiveness of the Fire Department with a focus on customer service, productivity, and cost-effectiveness. Ensures a focus on successful outcomes is achieved.
- Ensures adherence to all legislative requirements of the Municipal Government Act, Forest and Prairie Protection Act, and all municipalities' bylaws, policies and Fire Department Standard Operating Guidelines.

### **Knowledge, Education, and Experience**

- Completion of technical training which may include components of NFPA 1001 Professional Firefighter, NFPA 1021 Fire Officer Professional.
- Certification as an Alberta Safety Codes Officer (SCO) Basic SCO or possess the ability to achieve this certification level.
- Training in MSDS, WHMIS, and dangerous goods emergency response.
- Experience as a firefighter or Fire Officer, preferably including experience as an Incident Commander.
- Experience with emergency/disaster responses.
- Working knowledge of applicable Provincial and municipal legislation, bylaws, and policies.
- Working knowledge of computers, including Microsoft Office and Excel.
- A valid driver's license is required for this position.

### **Planning and Development**

- Assists and advises Municipal Administration, Mayor and Council regarding short and long-term operational and strategic planning.

## Customer Service/Public Relations

- Maintains productive public relations at all times and represents the Town of Bashaw at various functions, when required.
- Exhibits behavior to the highest standard, both personally and professionally. In addition to the general position responsibilities, the Fire Chief is responsible for the following functions:
  - Coordinates urban and rural fire protection functions to ensure efficient operation of the fire department and adequate emergency response to county and hamlet residents is maintained.
  - Recruits, recommends appointment of firefighters, fire officers within the parameters of this SOG document.
  - Responds to emergencies as required, and acts as Incident Commander when necessary to provide effective emergency response.
  - Ensures appropriate records are retained of emergency responses. Submits fire response incident reports in a timely manner.
  - Prepares fire protection budget in consultation with the Regional Fire Services Coordinator and recommends operating and capital budgets to Municipal Administration.
  - Prepares long-range operating and capital plans.
  - Establishes specifications for vehicles and equipment purchases.
  - Maintains inventory and preventative maintenance program, including safety inspections as required.
  - Initiates public awareness campaigns of fire protective function and operations, including fire prevention education. Works with industry representatives to ensure effective emergency response plans are in place.
  - Ensures adequate and required training of volunteer fire fighters and fire officers.
  - Manages fire hall construction and maintenance projects.
  - Issues fire permits and fireworks permits as authorized.
  - Ensures effective radio communication system is maintained.
  - Participates or secures individuals to perform fire investigations and fire inspections.
  - Maintains current knowledge of latest technology, and firefighting standards and practices.
  - Administers Fire Service awards.
  - The Fire Chief, at their discretion or absence, can delegate these duties as appropriate but is ultimately responsible for the successful completion of the same.

## **Deputy Fire Chief**

The Deputy Fire Chief is a senior chief officer for the Bashaw Fire Department. This position is operational with administrative responsibilities. The Deputy Fire Chief reports to the Fire Chief and will assume the Fire Chiefs duties in his/her absence. The Deputy Fire Chief will perform the following functions but is not limited in scope to the specified.

## **Deputy Fire Chief**

**Reports to: Fire Chief**

### **POSITION FUNCTION**

The Deputy Fire Chief is responsible to support the Fire Chief for the following major functions. In the absence of the Fire Chief shall assume the role of the Fire Chief.

### **Fire Services**

- Cooperates and participates with Fire Chief as part of the operations team.
- Responsible for leadership and productivity of operations within the Fire Department with a focus on customer service, productivity, and cost-effectiveness.
- Ensures adherence to all legislative requirements of the Municipal Government Act, Forest and Prairie Protection Act, and all municipalities' bylaws and Fire Department Standard Operating Guidelines.

### **Competencies and Behaviors**

The incumbent is expected to demonstrate the following competencies and behaviors in order to successfully meet the requirements of the position.

- A constant awareness of who the customer is, both internal and external, and recognition of the customer's needs at all times.
- Excellent interpersonal skills when dealing with staff, municipal administration, council and the public under all types of circumstances. Maintain a positive and supportive approach.
- Ability to work and communicate effectively with volunteer firefighters.
- Strong problem solving, research, and report writing skills. Proven verbal communication skills.
- Achievement oriented and capable of carrying out responsibilities in relation to each municipality's strategic priorities.
- Ability to apply knowledge of the job gained through experience or training, to ensure work is carried out competently, on deadline, and results are within acceptable standards.
- Ability to role model productive management practices and a positive team environment; sharing expertise and knowledge to support, coach, and develop staff as required.
- Ability to think analytically and conceptually, and exercise good judgment.
- A high degree of personal initiative with excellent planning and development skills. Ability to work independently and as part of a team.
- A high standard of thoroughness, accuracy, and attention to detail.
- Self-confidence and effective assertiveness.
- Ability to provide leadership through personal example.

- Maintain confidentiality at all times.

### **Desired Knowledge, Education, and Experience**

- Completion of technical training which may include components of NFPA 1001 Professional Firefighter, and NFPA 1021 Fire Officer Qualifications.
- Certification as an Alberta Safety Codes Officer (SCO) Basic SCO or possess the ability to achieve this certification level.
- Training in MSDS, WHMIS, and dangerous goods emergency response.
- Experience as a firefighter or Fire Officer, preferably including experience as an Incident Commander.
- Experience with emergency/disaster responses.
- Working knowledge of applicable Provincial and municipal legislation, bylaws, and Standard Operating Guidelines.
- Working knowledge of computers, including Microsoft Office and Excel.
- A valid driver's license is required for this position.

### **The Deputy Fire Chief will assist the Fire Chief in the following functions:**

- Coordinates urban and rural fire protection functions to ensure efficient operation of the fire department and adequate emergency response to county and hamlet residents is maintained.
- Recruits, recommends appointment of firefighters, fire officers and other department positions.
- Responds to emergencies as required, and acts as Incident Commander when necessary to provide effective emergency response.
- Ensures appropriate records are kept of emergency responses. Calculates fire response billings and ensures issuance in a timely manner.
- Develops a fire protection budget in consultation with the Fire Chief and Regional Fire Services Coordinator and recommends operating and capital budgets to the Regional Fire Services Coordinator.
- Prepares long-range operating and capital plans.
- Establishes specifications for vehicles and equipment purchases. Maintains inventory and preventative maintenance program, including safety inspections as required. Investigates Fire Department vehicle and equipment accidents.
- Initiates public awareness campaigns of fire protective function and operations, including fire prevention education. Works with industry representatives to ensure effective emergency response plans are in place where necessary.
- Ensures adequate and required training of volunteer fire fighters.
- Manages fire hall construction and maintenance projects.
- Ensures required provincial fire reporting is completed for all dollar loss fires as required by law, within thirty (30) days from occurrence date.
- Issues fire permits and fireworks permits as authorized.
- Ensures effective radio communication system is maintained with deficiencies corrected as soon as possible.
- Participates or secures individuals to perform fire investigations and fire inspections.
- Maintains current knowledge of latest technology, and firefighting standards and practices.

- Reviews major land development issues and recommends development standards for optimal fire protection.
- Administers Fire Service awards.
- The Deputy Fire Chief, at their discretion or absence, can delegate these duties as appropriate but is ultimately responsible for the successful completion of the same.

### **Assistant Fire Chief**

The Assistant Fire Chief is a senior chief officer for the Bashaw Fire Department. This position is operational with administrative responsibilities. The Assistant Fire Chief reports to the Fire Chief and/or Deputy Chief and will assume the Fire Chiefs or Deputy Chiefs duties in his/her absence or as delegated. The Assistant Fire Chief will perform the following functions but is not limited in scope to the specified.

**Reports to: Fire Chief and/or Deputy Chief**

### **POSITION FUNCTION**

The Assistant Fire Chief is responsible to support the Fire Chief and/or Deputy Fire Chief for the following major functions.

### **Key Responsibilities Include:**

- Will help ensure the delivery of excellent fire rescue services and will be accountable by assisting with; coordination of fire rescue response; medical first response; fire prevention (inspections & investigation); staffing, training and coaching of firefighting crews; and, awareness activities within the Town of Bashaw and assigned Camrose/Ponoka/Lacombe County response areas and its partner communities who are part of an intermunicipal fire agreement. This command staff position will see approximately a 90-10 split of responsibilities between administration and operational fire service duties.
- The Assistant Fire Chief, at their discretion or absence, can delegate these duties as appropriate but is ultimately responsible for the successful completion of the same.

### **Requirements:**

#### **Minimum Requirements:**

- NFPA 1001 – Firefighter, Level 2
- NFPA 1002 – Fire Apparatus Driver / Operator
- NFPA 1031 – Fire Inspector Level 1
- NFPA 1033 – Investigation Level 2
- NFPA 1041 – Fire Instructor Level 1
- First Aid and CPR Training Certification
- ICS 300

- Clean Criminal Record Check including Vulnerable Sector.
- Physically capable for firefighting service.

### **Preferred Qualifications/Requirements:**

- Post-secondary certificate or diploma (preferably with fire services specialty) and/or 5 years at Fire Officer level
- NFPA 1021 – Fire Officer, Level 2
- NFPA 1041 – Fire Service Instructor, Level 2
- NFPA 1072 (472) HAZMAT, Operations level
- Alberta Safety Codes Officer (SCO)
- Ability and interest to achieve additional certifications and qualifications as required.
- Valid Class 3-Q (with air brake endorsement) Drivers' License or equivalent

### **Skill Requirements:**

- Demonstrated leadership in an 'on-call' firefighter environment, with proven ability to lead and empower firefighters, combined with ability to build teamwork and collaboration.
- Exceptional interpersonal, communication (oral and written), problem-solving, decision-making, organizational, public relations, conflict management, mediation, investigative, planning, and customer service skills and ability to interact in a manner which builds trust, credibility, and rapport with volunteer firefighters, municipal council and administration and most importantly citizens.
- Ability to prepare budgets, maintain training and service records and work in a computerized environment including use of AHS MFR Portal, MileNet, I Am Responding and Microsoft Office Suite.

### **Captain**

- In the absence of the Fire Chief, Deputy Chief or Assistant Fire Chief, will assume the Chief's position in an acting role.
- Responsible for assigned crew.
- Responsible for equipment maintenance and cleanliness.
- Participates in pre-emergency planning.
- Participates in public fire safety education.
- Responsible to ensure safe work practices are adhered to for all firefighters working under his/her command.
- Performs other functions as required.
- Ensures the highest level of professional service is provided at all times.

### **Lieutenant**

- In the absence of the Captain, will assume the duties of the Captain in an acting role.
- Performs all other duties of firefighters.
- Responsible for assisting crew Captains with crew management.

- Responsible for equipment maintenance and cleanliness. Participates in pre-emergency planning.
- Participates in public fire safety education.
- Responsible to ensure safe work practices are adhered to for all firefighters working under his/her command.
- Performs other functions as required.
- Ensures the highest level of professional service is provided at all times.

### **Training Officer**

- Provide direction to the Fire Chief, Deputy Chief or Assistant Chief regarding training needs.
- Coordinate weekly training session in absence delegate an officer to conduct training sessions.
- Provide logistical coordination of all training courses conducted.
- Act as a Fire Service Instructor when required.
- Maintain training data base of all training conducted.
- Maintain training data base for each department member.
- Participate as require in operational firefighting activities as directed.
- Ensure pre-job hazards are identified and explained to all participating in training evolutions.
- Complete all other duties as requested by the Fire Chief, Deputy Chief or Assistant Chief.
- Ensures the highest level of professional service is provided at all times

### **Firefighter**

- Understands and abides by Bashaw Fire Department standard operating guidelines.
- Operates all fire equipment and apparatus safely.
- Works as a team member in all operational tasks.
- Works as a team member in all training activities.
- Functions as a Dangerous Goods First Responder.
- Monitors and assist in ensuring apparatus and equipment preparedness.
- Works as a team member ensuring fire hall, apparatus and equipment cleanliness in maintained at a high standard.
- Assists in providing public fire safety education and fire prevention activities.
- Works as a team member to deliver fire prevention programs and activities as required.
- Understands and abides by the Bashaw Fire Department Confidentiality Agreement.
- Ensures the highest level of professional service is provided at all times.

### **Statement**

**Each position within the Bashaw Fire Department will be staffed according to need. Not all positions identified in this SOG document may exist within the fire department.**

#### **Fire Chief and Deputy Chief Selection**

- The Fire Chief position for the Bashaw Fire Department is selected through an application/interview process, headed by the Town of Bashaw Chief Administration Officer and previous Fire Chiefs (if available), and may include an aptitude test, interview with council, fitness test, and on scene assessment. Final appointment confirmed by motion of Bashaw Town Council.
- The Fire Chief Position Term is three (3) years with the option of voluntary renewal upon agreement of current chief. Council ratification still required.
- Deputy Chief and Assistant Fire Chief are selected and appointed by the Fire Chief.

#### **100(m) CODE OF ETHICS**

**The Bashaw Fire Department shall be committed to a work place that maximizes each member's contributions to the success of the organization.**

The members of the Bashaw Fire Department are committed to:

- Providing a safe and healthy work place that values diversity and is free of discrimination and harassment,
- Treating each individual with dignity and respect,
- Communicating openly and honestly at all times,
- Continuously seeking opportunities to learn and improve,
- Setting high goals and accepting responsibility,
- Evaluating performance, and providing positive feedback for improvement, for all members,
- Dealing with conflicts between parties in a post-incident environment positively,
- Having such conflicts dealt with by the individuals involved, and an impartial mediator if necessary,
- Maintain and protect confidentiality regarding business and personal information from the Bashaw Fire Department,
- Being Nice providing the highest level of customer service to those we serve, assist or come in contact with through Fire Department activities.

#### **100(n) USE OF FIRE DEPARTMENT EQUIPMENT**

- The Fire Chief shall approve the use of Fire Department equipment or the Fire Hall for purposes other than firefighting, in his/her absence the Deputy Fire Chief and/or Assistant Fire Chief in advance.

#### **100(o) STANDARD OPERATING GUIDELINE REVIEW**

The Fire Chief of the Bashaw Fire Department shall collectively review the standard operating guidelines annually with the Fire Department Membership.

The Fire Chief and/or designate will ensure that a meeting is conducted to review and suggest revisions if necessary. If situations or other circumstances merit additional meetings to review the SOG document they shall be conducted as needed.

Any proposed changes, amendments, and/or additions can be completed at any time as required and shall be forwarded to the Municipal Administration for council ratification.

### **Suppression Division**

- The Suppression division shall be headed by the Fire Chief and will be responsible for safe effective mitigation efforts to be utilized at each emergency situation.
- The following chain of command will be in affect at all emergency incidents.
  - Fire Chief in absence
  - Deputy Chief in absence
  - Assistant Chief in absence
  - Captain in absence
  - Lieutenant in absence
  - Senior firefighter in absence
  - Firefighter
- The following sectoring, operational work groups, may occur at incidents where applicable and/ or required.
  - Recon
  - Command
  - Fire Attack
  - Ventilation
  - Primary search
  - Secondary search
  - Water supply
  - Salvage & Overhaul sector
  - Rehabilitation sector
  - Rapid intervention team
  - Triage (as directed by Emergency Medical Services)
  - Traffic Control
  - Scene Safety
  - Investigation
  - Other not specified sector or work group, which may be required
- The First arriving officer shall establish Command and maintain command until the event is terminated or command is transferred to another officer.

- All operational sectors will be supervised by either a, Captain, Lieutenant or Senior Firefighter. Fire fighters on scene will form their own groups of 2 or three with an officer and report to Command for assignment.
- Safety shall always be the top priority at all incidents.

### **Training Division**

- The Deputy Fire Chief or Assistant Fire Chief will head the training division. The training division is responsible for all training conducted for Bashaw Fire Department.
- The training division will comprise fire officers who will coordinate training for fire practice nights and in consultation with the Fire Chief, Deputy Fire Chief and/or Assistant Fire Chief.
- Complete all logistical requirements for training courses. The Fire Chief will select the fire officers responsible for training.
- Training needs will be identified and coordinated by the Fire Chief and fire officers responsible for or assigned to oversee district fire training.
- The officer in charge of training will complete training files.
- Pre-job hazards shall be completed prior to the commencement of training evolutions.
- A copy of the completed pre-job hazard shall be kept on file at the fire hall.

### **Fire Prevention Division**

The Fire Chief or designate, in consultation with Deputy Fire Chief and/or Assistant Fire Chief, will head the fire prevention division.

Fire Prevention may include but not be limited to the following:

- a) Fire prevention school tours
- b) Lectures to community groups
- c) Junior firefighter program
- d) Industry fire prevention program development and implementation
- e) Home fire safety awareness
- f) Cooperative initiatives with neighboring Municipalities.

Fire prevention activities will be initiated by the Fire Chief, Deputy Fire Chief, Assistant Fire Chief or designate and require the efforts of all Bashaw Fire Department members.

7.8 - Feb 14, 2022.

Box 172  
Baskau, Ah  
Jan 20/22

Mayor and Baskau Town Council  
Baskau Ah



Members of Council:

I appreciate that because I'm not a resident of Baskau, my opinion is of little consequence to council. However, I felt that perhaps an unbiased point of view might provide a different perspective.

I recently visited a friend who lives on 51A Street and I was surprised by what I saw. Although Baskau has a couple of "eye sores" in the business district, this particular lot in a residential area rivals anything in the commercial areas.

My sympathies go out to anyone trying to sell a property on this crescent, particularly those who have adjoining property. Their patience is to be commended. I wouldn't be nearly so understanding. It's a pity that such an exhibition of poor taste seems to carry more weight than conscientious property owners with well-tended yards.

Yours Truly  
Bew Cline

cc CAO Fuller.

# Town of Bashaw Public Works

## Foreman Report

February 14, 2022

### Streets:

- Snow removal, dealing with ongoing melting and freezing
- Ongoing road sanding

### Water:

- Broken service line at the Curb cock on #1 Sproule Place.  
Service line released at the cc; it is suspected it had been leaking for some time.  
Action was able to get us back in service, residents were only without water for a few hrs.
- It was a short notice repair; therefore, resident notice was substandard. We anticipate improving this. Water testing and Alberta Environment notification transpired.

### Sewer

- Lift Station 1- repairs are complete
- Bulls rubbing on the Guidewire at the lagoon are knocking out the power causing a high-water level alarm. The area farm Manager has been notified.

### Equipment

- The flush Truck was sent in for inspection showing that some spots of the tank are as thin as 3mm. This is half of the factory thickness.
- The sander motor needed to be replaced, it is now back in service.
- The grader is out of service. Brandt has contacted to assist with the repair

### Community

- Nordic came in to reset the thermostat for the daycare, we were locked out of the controls unable to adjust the unit.  
Adjustment have been made to prevent from happening in the future.



CHIEF ADMINISTRATOR'S REPORT  
Submitted for February 14, 2022, Regular Meeting of Council

➤ Action List Items from January 17, 2022:

Canadian National Railway 2022 Crossing Maintenance – Council letter has been forwarded.

Arrangements to meet with CN will be made shortly.

Alberta Emergency Alert Designate – Notification letter has been generated.

Transfers to Reserves – Land Sales, Lift Station Grinder and Fire Department – are anticipated to be completed.

Regional Subdivision & Appeal Board appointment – Information sent to Camrose County, and notification letter sent to Diane Szumlas.

**Outstanding from Prior Meetings:**

Highway 12/21 Regional Water Services Commission – Arrangements to meet with the Commission Chair and Manager are in process.

Local Small Businesses – Letter to MLA, outstanding.

Environmental 360 Waste Removal Contract – We anticipate information this month.

Council Schedule – IDP, MDP, ICF and Strategic Plan – Review dates.

Emergency Preparedness – Contact lists to be updated, and online access to Elected Official Training has been offered. Arrangements for Council members to have additional access beyond the dates offered; will be arranged.

➤ CAO Activities/Meetings:

January 18, 2022 – Payroll Implementation meeting

January 19, 2022 – Bashaw Chamber of Commerce Zoom meeting

January 19, 2022 – Alberta Provincial Policing Presentation – Online, presented by Alberta Municipalities Association. (Formerly Alberta Urban Municipalities Association)

January 26, 2022 – Keep RCMP, Virtual Presentation presented by National Police Federation

January 27, 2022 – Payroll implementation meeting

January 31, 2022 – February 7, 2022 – CAO out of the office

February 9, 2022 – Bashaw Chamber of Commerce Zoom meeting

February 14, 2022 – Staff Meeting

➤ Day to Day:

Items worked on:

Human resource follow up, generating council agenda package, and catching up on email communications.

We continue to have a public works staff absent; we are uncertain of their return date. We have hired a replacement staff on a month-to-month basis. They work primarily at the arena.

Administratively – New staff are progressing well. Natasha Larkin is scheduled to be out of the office effective February 22, 2022.

Year end Processes and Audit are ongoing this time of year. The auditor is scheduled to be in the office February 17 and 18, 2022.

Development research and follow up is also being completed.

Respectfully submitted,



Theresa Fuller, Chief Administrative Officer



*Damien C. Kurek*

Member of Parliament  
Battle River-Crowfoot



OTTAWA January 26<sup>th</sup>, 2022

Town of Bashaw  
Box 510  
Bashaw AB  
T0B 0H0

Dear Mayor McDonald,

I am happy to respond to the letter I received on January 20<sup>th</sup>, dated January 14<sup>th</sup>. I endeavor to respond as quickly as possible to correspondence of such an important nature.

I had proactively contacted CN's governmental affairs representative on January 3<sup>rd</sup>, 2022, after receiving a call and an email from separate constituents, expressing their concerns regarding the invoice the town received. I was assured the document in question was not an invoice but an estimate, and an inaccurate one at that. CN informed me that the team was working with CAO Fuller to clarify things.

After receiving your letter dated January 14<sup>th</sup>, I again connected with our governmental affairs liaison. I was assured again the liaison was in communication with CAO Fuller and had also invited you and fellow council members to join in the discussion. If this is not the case, please let me know immediately so I can rectify this.

I am looking into your concerns regarding the legislation, and I agree with you completely, when legislation impacts stakeholders, the stakeholders must be consulted and listened to.

Please feel free to reach out to my office in the future when issues such as this occur. If I am not able to assist personally, my staff is always willing to help in any way possible.

Thank you again for your letter.

Sincerely,

**Damien C. Kurek, M.P.**  
**Deputy Shadow Minister for Rural Economic Development and Rural Broadband Strategy**

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