



**REGULAR MEETING OF COUNCIL
A G E N D A
Wednesday, November 1, 2023, 6:00 pm
Council Chambers & Zoom Access**

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. PUBLIC HEARINGS
4. DELEGATIONS
5. APPROVAL OF MINUTES
 - 5.1 Minutes of the October 18, 2023, Organizational Meeting of Council
 - 5.2 Minutes of the October 18, 2023, Regular Meeting of Council
6. CONSENT AGENDA
 - 6.1 Council Committee Report
7. NEW & UNFINISHED BUSINESS
 - 7.1 Appoint Gitzel & Company as Auditor for the Town of Bashaw
 - 7.2 Enviro Trace Leak Detection Report
 - 7.3 Utility Billing Frequency change
 - 7.4 Council & Staff Hosting – Hot Dogs & Hot Chocolate at the Arena
8. COMMITTEE REPORTS – action to be considered.
9. CORRESPONDENCE ITEMS – Action to be considered.
10. CLOSED MEETING OF COUNCIL
 - 10.1 Personnel – CAO Performance Appraisal – FOIP Section 19
 - 10.2 Personnel – Volunteer – FOIP Section 19
11. NOTICES OF MOTION
12. NEXT MEETING: November Meeting Dates – November 15, 2023 – 6:00 pm
13. ADJOURNMENT



**ORGANIZATIONAL MEETING OF COUNCIL
MINUTES
Wednesday, October 18, 2023 @ 6:00 P.M.
Council Chambers**

In Person: CAO Fuller (5:30pm), Mayor Rob McDonald (5:50pm), Councillor McIntosh (5:50 pm), Councillor Bryan Gust (5:50pm), Councillor Jackie Northey (5:55pm), & Deputy Mayor Cindy Orom (5:50 pm)

Zoom Connection: Stu Salkeld-East Central Review (6:01 pm)

Public Zoom: none

Recording Secretary: Chris Morrison (5:50pm)

Absent: Public Works Foreman Taylor with notice

Press: Stu Salkeld (Connected 6:01pm)

Public: Stacey Trombley, Rob Trombley (6:03 pm), Dan Zembal (6:11 pm)

1. Meeting called to order by Mayor McDonald at 6:00 pm.
2. Election of Deputy Mayor and Oath of Office

Councillor Northey nominated Councillor Orom for the position of Deputy Mayor. Councillor Orom accepted the nomination. Councillor Gust nominated Councillor Northey. Councillor Northey declined. Councillor Orom accepted the nomination.

MOVED by Mayor McDonald that Councillor Orom be appointed Deputy Mayor.

MOTION #186-2023

CARRIED

Mayor McDonald assisted Councillor Orom to complete the Oath.

3. BUSINESS

- (a) Establish the day, time, and place of regular meetings.

MOVED by Councillor Gust that regular meetings of Council be held on the first and third Wednesdays of each month at 6:00 pm in Bashaw Council chambers.

MOTION #187-2023

CARRIED

- (b) Establish Per Diem Rate – review requested revisions.

MOVED by Councillor Northey that Per Diem Rates remain at \$475.00 per month for the Mayor and \$350.00 per month for councillors and mileage rate remains at 0.57 per kilometer.

MOTION #188-2023

CARRIED

- (c) Signing Authority – Motion required to name all Members of Council, the Chief Administrative Officer, and the Municipal Treasurer as Signing Authority for the Town; two signatures required on each cheque - one Elected Official and one Administration Personnel

MOVED by Councillor McIntosh that the approved Signing Authority for the Town of Bashaw include Mayor Rob McDonald, Deputy Mayor Cindy Orom, Councillor Gust, Councillor Northey, Councillor McIntosh, CAO Theresa Fuller, and Municipal Treasurer Darlene Tucker. Two signatures, one council member and one administration staff are to be on each cheque.

MOTION #189-2023

CARRIED

(d) PROCEDURE BYLAW 809-2021

No changes.

(e) Council Code of Conduct Bylaw 804-2021

No changes.

4. Appoint Standing Committees; the first person named delegated as Chairperson.

- | | | |
|-----|---|--|
| (a) | <u>Tourism and Economic Development</u> | |
| | 1. Bashaw Ag Society | Mayor McDonald |
| (b) | <u>Appeal and Review Boards</u> | |
| | 1. Regional Assessment Review Board | Diane Szumlas |
| | 2. Subdivision and Development Appeal Board | Diane Szumlas |
| (c) | <u>Protection and Safety Services</u> | |
| | 1. Disaster Services | All Members of Council |
| | 2. Director of Emergency Management | Foreman Patrick Taylor |
| | 3. Deputy Director of Emergency Management | CAO Theresa Fuller & Dennis Jones |
| | 4. Emergency Public Information Officer | Mayor McDonald |
| | 5. Emergency Alert System | Foreman Patrick Taylor
Assistant Fire Chief Dennis Jones
Councillor McIntosh |
| | 6. Fire Department | Councillor McIntosh |
| | 7. Regional Emergency Management Services | Councillor McIntosh |
| (d) | <u>Community Services</u> | |
| | 1. Bashaw Municipal Library | Mayor McDonald |
| | 2. Parkland Regional Library | Councillor Northey |
| | 3. Camrose and Area Lodge Authority | Deputy Mayor Orom |
| | 4. Bashaw and District Support Services | Councillor Gust |

- | | |
|---|---|
| 5. Bashaw Youth Foundation | Deputy Mayor Orom |
| 6. Beautification Committee Representatives | Terri Brown-Gust
Bryan Gust
Deputy Mayor Orom
Councillor Northey |
| 7. Historic Society | |

(e) Public Facilities and Transportation Management

- | | |
|---|---|
| 1. Bashaw Airport Commission | Mayor McDonald
Needed: Citizens-at-Large

Councillor Northey |
| 2. Bashaw and Area Recreation Board | Councillor Gust |
| 3. Bashaw Bus Society | Mayor McDonald
Deputy Mayor Orom
<i>Alternates:</i>
Councillor Gust
Councillor McIntosh
Councillor Northey |
| 4. Highway 12/21 Regional Water Services Commission | Councillor Gust |
| 5. Bashaw Community Centre Board | Councillor Gust |

MOVED by Councillor McIntosh to approve the committee positions as amended for 2023-2024.

MOTION #190-2023

CARRIED

MOVED by Councillor McIntosh that the Town of Bashaw council pursuant to Bylaw 808-2021 appoints, Roland Marchand as the Chair of Regional Assessment review board; and further that the Town of Bashaw council appoints Cindy Trautman, Roland Marchand, Diane Szumlas, Peter Bodnar, Angela Lorente, Dawn Pauls, Terry Daykin and Frank Hegholz as members to hear appeals on the regional Assessment Review Board.

MOTION #191-2023

CARRIED

5. Bylaws/Plans to Consider Reviewing:

- Strategic Plan
- Emergency Preparedness
- Municipal Development Plan
- Intermunicipal Collaboration Framework 783-2018
- Intermunicipal Development Plan 782-2018

CAO Fuller will include the above in lower-volume, upcoming meeting agendas.

6. Adjournment called by Deputy Mayor Orom at 6:17 pm.

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER



**REGULAR MEETING OF COUNCIL
MINUTES**

Wednesday, October 18, 2023 @ 6:00 pm.

Blended Meeting: Council Chambers & Zoom Electronic Conference

In Person: Mayor McDonald (6:17 pm), CAO Fuller (6:17 pm), Deputy Mayor Orom (6:17 pm), Councillor McIntosh (6:17 pm), Councillor Gust (6:17 pm), Councillor Northey (6:17 pm), Public Works Foreman Taylor (6:20 pm)

Absent with notice: none

Public Zoom: none

Recording Secretary: Chris Morrison (6:17 pm)

Press by zoom: Stu Salkeld (6:17 pm)

Public: Stacey Trombley, Rob Trombley (6:17 pm), Dan Zembal (6:17 pm)

1. CALL TO ORDER by Mayor McDonald at 6:17 pm.
2. ADOPTION OF AGENDA

MOVED by Councillor Northey to approve the October 18, 2023, Regular Meeting of Council Agenda.

MOTION #192-2023

CARRIED

3. PUBLIC HEARINGS - none
4. DELEGATIONS – President Bashaw Chamber of Commerce – Stacey Trombley, and Dan Zembal
4.1 Bashaw Chamber of Commerce – Non-residential multi-year tax incentive.

Dan shared with the council his concern that the Bashaw Chamber of Commerce has not received a response to their presentation from about a year ago. Discussion progressed regarding the implementation of a Non-residential multi-year tax incentive Bylaw. Stacey Trombley, Rob Trombley, and Dan Zembal stayed at the meeting.

5. APPROVAL OF MINUTES
5.1 Minutes of October 4, 2023, Regular Meeting of Council.

MOVED by Deputy Mayor Orom to approve the minutes of the October 4, 2023, Regular Meeting of Council.

MOTION # 193-2023

CARRIED

6. CONSENT AGENDA
 - 6.1 Public Works Foreman Report
 - 6.2 Bashaw Social Centre Financials
 - 6.3 Town of Bashaw September 30, 2023, Monthly Statement
 - 6.4 CAO Report

Councillor McIntosh requested the Foreman report be included as Item 7.5 under new and unfinished business.

7. NEW & UNFINISHED BUSINESS
7.1 Flush Truck Lease Agreement

MOVED by Councillor McIntosh to approve the Flush truck agreement between the Town of Bashaw and the Village of Rosalind for the use of the 1999 Freightliner FL06, Unit 11.

MOTION #194-2023

CARRIED

7.2 Camrose County Peace Officer Contract rate change.

MOVED by Councillor Gust to approve the rate increase requested from the Manager of Protective services; Mike Kuzio with Camrose County; from \$95.00/hour to \$110.00/hour effective January 1, 2024.

MOTION #195-2023

CARRIED

7.3 Bashaw Curling Club – Storage building repair costs.

MOVED by Councillor McIntosh to direct administration to issue a letter to the Curling Club to inform the club of the cost of repairs to the storage shed, and request \$2500.00 towards the total cost.

MOTION #196-2023

CARRIED

MOVED by Councillor McIntosh to place Recreation Master Plan on the agenda for the second Regular Meeting of Council in November.

MOTION #197-2023

CARRIED

7.4 Tax Incentive Report

MOVED by Mayor McDonald to place the Non-Residential Tax Incentive Bylaw discussion on the agenda in December 2023.

MOTION #198-2023

CARRIED

Stacey and Rob Trombley, and Dan Zembal left the meeting at 7:59 pm.

7.5 Public Works Foreman Report

The council had questions regarding the delay in arena operations. Issues with the ice plant were resolved.

8. COMMITTEE REPORTS - none

9. CORRESPONDENCE ITEMS – none

MOVED by Councillor McIntosh to move into closed meeting of council at 8:09 pm for items 10.1 Legal - Noise complaints – FOIP Section 27.

MOTION #199-2023

CARRIED

Secretary Chris Morrison left the meeting at 8:10 pm.
Public Works Foreman Taylor left the meeting at 8:10 pm.

10. CLOSED MEETING OF COUNCIL

10.1 Legal – Noise Complaints – FOIP Section 27

MOVED by Councillor McIntosh to move out of closed meeting of council at 8:12 pm.

MOTION #200-2023

CARRIED

11. NOTICES OF MOTION – none

12. NEXT MEETING OF COUNCIL – Meeting dates November 1 & November 15, 2023, at 6:00 pm in the Council Chambers.

13. ADJOURNMENT – Councillor Gust at 8:13 pm.

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

Council Committee Reports – November 1, 2023

Mayor Rob McDonald:

October 10, 2023 – Regional Flush Truck meeting in Rosalind.
Discuss Flush truck and set terms of usage.

October 16, 2023 – Water Bylaw review.

Additional information may be added verbally at the council meeting.

Deputy Mayor Cindy Orom:

September 22, 2023 – Camrose & Area Lodge Authority (CALA) meeting
Review financial statements, occupancy stats, discussion surrounding upcoming advocacy meeting with Minister Nixon

September 25, 2023 - Beautification meeting - was unable to attend.

September 25, 2023 - Youth Foundation Meeting

Review of financials, debrief from summer program - was very successful this summer with an increase in members, Festival of Trees planning for Nov 26th at Community Center (joint with Ag Society Christmas in the Country Market), discussion of winter fundraiser ideas.

September 26, 2023 - CALA meeting with Minister Nixon - was unable to attend.

October 16, 2023 – Water Bylaw review.

October 23, 2023 - Youth Foundation Meeting - unable to attend.

Councillor Jackie Northey:

September 26, 2023 - Bashaw Historical Society

The annual meeting was held on September 26. The Society will be looking at applying for grants in an effort to digitize historical resources and stories. They will also be looking to develop more town murals and signs as well as seeking QR code applications to various historical sites in the community.

October 10 - 12, 2023 - Health Aging Conference - Calgary

This was an excellent conference with incredible speakers. We know that 1 in 4 Canadians will be older than 65 by 2035 which means we have a target to aspire to and an urgency with which we can convey to other sectors, especially to government. We're living with that urgency but also with the ability to see into the future which is a very powerful position to occupy. Critical for us in this moment is to be intentional about how we frame the challenges and how we frame our opportunities.

An example is municipal planning - strategic planning, comprehensive plans, master plans. These are areas that we actually can have major interventions that that can affect quality of life. It will be important for municipal governments to explore how we will build the environment adjusted to meet the needs of our population? We know what our demographic will be in 2035, which means it is

essential for us to be effective and to build the relationships necessary for transformative change. Also considering how we work with real estate developers, home builders, property managers, how our subnational and national governments supporting these efforts, scaling up the interventions that we propose.

October 16, 2023 – Water Bylaw review.

October 19, 2023 - Meeting with Alberta Health Services

The Bashaw Wellness Team met with AHS to discuss our proposed model of health care for this region. There are some pilot programs being developed that may benefit us and we are exploring them. Currently, we do have a doctor who will do Telehealth appointments in Bashaw with room in his clinic if he has to see them personally. There is still a lot of moving parts but some of them are sticking and we are diligently working towards a full rural model of health delivery, similar to the social services sector already established.

October 26, 2023 - Bashaw Area Recreation Board

The Board met to discuss funding requests and distributed some funds to community organizations. We are attempting to develop more programming for seniors and adults and will be doing a poll in the community for some ideas around that.

Councillor Bryan Gust:

September 25, 2023 – Town of Bashaw Beautification Meeting.

Reviewed 2023 projects and set 2024 goals.

September 26, 2023 – Bashaw & District Support Services

Reviewed financial statements and programming.

September 27, 2023 – Bashaw Historical Society Annual Meeting.

Discussed 2024 projects.

October 10, 2023 – Regional Flush Truck meeting in Rosalind.

Discuss Flush truck and set terms of usage.

October 11, 2023 – Bashaw Fire Department Open House.

October 16, 2023 – Water Bylaw review.

Councillor McIntosh:

October 5, 2023 – Bashaw Chamber of Commerce

Discussed plans for small business week as well as Bashaw Bucks Christmas promotion. Discussed successful collaboration with Ag Society and potential future opportunities.

October 16, 2023 – Water Bylaw review. Generated a comparison chart ahead of meeting to identify highlights from associated bylaws.

October 25, 2023 – Bashaw Fire Department Fire practice. Members practiced use of jaws of life and other vehicle extraction techniques. Opportunity to chat with Chiefs about Bill C-310 as well as some perceived challenges around County truck.

Variously followed up on matters for the Chamber and received kudos for Town appearance at recent events like Holliday run.



Approved: yes /no Motion # _____
Town of Bashaw

Request for Decision

Meeting:	Regular Council
Meeting Date:	November 1, 2023
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.1 Appoint Gitzel & Company as Auditor for Town of Bashaw

Background/Proposal:

October 2022 Council approved negotiation of an Auditor Agreement with Gitzel & Company for another full term.

The details of the proposal are attached. The pricing continues to be consistent with previous years.

Discussion/Options/Benefits/Disadvantages:

Administration requires council to appoint Gitzel & Company as the Auditor for the Town of Bashaw.

Costs/Source of Funding (if applicable)

Annual Operating Budget.

Recommended Action:

Administration requires council to appoint Gitzel & Company as the Auditor for the Town of Bashaw.

Discussion Result:

Motion:

MOVED by _____ to appoint Gitzel & Company Chartered Professional Accountants as the Auditor for the Town of Bashaw for the five years commencing with the fiscal year ending December 31, 2023 with the final fiscal year ending December 31, 2027.

Additional research Requested:



*Peggy Weinzierl, CPA, CA *Scott St. Arnaud, CPA, CA *Jolene P. Kobi, CPA, CA *Justin J. Tanner, CPA, CA

“Proposal for External Audit”

June 6, 2023

Town of Bashaw
Box 510
Bashaw, AB T0B 0H0

Attention: Theresa Fuller
Chief Administrative Officer

Dear Madam:

RE: Proposal for Auditors for the five years commencing with the fiscal year ending
December 31, 2023

Our firm has been providing auditing services in central Alberta for over 60 years. Members of the firm have had extensive experience in providing auditing services to municipalities, school divisions, non-profit organizations, hospitals, gas co-ops and housing authorities. We have provided auditing services to some of these organizations for over forty years. A concerted effort has been made to maintain the skills required in all service areas and to develop new skills or to recruit people with additional skills as required.

The firm consists of four partners and seventeen full-time staff. The partners are Peggy Weinzierl, Scott St. Arnaud, Jolene Kobi and Justin Tanner. They received their Chartered Accountant designations from 1984 to 2008. The full-time staff includes four CPAs and three CPA students. We invite you to learn more about us at our website: www.gitzel.ca. The firm is located in Stettler with a part-time office in Consort.

The audit team will consist of two partner's and an accounting technician. The supervising partner will be myself, Scott St.Arnaud, CPA, CA. I will be directly involved during the entire audit. I am also the audit senior for two additional municipalities, two gas co-operatives and have been involved in several other non-profit organizations and municipal audits since beginning my public accounting career in 2001. I joined Gitzel & Company in 2001 after graduating from the University of Alberta. I obtained my CA designation in 2003 and became a partner in the firm in 2008. Since joining the firm I have been involved with a broad range of clientele including farm, retail and service organizations.

The second partner involved will be reviewing all file work. Our audit staff will be available for consultation regarding any questions or concerns.

Our other partners and staff will act as resource people on the audit. Partners can and do actively consult with one another to either resolve problems or to provide better services.

We will perform an interim audit in November or early December, at a mutually convenient time. Our final audit will be performed in February. If there are no outstanding issues to resolve the audit will be completed in April. We will also comment on any concerns relative to the internal accounting and operation controls which may have been discovered in the course of the audit. We are available to present these statements and answer related questions from the Town Council.

We would discuss with management any concerns as they arise to satisfactorily resolve any areas of concern.

Our firm's proposal includes the following:

- Accounting services in a comparable degree to previous years
- Preparing the financial statements and Financial Information Return
- Preparing for and attending a Council meeting to present the financial statements
- The audit of the financial records of and the expression of an opinion on the financial statements of the town

The total fee would be \$19,750 for the year ending December 31, 2023 with cost-of-living increases based on CPI each year thereafter with the final year being December 31, 2027.

This is the maximum fee and would include discussion regarding presentation and disclosure on the financial statements and audit thereon.

Your staff would prepare all operational accounting records. All financial information would be available to our staff at your office in Bashaw, including on-line access to your computerized records. A trial balance would be made available to our staff on commencement of the year-end audit.

This proposal is conditional on no major changes in the present staffing, in the requirements for the municipal audit (accounting and auditing standards, large capital projects). If extra work is required due to these items, we will bill the additional work at our normal hourly rates at that time.

Every three years LAPP work and the expression of an opinion on compliance is required and would be billed at our normal hourly rates. In general, the fee range for this type of work would be \$1,500 to \$1,750.

We will also be available to discuss and provide recommendations in regard to your financial operations. Rates for our staff will vary depending on their qualifications and experience.

A financial audit is fundamental to our profession. We have established high standards and internal controls to ensure quality and excellence in auditing. We emphasize partner involvement in the audit process to ensure the highest quality of audit expertise and future planning.

Please contact me if you have any questions regarding the proposal. I would also be available to discuss this proposal if requested by any of your Council Members.

Yours very truly,

GITZEL & COMPANY



Scott St.Arnaud, CPA, CA

SS/ks
File#4589

October 25, 2023

ATTN: Patrick Taylor
Public Works Foreman
5011 52 Ave
Bashaw, AB
T0B 0H0
publicworks@townofbashaw.com
Ph: 780-781-4786

Town of Bashaw Report

Enviro Trace LTD.

Prepared by: Catherine Curoe

Executive Summary

This report presents the results of an Acoustic Leak Detection Survey conducted in the Town of Bashaw, Alberta, on October 18th and October 23rd. The survey aimed to assess the condition of the town's water main infrastructure and identify potential leaks. Two critical areas that warrant further investigation were identified: 50th St from 48th Ave to 50th Ave and 51st St and 53 Ave. All other surveyed areas showed no conclusive evidence of water leaks. The report recommends integrating Proactive Leak Detection (PLD) surveys into the town's regular maintenance schedule for improved water infrastructure management and reduction of non-revenue water loss (NRW). EnviroTRACE stands ready to assist the Town of Bashaw with future leak detection and water infrastructure assessments. Please note that the survey's findings are valid up to October 23rd, and regular leak detection surveys are recommended for ongoing infrastructure integrity assessment.

Introduction

This report outlines the results of an acoustic leak detection survey conducted in the Town of Bashaw on October 23rd. Commissioned by the Town of Bashaw and overseen by Patrick Taylor, Public Works Foreman the survey was designed to investigate suspected leaks on the west side of town. The investigation was initiated in response to aging infrastructure, prompting concerns of potential leaks in the water infrastructure. Early detection and resolution of such leaks are paramount to maintaining the integrity of the town's water supply and ensuring the efficient use of water resources. The aim is to make such proactive investigations a routine part of the Town of Bashaw's infrastructure maintenance schedule.

The survey was carried out by a team from EnviroTRACE, who utilized a suite of advanced acoustic equipment, including AI-enhanced FIDO sensors for overnight listening.

The findings presented in this report offer a preliminary assessment of the current area of concern of the state of Bashaw's water infrastructure in the investigated areas and provide vital guidance for immediate repairs and future preventive measures.

Scope of Work

Project:	Acoustic Leak Detection Survey
Client:	Town of Bashaw, AB. Point of Contact: Patrick Taylor, Public Works Foreman
Service Provider:	EnviroTRACE Ltd
Project Duration:	October 19 th and October 23 rd
Objective:	To conduct an acoustic leak detection survey to locate leaks on the water mains of the municipality, best description of locations being surveyed.

Tasks and Deliverables:

Site Assessment and Planning: EnviroTRACE team has assessed the site and developed a survey plan to efficiently conduct the leak detection survey within the two-day timeframe.

1. **Deployment of Acoustic Sensors:** The team has strategically deployed FIDO AI sensors on main valves, and hydrant valves, in the specified areas.
2. **Overnight Data Collection:** The FIDO AI sensors were left to record overnight, captured data when usage and noise levels were at a minimum to maximize detection accuracy.
3. **Data Analysis:** The following day, the EnviroTRACE technicians retrieved the sensors and uploaded the data to the cloud for analysis. The AI will classify potential points of interest as tight or not of concern, small, medium, or large. Any areas of concern will be reported immediately to Patrick Taylor.
4. **Report Writing:** EnviroTRACE compiled a detailed report of the survey findings, including data visualizations, interpretation of results, and recommendations for action.

Exclusions:

The EnviroTRACE team is responsible for detecting potential leaks, not repairing them. Any identified areas of concern will be reported to the Town of Bashaw for further action.

Methodology

The Acoustic Leak Detection Survey was conducted in two main stages: sensor deployment and data analysis. Each stage involved specific procedures designed to ensure the comprehensive and accurate detection of potential leaks.

Preparation and Sensor Deployment:

An infrastructure map was provided which was used to identify suitable sites for the placement of the FIDO AI sensors. The sensors were strategically placed on all available valves in the survey areas. All valves were marked and cleaned off by the company/city/town public works. To minimize environmental noise, all sensors were placed in valves and covered up with their caps. The sensors were left in place overnight to collect data during a period of minimal water usage and ambient noise.

Data Analysis:

After the overnight data collection period, the sensors were retrieved, and the data was uploaded to the cloud. The FIDO AI system processed the data, identifying potential areas of concern and categorizing them based on severity (tight, small, medium, or large) from the sound bites gathered.

Results and Findings

On October 18th, our team strategically deployed 80 FIDO AI sensors across the west side of town. On October 23rd, all sensors were retrieved, and data analysis commenced. Notably, two areas in Bashaw required further attention: one on 50th St from 48th Ave to 50th Ave and another on 51st St and 53 Ave (refer to Figure 1 for an overview). These areas have raised potential concerns and can be an indication of one or multiple leaks there is need for a thorough investigation to confirm any points of interest. In the other areas surveyed, no conclusive evidence was discovered. All other valves came back as not of concern as defined by the FIDO AI system. Overall, the infrastructure in the surveyed areas appeared to be in good condition.



Figure 1: Overview of areas in green indicating tight water main infrastructure.

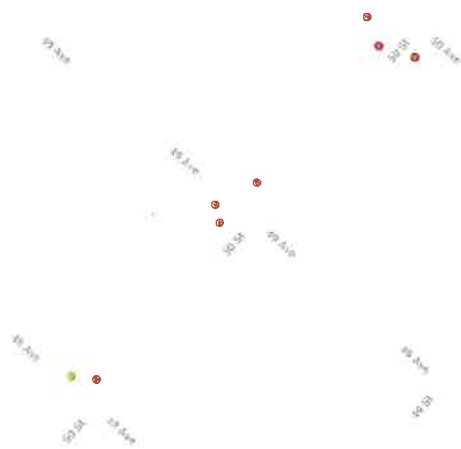


Figure 2: Areas in red indicating points of interest to be investigated further.

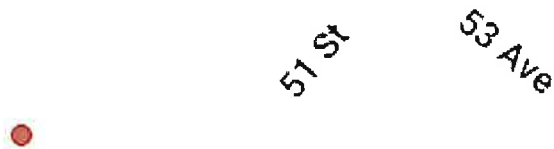


Figure 3: Area in red indicating point of interest to be investigated further.

Conclusion

The acoustic leak detection survey conducted in the Town of Bashaw, Alberta, October 18th and 23rd successfully achieved its objective of assessing points of interest in the town's water main infrastructure. Two areas need to be investigated further: 50th St from 48th Ave to 50th Ave and 51st St and 53 Ave. In all other surveyed areas, no conclusive leak evidence was found.

Recommendations

Our recommendations are for EnviroTrace to do an in-depth investigation of the two areas found. Additionally, it is recommended that Proactive Leak Detection (PLD) surveys be integrated into the town's regular maintenance schedule.

Regular PLD surveys can help to identify issues in their early stages. Over time the benefit is a reduction of NRW losses and the potential in reducing infrastructure damage. Overall, the PLD surveys will contribute to the town/city's water management program.

EnviroTRACE looks forward to potentially assisting the Town of Bashaw with future leak detection and water infrastructure assessments.

Regards,

Catherine Curoe

Field Technician

EnviroTRACE LTD.

780-418-0882

Disclaimer: The findings of this report and the leak detection survey are valid up to the completion of the survey on October 23rd. EnviroTRACE cannot guarantee the detection of any leaks that may have occurred after this date. For the most accurate and current assessment of water infrastructure integrity, regular leak detection surveys are recommended.



Request for Decision

Meeting:	Regular Council
Meeting Date:	November 1, 2023
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.3 Utility Billing Frequency Change

Background/Proposal:

The Administration is proposing to change utility billing frequency from every two months to monthly.

We would like to inform residents of the change, prior to occurrence. We plan to offer email billing.

Discussion/Options/Benefits/Disadvantages:

Advantages to the Change:

- Smaller time frames of metering.
- Ability to isolate water loss.
- Match metering timelines with data.
- Support data tracking.
- Smaller monthly bills.
- May encourage consistent payment.
- Faster notification of leaks to residents.

Disadvantage to changing:

- Additional costs for monthly billing.
- Additional staff time for metering and bill generation.

Other:

- Implementation of email billing.
- Maximization of a full year for email billing purposes.
- Gradual reduction of mailing utility bills out.
- Eventual implementation of surcharge for printed bills.

Costs/Source of Funding (if applicable)

Operating Budget and Water cost recovery.

Applicable Legislation:

Attached municipal level legislation changes.

Operating and Capital Budgets – MGA 242- 246, 248.1

Amend the Master Rates & Schedules Bylaw to reflect the changes in billing. Bylaw 824-2023 is attached.

Community Engagement Consideration:

The administration is willing to proceed as the council requests.

Recommended Action:

Council passes first reading of Bylaw 824-2023 to Amend the Master Rates & Schedules Bylaw.

MOVED BY _____ to approve first reading of Bylaw 824 – 2023 to Amend the Master Rates & Schedules bylaw to change billing frequency from Bi-Monthly to Monthly and the details to support that process.

Discussion Result:

Additional research Requested:



TOWN OF BASHAW
MASTER RATES AND SCHEDULES BYLAW 760-2014

TITLE: UTILITY SERVICE CONSUMER FEE
SECTION: 3 PUBLIC WORKS APPENDIX: A
REFERENCE BYLAW # 759-2014 **DATE:** MARCH 2, 2017
REFERENCE RESOLUTION # 560-2016, 040-2017, 246-2018, 015-2019, 019-2020, 020-2021, 019-2022, 043-2023

SCHEDULE "A"
CHARGES, RATES AND FEES

1. Metered Rates (two-month billing cycle)
 - a. In-Town Customer **CODE 400** \$ 3.69
Variable Component /Consumption per m3
 - b. In-Town Customer **CODE 401** \$75.50
Fixed Component / Flat Fee Bi-Monthly
 2. Non-Metered Rates/"Trickle" properties run two (2) cycles, January through April.
Residents on trickle rates will be billed an average consumption based on the prior four (4) billing cycles May through December.
 3. Sanitary Sewer Service Charge – two months **CODE 600** \$40.00
(OR ½ water charge whichever is greater to a maximum of \$210.00)
 4. Bulk Water (Potable) \$ 4.40/1000L
 5. Bulk Water (Non-Potable) \$ 2.50/1000L
- OTHER FEES**
6. Connection / Disconnection Service \$75.00/ea.
 7. Testing of Water Meter \$100.00/inspection
 8. Permit for Well or Other Water Supply Per source or parcel \$50.00
 9. Penalties on overdue utility service accounts 6% per billing
 10. Overdue Account Transfer Fee (Enforcement) \$40.00
 11. Sale of Meter (installed by a plumber) Current Market Cost plus admin fee

ALL OUTSTANDING UTILITY ACCOUNT BALANCES THAT ARE OVERDUE MORE THAN SIXTY DAYS (60) ON DECEMBER 15TH SHALL BE ROLLED INTO THE PROPERTY OWNER'S TAX ACCOUNT AND HENCEFORTH, THE TOTAL BALANCE NOW IN THE TAX ACCOUNT SHALL BE CHARGED PENALTIES IN ACCORDANCE TO THE TAX PENALTY FEE AS FOUND IN THE OFFICE FEE SCHEDULE OF THIS BYLAW.



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

TITLE: WASTE COLLECTION SERVICE FEE
SECTION: 3 PUBLIC WORKS APPENDIX: A
REPEALED BYLAW # 749-2013 DATE: SEPTEMBER 16, 2014
REFERENCE MOTION #191-2017

1. WASTE COLLECTION SERVICE FEE(S):

- a) Household Garbage and
- b) Recyclable Materials
- ❖ Calculation of Service Fee for the waste collection services as noted above shall be calculated as follows:

The total annual expenses for waste collection service (wages, contract fee, fuel surcharge, etc.) divided by the number of service collection properties divided by six monthly billing cycles per year
- ❖ Waste collection service fee(s) cannot be suspended, reduced, waived or pro-rated and shall be charged to each property serviced within the Town of Bashaw six times a year

2. OTHER FEES

- a) Administration Fee \$40.00
- b) PENALTIES on overdue utility service accounts 6% per billing
- c) Non-compliance with Waste Bylaw (Enforcement) \$100.00
- d) Overdue Account Transfer Fee (Enforcement) \$40.00 per transaction



TOWN OF BASHAW
MASTER RATES AND SCHEDULES BYLAW 760-2014

TITLE: UTILITY SERVICE ACCOUNT PROCEDURE POLICY
SECTION: 3 PUBLIC WORKS **APPENDIX:** A
REFERENCE MOTION # 067 - 2018 **DATE** April 5, 2018

PURPOSE: to provide procedures for applications, billings, collections and practices of utility service accounts within the Town of Bashaw.

REGULATIONS

1. All utility accounts will be in the property owner's name(s); matching the name on the land title and municipal tax roll.
2. All property owners requesting connection to or disconnection from the Town utility system shall complete the required form and be charged a fee for this service as set out in the Town of Bashaw Master Rates and Schedules Bylaw; failure to notify the Town of a change in water service shall result in continued billing for this utility service account to the property owner.
3. In the event where a property is sold and the seller does not pay the Final Utility Bill, any outstanding balances become the obligation of the subsequent owner. Outstanding amounts remain with the property.
4. Outstanding Final Utility bills (due to title transfer) will be immediately placed on the property tax roll at the discretion of administration; and are not subject to the transfer fee.
5. The utility statement shall provide details for each utility service (water, sewer and garbage) provided to the property, calculated and listed as per the Utility Service Consumer Fee Schedule included in the Town of Bashaw Master Rates and Schedules Bylaw.
6. A fixed flat fee is applied to every utility service account monthly and an additional fee is applied for the consumer's usage as set out in the Town of Bashaw Master Rates and Schedule Bylaw.
7. The fixed flat fee is applicable whether a property is occupied or not.
8. Utility service fees are non-negotiable and it is the responsibility of the property owner to ensure water leaks and breaks are dealt with quickly to avoid excessive consumer fees.
9. The utility statement shall be processed and mailed to the property owner every two (2) months.
10. The payment of the utility service account shall be due and payable when the account is rendered and failure to receive a statement shall in no way affect the liability of the property owner to pay the account.

TOWN OF BASHAW
MASTER RATES AND SCHEDULES BYLAW 760 - 2014

TITLE: UTILITY SERVICE ACCOUNT PROCEDURE POLICY CONT'D
SECTION: 3 PUBLIC WORKS **APPENDIX:** A
REFERENCE MOTION # 067 - 2018 **DATE** April 5, 2018

11. Payment of utility bill can be processed at the Town Office counter during regular business hours with cash or debit or cheque or pre-authorized payment processed on the fifteenth of the month. Customers can also drop off their payment in the outside mail drop after hours or send it by mail. Online banking is also available or payment can be made at designated sites in the community.
12. Payment is processed in accordance to the date stamped or recorded on the payment stub or document by the office, bank or post office.
13. All outstanding balances on the property owner's utility service account after the due date shall be charged a penalty in accordance with the Town of Bashaw Master Rates and Schedules Bylaw and levied on the first day of the month.
14. Any property owner(s) with an outstanding utility balance shall be sent notice of the outstanding amount and penalty applied to the account on their next utility statement; reminder letters are not sent out.
15. All outstanding utility account balances that are overdue more than sixty days (60) on December 15th shall be rolled into the property owner's tax account and henceforth, the total balance now in the tax account shall be charged a transfer fee and penalties in accordance to the Town of Bashaw Master Rates and Schedules Bylaw.
16. All property owners requesting utility service for new construction must install a water meter at their own cost and comply with the regulations for installation and care as set out in the Water and Wastewater Bylaw.



BY-LAW NO. # 824 - 2023

BY-LAW NO. 824 - 2023

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

- Utility Service Consumer Fee, Section 3, Appendix A – Change the billing cycle from two-month billing cycle to monthly billing cycle, and all references to it within the schedule.
- Waste Collection Service Fee, Section 3, Public Works, Appendix A – change frequency to monthly - 12 times per year.
- Utility Service Account Procedure Policy, Section 3, Public Works, Appendix A – Change all references from billing every two (2) months to monthly billing.
- Penalty Charge: Utility service consumer fee and Wastewater consumer fee – change the penalty charge from 6% bi-monthly to 3% monthly billing.
- Change Outstanding Utility Account Balance rollover date from December 15 to November 15.
- Improve the wording on the process of Account balance rollover.

WHEREAS

Bashaw Town Council choose to change the billing frequency for all utilities, and references from billing every two (2) months to every (1) month.

Bashaw Town Council chose to change the Penalty charge to accommodate the monthly billing frequency.

Bashaw Town Council chose to change the date of the outstanding utility account balance rollover date to November 15.

NOW THEREFORE

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

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

Utility Service Consumer Fee, Section 3, Appendix A

1. Metered Rates (monthly billing cycle)
 - b. In-Town Customer \$ 37.75
Fixed Component/Monthly Flat Fee
2. Non-Metered/" Trickle" properties run 4 months -January through April. Residents on trickle rates will be billed an average consumption based on the prior monthly bills from May through December.
3. Sanitary Sewer Service Charge – 1 month \$ 20.00
(or 1/2 water charge whichever is greater to a maximum of \$105.00)
9. Penalties on overdue utility service accounts - 3% per monthly billing.

All outstanding utility account balances that are overdue more than sixty days (60) on November 15 shall be rolled into the property owner's tax account and henceforth, the total balance now in the tax account shall be charged the overdue account transfer fee (referenced in Schedule A, Utility Service Consumer fee, subsection 10) and penalties in accordance with the tax penalty bylaw.

Waste Collection Service Fee, Section 3, Public Works, Appendix A

1. Waste Collection service Fee(s):
 - a. Household garbage and
 - b. Recyclable Materials
 - ❖ Calculation of Service fee for the waste collection services as notes above shall be calculated as follows: The total annual expenses for waste collection service (wages, contract fee, fuel surcharge, etc.) divided by the number of service collection properties divided by 12 billing cycles per year.
 - ❖ Waste collection service fee(s) cannot be suspended, reduced, waived or prorated and shall be charged to each property serviced within the town of Bashaw twelve (12) times per year.
2. b) Penalties on overdue utility service accounts - 3% per billing. (monthly)

Utility Service Account Procedure Policy, Section 3, Public Works, Appendix A

9. The utility statement shall be processed and mailed to the property owner every month.

15. All outstanding utility account balances that are overdue more than sixty days (60) on November 15 shall be rolled into the property owner's tax account and henceforth, the total balance now in the tax account shall be charged the overdue account transfer fee (referenced in Schedule A, Utility Service Consumer fee, subsection 10) and penalties in accordance with the tax penalty bylaw.

The Town of Bashaw will implement these changes by January 1, 2024, or the timeline of administration recommendation.

RECEIVED FIRST READING THIS
1st DAY OF November, A.D. 2023
IN THE TOWN OF BASHAW, IN THE
PROVINCE OF ALBERTA

* _____
*MAYOR
*
* _____
*CAO

RECEIVED SECOND READING THIS
__ DAY OF _____, AD 2023
PROVINCE OF ALBERTA
IN THE TOWN OF BASHAW, IN THE
PROVINCE OF ALBERTA

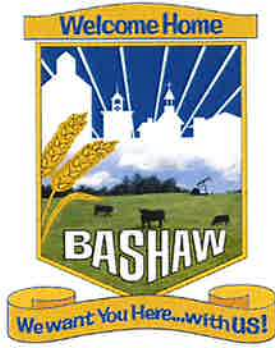
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*MAYOR
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* _____
*CAO

UNANIMOUS CONSENT TO PROCEED
TO THIRD READING THIS __ DAY
OF _____, A.D. 2023, IN THE
TOWN OF BASHAW,
IN THE PROVINCE OF ALBERTA

* _____
*MAYOR
*
* _____
*CAO

THIRD AND FINAL
READING THIS __ DAY OF _____,
A.D. 2023, IN THE TOWN OF BASHAW,
IN THE PROVINCE OF ALBERTA

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*MAYOR
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*CAO



Request for Decision

Meeting:	Regular Council
Meeting Date:	November 1, 2023
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.4 Council & Staff Hosting – Hot Dogs & Hot Chocolate at the Arena

Background/Proposal:

Staff discussed booking public skating for some time after Christmas and prior to new year's.

We thought about having hot chocolate and hot dogs for a set time and having council and/or staff be present to assist.

Discussion/Options/Benefits/Disadvantages:

Bringing this forward to discuss to confirm whether council or staff are available to make this happen, or if there is interest to proceed.

Costs/Source of Funding (if applicable)

Operating Budget, or we could approach a volunteer club for donations of the food.

Applicable Legislation:

Operating and Capital Budgets – MGA 242- 246, 248.1

Community Engagement Consideration:

The administration is willing to proceed as the council requests.

Recommended Action:

Discussion item.

Discussion Result:

Additional research Requested: