



**REGULAR MEETING OF COUNCIL  
A G E N D A  
Wednesday, February 21, 2024, 6:00 pm  
Council Chambers & Zoom Access**

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. PUBLIC HEARINGS
4. DELEGATIONS
5. APPROVAL OF MINUTES
  - 5.1 Minutes of the February 5, 2024, Regular Meeting of Council
6. CONSENT AGENDA
  - 6.1 Bashaw Curling Club – Response
  - 6.2 National Police Federation – Budget increase request Alberta RCMP
  - 6.3 Town of Bashaw January 31, 2024, Monthly Statement
  - 6.4 CAO Report
7. NEW & UNFINISHED BUSINESS
  - 7.1 Fire Department 2023 Donations – Move to reserve
  - 7.2 Fire Department - Wildland/Field Truck Request
8. COMMITTEE REPORTS – action to be considered.
9. CORRESPONDENCE ITEMS – Action to be considered.
10. CLOSED MEETING OF COUNCIL
11. NOTICES OF MOTION
12. NEXT MEETING: March 6 & 20<sup>th</sup>, 2024 – 6:00 pm
13. ADJOURNMENT



**REGULAR MEETING OF COUNCIL  
MINUTES  
Monday, February 5, 2024, 6:00 pm  
Council Chambers & Zoom Access**

**In Person:** Mayor McDonald (5:45 pm) CAO Fuller (5:45 pm), Councillor McIntosh (5:45 pm), Councillor Northey (5:45 pm), Councillor Gust (5:52 pm), Public Works Foreman Taylor (6:15 pm)

**Absent with notice:** Deputy Mayor Orom

**Recording Secretary:** Secretary Morrison (5:45 pm)

**Public:** Mary Jane Heck (5:53 pm), Charlene Brosinsky (6:18 pm)

**Public Zoom:** L. Turcotte (6:00 pm), Sherry Letendre (6:05 pm), Alvin (6:00 pm)

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

1. CALL TO ORDER by Mayor McDonald at 6:00 pm.
2. ADOPTION OF AGENDA

**MOVED** by Councillor Northey to approve the February 5, 2024, Regular Meeting of Council Agenda.

**MOTION #022-2024**

CARRIED

3. PUBLIC HEARINGS – None
4. DELEGATIONS - None
5. APPROVAL OF MINUTES

5.1 Minutes of January 17, 2024, Regular Meeting of Council.

**MOVED** by Councillor McIntosh to approve the minutes of the January 17, 2024, Regular Meeting of Council with an amendment to Motion #016-2024 of 'Reeve of Red Deer County' to 'Mayor of Red Deer County'.

**MOTION #023-2024**

CARRIED

6. CONSENT AGENDA
  - 6.1 Letter to Council from Haley Perry
  - 6.2 Staff Projects and Council Requests Listing 2024
  - 6.3 Community Policing Report – Sergeant Trent Cleveland
  - 6.4 Bill C-310 – Response from Damien Kurek
  - 6.5 Alberta Health Services – Medical First Response Financial Support

Councillor McIntosh requested 6.2 Staff Projects and Council Requests Listing 2024 to be discussed as 7.7 within New and Unfinished Business.

7. NEW & UNFINISHED BUSINESS
  - 7.1 Letter to Council – Conflict of Interest Inquiry.

**MOVED** by Councillor Gust to direct CAO Fuller to send the information that was included in the February 5, 2024, Agenda Package to the resident with the Conflict of interest inquiry.

**MOTION #024-2024**

CARRIED

7.2 Bashaw Municipal Library – Trustee Motion request.

**MOVED** by Councillor Northey to appoint Terry Brown-Gust to the Bashaw Library Board effective February 5, 2024, for the first term of the three years.

Councillor McIntosh called for a counted vote.

IN FAVOR: Mayor McDonald

OPPOSED: Councillor McIntosh

Councillor Gust

Councillor Northey

**MOTION #025-2024**

CARRIED

7.3 Notice of Motion – Council Remuneration

Discussion progressed.

**WHEREAS** the purpose of the municipality pursuant to section 3(a) of the *Municipal Government Act* is to provide good government;

**AND WHEREAS** Municipal Elected Officials are in a unique position to set their own pay with taxpayer dollars;

**AND WHEREAS** it is desirable to make decisions informed by research, removing perceptions of bias, and, where possible, at “arms’ length”;

**AND WHEREAS** 2025 is a municipal election year with the ‘campaign period’, as defined in the *Local Authorities Election Act* section 147.1(1)(b)(i), beginning on January 1<sup>st</sup> of that year;

**AND WHEREAS** prospective candidates should know their remuneration before declaring their candidacy for elected office;

**MOVED BY** Councillor McIntosh to direct administration to draft a Frame of Reference for a Council Remuneration Review Committee (advisory), including the following elements:

- (a) Number of members – three (3);
- (b) A restriction on members of Council or anyone declared under pecuniary interest statutes from serving on this committee;
- (c) A timeline for implementation that allows Council to make an informed decision prior to the January 1<sup>st</sup> campaign period;
- (d) Inclusion of external markets to be surveyed based on size, locality, industry, or other such relevant measures;
- (e) Descriptions of duties, powers, meeting schedules, review, or other such measures the CAO deems necessary.

Councillor McIntosh called for a counted vote.

IN FAVOR: Councillor McIntosh

OPPOSED: Councillor Gust

Mayor McDonald

Councillor Northey

**MOTION #026-2024**

DEFEATED

7.4 Notice of Motion – Council Transparency

**WHEREAS** the purpose of the municipality pursuant to section 3(a) of the *Municipal Government Act* is to provide good government;

**AND WHEREAS** open and transparent governments engender the public trust;

**AND WHEREAS** local government is the order of government closest to the everyday lives of residents, impacting services such as roadways, waste removal, water, and other programming that enhances the quality of life of residents;

**AND WHEREAS** the current term of Council has seen a higher interest in its dealings than comparator municipalities, as determined by the number of attendees at meetings (both online and in person) and media coverage;

**AND WHEREAS** the current term of Council has seen multiple members of Council attend meetings remotely;

**MOVED** by Councillor McIntosh to direct administration to draft amendments to the necessary Bylaws and Policies, no later than July 30<sup>th</sup> of 2024, to enact the following:

- a) Recording and public distribution of Council and Committee meetings.

Councillor McIntosh called for a counted vote.

IN FAVOR: Councillor McIntosh

OPPOSED: Councillor Gust  
Mayor McDonald  
Councillor Northey

**MOTION #027-2024**

DEFEATED

**MOVED** by Councillor McIntosh to direct administration to draft amendments to the necessary Bylaws and Policies, no later than July 30<sup>th</sup> of 2024, to enact the following:

- b) The release of an unofficial summary of highlights from each Council and Committee meeting.

Councillor McIntosh called for a counted vote.

IN FAVOR: Councillor McIntosh

OPPOSED: Councillor Gust  
Mayor McDonald  
Councillor Northey

**MOTION #028-2024**

DEFEATED

**MOVED** by Councillor McIntosh to direct administration to draft amendments to the necessary Bylaws and Policies, no later than July 30<sup>th</sup> of 2024, to enact the following:

- c) Automatically making every vote of Council a “recorded vote” and denoting motions that are “CARRIED UNANIMOUSLY” as such within meeting minutes to save space.

Councillor McIntosh called for a counted vote.

IN FAVOR: Councillor McIntosh

OPPOSED: Councillor Gust  
Mayor McDonald  
Councillor Northey

**MOTION #029-2024**

DEFEATED

**MOVED** by Councillor McIntosh to direct administration to draft amendments to the necessary Bylaws and Policies, no later than July 30<sup>th</sup> of 2024, to enact the following:

- d) A defined process for soliciting the names of residents to be appointed to Municipal agencies, boards, and commissions.

Councillor McIntosh called for a counted vote.

IN FAVOR: Councillor Gust

OPPOSED: none.

Mayor McDonald  
Councillor Northey  
Councillor McIntosh

**MOTION #030-2024**

CARRIED

**MOVED** by Councillor McIntosh to direct administration to draft amendments to the necessary Bylaws and Policies, no later than July 30<sup>th</sup> of 2024, to enact the following:

e) Regular engagement with the public in the form of “Citizen Satisfaction Surveys” or similar.

Councillor McIntosh called for a counted vote.

IN FAVOR: Councillor Northey

OPPOSED: Councillor McIntosh  
Mayor McDonald  
Councillor Gust

**MOTION #031-2024**

DEFEATED

**MOVED** by Councillor McIntosh to direct administration to draft amendments to the necessary Bylaws and Policies, no later than July 30<sup>th</sup> of 2024, to enact the following:

f) Any other such items that the CAO believes will foster the public trust through increased transparency.

Councillor McIntosh called for a counted vote.

IN FAVOR: Councillor Gust

OPPOSED: none.

Mayor McDonald  
Councillor Northey  
Councillor McIntosh

**MOTION #032-2024**

CARRIED

**MOVED BY** Councillor McIntosh to direct administration to research and report costs and implementation challenges, no later than July 30<sup>th</sup> of 2024, on modernizing Council livestreams, livestream equipment, and other such technological components that enhance Council transparency, recognizing the key role such technology plays in the participation of Municipal Elected Officials, the public, and press in the democratic process.

Councillor McIntosh called for a counted vote.

IN FAVOR: None.

OPPOSED: Councillor Gust  
Mayor McDonald  
Councillor Northey  
Councillor McIntosh

**MOTION #033-2024**

DEFEATED

#### 7.5 Alberta Mid-Sized Towns Mayor’s Caucus

**MOVED** by Councillor Gust to approve Mayor McDonald to attend the Alberta Mid-Sized Towns Mayor’s Caucus for a 1-year term. Value to be reviewed following 1 year term.

**MOTION #034-2024**

CARRIED

#### 7.6 Water Leak Report

Foreman Taylor provided a summary of the water leak situation and repairs that are being completed on a main break and on a sewer line. Council discussed communications throughout the period that the town had been dealing with the situation.

#### 7.7 Staff Projects

Discussion progressed.

8. COMMITTEE REPORTS – none

9. CORRESPONDENCE ITEMS – none

10. CLOSED MEETING OF COUNCIL – none

11. NEXT MEETING: February 21, 2024, 6:00 pm.

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

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CHIEF ELECTED OFFICIAL

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CHIEF ADMINISTRATIVE OFFICER

6.1.



## **Bashaw Curling Club**

Box 691, Bashaw, AB T0B 0H0

[bashawcurlingclub@gmail.com](mailto:bashawcurlingclub@gmail.com)

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February 4, 2024

Town of Bashaw  
P.O. Box 510  
Bashaw, AB T0B 0H0

Attention: Theresa Fuller, CAO

Dear Theresa,

In response to your letter dated January 18, 2024, we wish to confirm the following, as voted on at our regular meeting on January 22, 2024:

- The board voted not to pay the remainder of the shed repairs.
- The board voted in favour of the \$675 quote for having a push bar installed, with the cost being paid by the Bashaw Curling Club.

Feel free to contact us by email if you have any questions or require further information. Thank you!

*Bashaw Curling Club*



6.2.

**From:** Maryanne King <mking@npf-fpn.com>  
**Sent:** Thursday, February 8, 2024 8:37 AM  
**Cc:** Reception <admin@townofbashaw.com>  
**Subject:** Budget 2024 Update from the National Police Federation

Hello Mayor McDonald,

I hope that your 2024 is off to a pleasant start.

Over the past few years, the NPF has been advocating for a needed increase into Alberta RCMP resources. Since 2017, the provincial investments to the RCMP have been minimal, forcing the provincial service to have to cut its budget and run under resourced. Starting in 2021, the province changed the Police Funding Model, so that every municipality would have to pay a portion for policing. Since then, millions have been collected that are supposed to be reinvested in policing, with a priority on increasing core policing.

However, recent policing investments have gone to municipal policing services in Edmonton and Calgary, or the Alberta Sheriffs who do not typically perform policing duties in rural environments like the Alberta RCMP does.

The NPF has submitted to the Government of Alberta our 2024 2024 Pre-Budget Recommendations, which address the issue of needed funding for the AB RCMP. To keep pace with population growth of 10% since 2017, the province needs to fund 400 more RCMP positions to keep pace with current and future needs. I have attached our full 2024 Pre-Budget submission for your review and consideration.

We invite you to consider supporting this crucial ask by writing to the Government in support of hiring additional RCMP officers in your community and across the province. To aid in this endeavour, we have included a template letter that you can use in whole or in part.

If you have any questions on our 2024 Budget submission or should you like to meet to discuss, I welcome inquiries at your convenience.

Thank you in advance for your consideration.

Kind regards,

**Maryanne King**  
Policy Advisor | Conseiller Politique  
**National Police Federation | Fédération de la Police Nationale**

(587) 672-0695

[npf-fpn.com](http://npf-fpn.com)



**NATIONAL  
POLICE  
FEDERATION** | **FÉDÉRA  
DE LA P  
NATION**

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NATIONAL  
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FÉDÉRATION  
DE LA POLICE  
NATIONALE™

# 2024 PRE-BUDGET SUBMISSION

TO THE GOVERNMENT OF ALBERTA

JANUARY 2024



**NPF Contact:**

Sarah Nolan | Director, Government Relations & Policy | [snolan@npf-fpn.com](mailto:snolan@npf-fpn.com)

## INTRODUCTION

The National Police Federation (NPF) represents ~20,000 RCMP Members serving across Canada and internationally. We are the largest police union in Canada. The NPF is focused on improving public safety for all Canadians, including our Members by advocating for much-needed investment in the public safety continuum. This includes investments in police resourcing and modern equipment, as well as social programs including health, addiction, and housing supports to enhance safety and livability in the many communities we serve, large and small, across Canada.

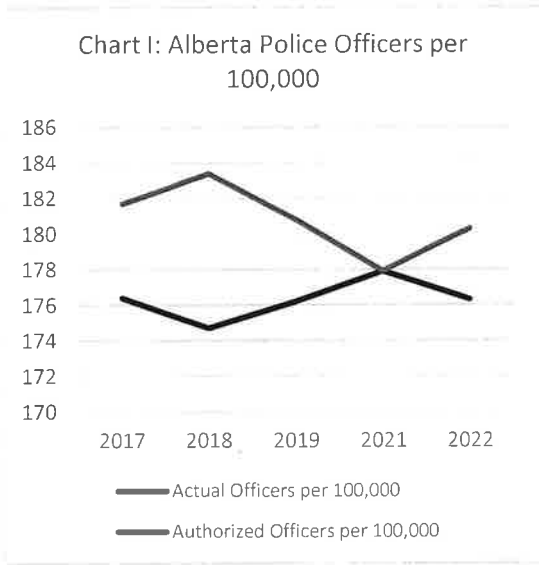
In 2019, the Government of Alberta announced a commitment of \$286m over five years to fund improvements to public safety. This funding would include an additional 300 officer positions across RCMP detachments in Alberta with the support of an additional 200 civilian staff. Under this investment plan, the Alberta RCMP would have increased from the 1,600 officers recorded in 2019 to approximately 1,900 by 2024.<sup>i</sup> While this announcement was welcomed, the province had been critically underfunding the Alberta RCMP to this point. This announcement was made concurrently with modifications to the Police Funding Model (PFM) that would result in every Alberta municipality beginning to pay for their policing services. While the province had stated that the revenue from the new police funding model would be reinvested into policing, both promises of additional personnel and increased resources for public safety across rural communities have not been kept.

Today, rather than invest in areas that could support the rural communities our Members are proud to serve and call home, Budget 2023 saw investments in the Alberta Sheriffs and other programs that largely benefitted Edmonton and Calgary. Polling conducted by the NPF with Pollara Strategic Insights quantifies that half of Albertans agree that the province should focus funding for public safety on existing fully-trained police officers. Additionally, 4-in-5 Albertans in RCMP-served areas are satisfied with the RCMP's policing. The NPF, the Alberta RCMP, many Alberta Mayors and Councils, and Indigenous communities have reiterated to the provincial province that equitable investments must be made across police services in Alberta. Investing in the Alberta RCMP is crucial to demonstrating that the Government of Alberta both understands and is committed to addressing public safety challenges equitably across communities. For Budget 2024, the public safety of all Albertans – both urban and rural – must be upheld by the province through renewed investments from the Government of Alberta toward the Alberta RCMP.

## NPF RECOMMENDATIONS

- 1. Invest \$80m over three years to hire 400 RCMP officers to meet population growth and future demand**

From 2017-2022, Alberta's population increased by 9.5%. Over the same period, total police personnel increased by 7%. Actual police personnel in 2022 consisted of 8,007 officers, but the authorized strength had been 8,190 personnel total – thereby leaving Albertans short 183 officers across the province.<sup>ii</sup> For years, the Government of Alberta has not been ensuring that officer strength has been met and made little investments in ensuring it. Investments must match the needs



of 2024 and beyond to ensure that future needs can continue to be met as the province encourages and promotes Alberta’s population growth. By the province’s stated ideal personnel strength of 180 police personnel per 100,000 population, 400 more officer personnel are needed, constituting a 5% increase in the current amount of police personnel.

Further, while the Alberta Crime Severity Index has decreased by 9.5%, demonstrating the outstanding work of our Members, calls for service continue to rise. Between 2017 and 2021, calls for service increased by 8%, from 650,080 in 2017 to 701,126 in 2021.<sup>iii</sup> All of these factors indicate that a fully resourced Alberta RCMP continues to be necessary for maintaining this effective response across communities.

Polling conducted by the NPF with Pollara Strategic Insights from September 2023 demonstrated that increasing resources for policing was the top public safety priority for Albertans. Increased resources for policing outranked priorities such as increased response times, increased resources for addressing petty crimes, and increased local autonomy in policing. Continued and sustained investment in the Alberta RCMP is necessary to meet current and future demands.

**2. \$4m in grant funding to support the implementation of policing committees**

Policing committees are a critical function in delivering community-based needs and priorities to those that contract the RCMP as their municipal police service. Through a policing committee, municipal leadership can represent the interests of Council to the officer in charge of the contracted detachment.

Recent changes to the *Police Act* in 2022 have now made it mandatory for municipalities policed by the RCMP to establish their own policing committees, giving them a role in setting policing priorities. Before this, these committees were not mandatory and many communities never established them, creating a disconnect between the RCMP and the community. These committees are another function of local governance and would require that the municipality put yearly funding towards the success of the committee. Many chose not to establish these committees as a way to save money.

The *Police Act* changes establish that communities served by the RCMP with populations over 15,000 must now create their own policing committee. Additionally, communities with populations under 15,000 can choose to be represented by a regional governance body that will make recommendations on policing priorities in the region, or establish their own local policing committee.

While this function should be considered a core component of ensuring municipalities are best able to provide community-based public safety priorities through the RCMP, these committees do not currently receive any investment from the Government of Alberta to support their implementation. The province should fund the creation of these committees for communities over and under

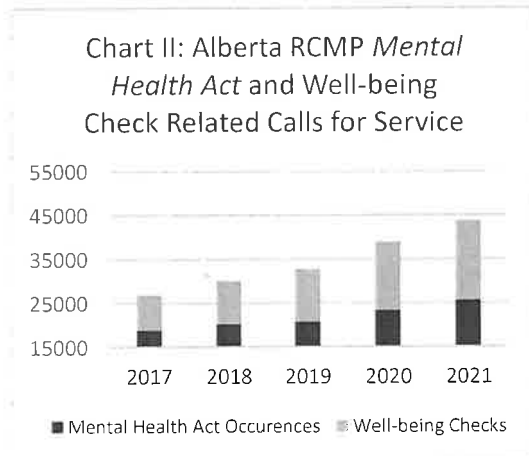
populations of 15,000 who wish to create their own police committee, separate from the regional governance bodies, by providing a commensurate financial investment into these communities.

The Government of Alberta should support the implementation of greater community involvement in their policing services by investing \$4m toward the establishment of policing committees. By investing in municipalities through assisting their launch of these committees, the province can fulsomely demonstrate its commitment to all Albertans having access to policing services that best support their individualized needs.

### **3. \$4m to expand the Regional Police and Crisis Teams in partnership with Alberta Health Services**

The Alberta RCMP have been increasingly called on to fill gaps resulting from significantly decreased funding for mental health and social services. Albertans and our Members want to see more funding for frontline services that help alleviate pressures on vulnerable Canadians and, by extension, the police.

A clear example of this pressure is present in both the increase of mental health calls and well-being checks being done by our Members. In Alberta, from 2017 to 2021, the number of *Mental Health Act* calls and well-being checks have increased by 63% (see Chart II), from a combined total of 26,855 occurrences in 2017 to 43,761 in 2021.<sup>iv</sup> This means that our Members are spending more time responding to those in mental health crises and less time on core policing duties.



Police calls responding to someone in crisis are not always routine and can vary in complexity. The Alberta RCMP has implemented and expanded the Regional Police and Crisis Teams (RPACT) units across Alberta to address a rising number of calls for service associated with the *Mental Health Act*. RPACT is a collaboration between the Alberta RCMP and Alberta Health Services, pairing Members with mental health professionals to provide a fulsome response to *Mental Health Act* related calls. From its launch in 2011, RPACT has since expanded to various detachments across Alberta, inclusive of Red Deer, Grande Prairie, and Airdrie. Recently, the Alberta RCMP announced that RPACT would be expanding to serve Hinton, Athabasca, Gleichen, Wainwright, and High level in addition to Sundre, Rocky Mountain House, Innisfail, Blackfalds, Rimbey, Sylvan Lake, Drayton Valley, Lake Louise, Banff, Canmore, Cochrane, Airdrie rural, Disbury, Olds, Drumheller, Chestermere, Strathmore, St. Paul, and Coaldale.<sup>v</sup>

However, calls for service related to those in crisis are continuing to increase at an alarming rate and more investment into these successful RPACT programs are needed. These investments should be evidence-based and be established in communities who frequently see *Mental Health Act* related calls. Through a total investment of \$4m to expand the RPACTs in Alberta, the province can demonstrate its commitment to providing all Albertans with accessible assistance when they need it.

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<sup>i</sup> December 2019. Municipalities will pay up as Alberta adds 300 RCMP officers to combat rural crime. Available at: <https://www.cbc.ca/news/canada/edmonton/alberta-rcmp-rural-crime-schweitzer-1.5383062>

<sup>ii</sup> Statistics Canada. Police personnel and selected crime statistics. Available at: <https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=3510007601&pickMembers%5B0%5D=1.10&cubeTimeFrame.startYear=2018&cubeTimeFrame.endYear=2022&referencePeriods=20180101%2C20220101>

<sup>iii</sup> Royal Canadian Mounted Police. RCMP Occurrence Report – 2021. Available at: <https://www.rcmp-grc.gc.ca/transparenc/police-info-policieres/calls-appels/occurrence-incident/2021/index-eng.htm>

<sup>iv</sup> Royal Canadian Mounted Police. RCMP Occurrence Report – 2021. Available at: <https://www.rcmp-grc.gc.ca/transparenc/police-info-policieres/calls-appels/occurrence-incident/2021/index-eng.htm>

<sup>v</sup> March 2023. RCMP's Regional Police and Crisis Teams expanding. Available at: <https://www.mountainviewtoday.ca/sundre-news/rcmps-regional-police-and-crisis-teams-expanding-6589661>

**TOWN OF BASHAW  
MONTHLY STATEMENT  
January 31, 2024**

DESCRIPTION	GENERAL ACCOUNT	TERM DEPOSIT	TOTAL
<b>BALANCE AT END OF PREV MONTH</b>	\$ 1,169,702.12	\$ 508,028.04	\$ 1,677,730.16
RECEIPTS FOR THE MONTH	\$ 17,738.05		\$ 17,738.05
ALBERTA DIRECT DEPOSIT	\$ 26,641.71		\$ 26,641.71
VOID	\$ 5,288.13		\$ 5,288.13
<b>CCUBC /ROYAL/ATB /DEBIT- PAYMENTS</b>	\$ 115,189.91		\$ 115,189.91
SERVUS CREDIT UNION - INTEREST	\$ 5,403.77		\$ 5,403.77
TERM INTEREST #47	\$ 1,595.77		\$ 1,595.77
TERM INTEREST #48	\$ 554.65	\$ -	\$ 554.65
TERM DEPOSIT		\$ -	\$ -
TRANSFER FROM GENERAL TO TERM		\$ -	
TRANSFER FROM TERM TO GENERAL	\$ -		\$ -
<b>SUB-TOTAL</b>	\$ 1,342,114.11	\$ 508,028.04	\$ 1,850,142.15
DISBURSEMENTS FOR THE MONTH	\$ 224,062.56		\$ 224,062.56
TRANSFER TO/FROM TERM	\$ -	\$ -	\$ -
<b>BANK ERROR INTEREST</b>			\$ -
			\$ -
<b>DEBIT MACHINE &amp; TRANSACTIONS</b>	\$ 41.46		\$ 41.46
<b>BANK CONFIRMATION FEE</b>	\$ -		
<b>SCHOOL PAYMENT</b>	\$ -		
	\$ -		\$ -
TRANSFER TO RECREATION BRD	\$ -		
<b>BALANCE AT END OF MONTH</b>	\$ 1,118,010.09	\$ 508,028.04	\$ 1,626,038.13
<b>BANK BALANCE AT MONTH END</b>	\$ 1,222,511.89	\$ 508,028.04	\$ 1,730,539.93
OUTSTANDING DAILY DEPOSITS	\$ 246.69		\$ 246.69
OUTSTANDING ONLINE/INTERAC	\$ 5,263.08		\$ -
OUTSTANDING DIR DEPOSITS	\$ -		
<b>SUB-TOTAL</b>	\$ 1,228,021.66	\$ 508,028.04	\$ 1,736,049.70
LESS OUTSTANDING CHEQUES	\$ 110,011.57		\$ 110,011.57
OUTSTANDING AUTO WITHDRAWALS			\$ -
BANK ERROR			
	\$ -		
	\$ -		
			\$ -
<b>BALANCE AT END OF MONTH</b>	\$ 1,118,010.09	\$ 508,028.04	\$ 1,626,038.13

THIS STATEMENT SUBMITTED TO COUNCIL

February 21, 2024

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
TOWN MANAGER

System: 2024-02-06 1:27:28 PM  
User Date: 2024-01-31

Town of Bashaw  
RECONCILIATION POSTING JOURNAL  
Bank Reconciliation

Page: 1  
User ID: Finance

Audit Trail Code: CMADJ00000309  
Chequebook ID: CREDIT UNION  
Description: Credit Union General Account

Bank Statement Ending Balance: \$1,222,511.89  
Bank Statement Ending Date: 2024-01-31  
Cutoff Date: 2024-01-31

Statement Ending Balance	\$1,222,511.89
Outstanding Cheques (-)	\$110,011.57
Deposits in Transit (+)	\$5,509.77
Adjusted Bank Balance	<u>\$1,118,010.09</u>
Chequebook Balance as of Cutoff	\$1,118,010.09
Adjustments	\$0.00
Adjusted Book Balance	<u>\$1,118,010.09</u>
Difference	<u><u>\$0.00</u></u>



CHIEF ADMINISTRATOR'S REPORT  
Submitted for February 21, 2024, Regular Meeting of Council

1. Meetings, training

- January 11, 2024 – Human Resources meeting
- January 12, 2024 – Safety Codes Audit Exit meeting
- January 12, 2024 – Business supports contractor meeting.
- January 17, 2024 – Rural Communities summit - Bashaw
- January 21, 2024 – Water leak reported to CAO.
- January 24, 2024 – Training – Leading Productive Conflict
- January 29, 2024 – CAMA (Canadian Association for Municipal Administrators) meeting.
- February 6, 2024 – Alberta Health Services and Alberta Environment meeting.
- February 7 & 8, 2024 – Auditor at the office
- February 7, 2024 – Alberta Health Services and Alberta Environment meeting.
- February 14, 2024 – Extended Producer training
- February 20 – 23, 2024 – CAO out of the office.

2. Staffing – One staff off on Long Term disability. We currently have two permanent full-time staff. We are seeking full-time staff for a 1-year term position. We have three casual staff that can be called in to assist when Foreman deems necessary.

3. Water Leak

- Discovered on January 21, 2024 – high water volumes from the water treatment plant.
- Staff searched for water leak.
- January 24, 2024 – Boil water advisory issued for dedicated area.
- January 25, 2024 – thought they discovered the location.
- January 26, 2024 – Excavated at the location – failed to find water or damage.
- Search for leak continued. Envirotrace engaged to assist.
- January 29, 2024 – Boil water advisory issued for all of Bashaw.
- February 4, 2024 – Water leak located, near Catholic Church on 51 Street.
- February 5, 2024 – Water Leak repaired.
- February 5, 2024 – lines flushed, water samples collected and delivered to Edmonton.
- February 6, 2024 – Second set of water samples collected and delivered to Edmonton.

- February 8, 2024 – received confirmation from Alberta Health services to lift the Boil Water advisory.
4. Small Community Opportunity Program – No response received regarding this application.
  5. Alberta Municipal Data Sharing Partnership (AMDSP)–Activities are outstanding.
  6. Asset Retirement Obligations – New audit requirement to evaluate all town owned properties for risk factors and plan funding for the retirement of the properties. (e.g., asbestos, other contaminants) Working on cost effective ways to ensure acceptable evaluations for minimal costs – to meet the required standard. Site visits will be arranged to obtain estimates. Additional implementation will involve testing various sites on a staggered basis due to prohibitive costs.
  7. Budget 2024 and water pricing budgets are in process.
  8. Communications – Increased demand for administration for ongoing communications for Water Leak search. January 21 – February 8, 2024. Staff assisted with communications in the following ways:
    - phones calls to residents
    - Voyent Alert
    - Assisting residents to sign up for Voyent Alert
    - Creating posters – put up at the post office.
    - Answering phone calls and providing information.
  9. Ongoing communication and daily operations.
  10. Oversee initial implementation of Tax Recovery process.

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

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

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	February 21, 2024
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.1 Fire Department donations – Transfer to Reserve

**Background/Proposal:**

The town of Bashaw received donations in 2023 to the Fire Department. The total donations were \$5,000.00.

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

A discussion occurred with the Fire Chief and he agrees to place the funds in the restricted for operating Fire reserve, would be beneficial.

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

Donations from Ember \$3,000.00 and Thrift Store \$ 2,000.00.

**Applicable Legislation:**

MGA – Section 250 – Authorized investments.

**Recommended Action:**

MOVED BY \_\_\_\_\_ to transfer \$5, 000.00 from the operating account into the Restricted for operating Fire reserve.

**Community Engagement Consideration:**

Administration is willing to proceed upon council request.

**Discussion Result:**

Additional research Requested:

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	February 21, 2024
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.2 Fire Department – Wildland/Field Truck Request

**Background/Proposal:**

2024 is starting out as a drought-concerning year. In preparation for possible fires, the Chief had requested consideration for purchasing a crew cab truck.

It would be a 1 -ton crew cab, they are obtaining pricing. It would have a water tank on the back and be maneuverable through pastures, etc.

Storing the unit may be a challenge. The fire department does not have room to fit the unit. Foreman Taylor thought he may be able to find space within the public works shop.

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

The truck idea came forward as a request from the Bashaw Fire Department.

We are unsure if council would prefer the town to own the unit, or if we would request that the regional partners purchase the unit within the Regional Fire Agreement.

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

Town of Bashaw has \$50, 615.76 – Motor Vehicle Billing funds that are in escrow with Camrose County.

\$19, 656.00 in the Reserve mentioned in previous RFD, the Fire operating reserve.

**Applicable Legislation:**

MGA 242, 245 – Operating and Capital Budgets.

**Recommended Action:**

MOVED BY \_\_\_\_\_ to approve purchasing a 1 -ton Crew cab for a Wildland Field truck for the Bashaw Fire Department; funds to be accessed from funds held in reserve from the Motor Vehicle calls as per Memorandum of Understanding with Camrose County.

Or motion of Council creation.

**Community Engagement Consideration:**

Administration is willing to proceed upon council request.

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

**Discussion Result:**

Additional research Requested: