



**REGULAR MEETING OF COUNCIL
A G E N D A
Wednesday, April 5, 2023, 6:00 pm
Council Chambers & Zoom Access**

1. CALL TO ORDER

Closed Meeting of Council moved to the beginning of the meeting at 6:00 pm.
Regular Public Agenda start at 7:30 pm.

2. ADOPTION OF AGENDA

3. PUBLIC HEARINGS

4. DELEGATIONS

4.1 Mr. and Mrs. Brian Bendfeld – Property Discussion

5. APPROVAL OF MINUTES

5.1 Minutes of the March 16, 2023, Regular Meeting of Council

6. CONSENT AGENDA

6.1 Bashaw Social Centre Financials – December 31, 2022

6.2 Correspondence – Alberta Municipal Affairs – Joint Use & Planning Agreements

7. NEW & UNFINISHED BUSINESS

7.1 Household Hazardous Waste Roundup 2023

7.2 Bashaw Cemetery Contracting Discussion

7.3 Intermunicipal Collaboration Framework Review

7.4 Safety Codes Contract

7.5 Policy 12.60 Social Media

7.6 Policy 12.70 Proclamations/Letters of Support/Recognition Policy

7.7 Policy 12.80 Communication Policy

8. COMMITTEE REPORTS – action to be considered

9. CORRESPONDENCE ITEMS – Action to be considered

10. CLOSED MEETING OF COUNCIL

10.1 Legal – Lawsuit – FOIP Section 27

10.2 Personnel – Staff – FOIP Section 24

11. NOTICES OF MOTION

12. NEXT MEETING:

April Meeting Dates – April 19, 2023 – 6:00 pm

Discuss meeting date changes to include the 2022 Financial Audit.

13. ADJOURNMENT

Brian and Amy Bendfeld

NE4-42-21w4m

Box 5 Bashaw AB

TOB OH0

780-781-8099



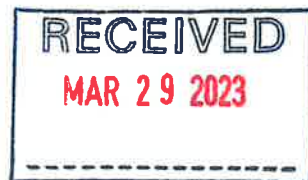
Dear Bashaw town council,

We are interested in sitting in on your next town council meeting April 5/23 to discuss a few things about our property within the town limits.

- 1- Property Taxes
- 2- Address
- 3- Subdivision
- 4- Rezoning

Sincerely ,

Brian and Amy Bendfeld





**REGULAR MEETING OF COUNCIL
MINUTES**

Thursday, March 16, 2023 @ 6:00 pm.

Blended Meeting: Council Chambers & Zoom Electronic Conference

In Person: CAO Fuller (5:30 pm), Mayor McDonald (5:45 pm), Deputy Mayor Orom (5:50 pm), and Councillor Northey (5:57 pm), Foreman Patrick Taylor (5:48 pm)

Zoom Connection: Councillor Gust (6:00 pm)

Public Zoom: Crystal Ramstad, Twyla – Zoom opened to the public at 6:00 pm.

Recording Secretary: Theresa Fuller

Absent: Councillor McIntosh with notice

Press: Stu Salkeld - By Zoom

Public: None - all connected by Zoom

1. CALL TO ORDER by Mayor McDonald at 6:00 pm.

2. ADOPTION OF AGENDA

MOVED by Councillor Northey to approve the March 16, 2023, Regular Meeting of Council Agenda with the addition of 10.1 Legal- Municipal Agreement- FOIP 23.

MOTION #055-2023

CARRIED

3. PUBLIC HEARINGS - none

4. DELEGATIONS - none

5. APPROVAL OF MINUTES

5.1 Minutes of the March 1, 2023, Regular Meeting of Council

MOVED by Deputy Mayor Orom to approve the minutes of March 1, 2023, Regular Meeting of Council.

MOTION #056-2023

CARRIED

6. CONSENT AGENDA

6.1 Correspondence – Alberta Municipal Affairs Budget 2023

6.2 Council Committee Reports

6.3 Town of Bashaw February 28, 2023, Monthly Statement

6.4 Public Works Report

6.5 CAO Report

MOVED by Councillor Northey to accept the March 16, 2023, Consent Agenda as presented.

MOTION #057-2023

CARRIED

7. NEW & UNFINISHED BUSINESS

7.1 Bylaw # 821 – 2023 – Update Wastewater Disposal fee.

MOVED by Councillor Northey to proceed with second reading of Bylaw 821-2023 to provide updated Wastewater disposal fees, amending bylaw 683-2004 Bylaw to provide for the establishment of effluent, domestic and commercial/industrial wastewater disposal services.

MOTION #058-2023

CARRIED

MOVED by Councillor Gust to approve third and final reading of Bylaw 821-2023 to provide updated Wastewater disposal fees, amending bylaw 683-2004 Bylaw to provide for the establishment of effluent, domestic and commercial/industrial wastewater disposal services.

MOTION #059-2023

CARRIED

7.2 Household and Hazardous Waste Roundup 2023

Report shared as information.

7.3 Municipal Sustainability Initiative Operating Grant 2023

MOVED by Deputy Mayor Orom to approve the 2023 Municipal Sustainability Initiative Operating grant listing as follows, General Administration \$21,738.50, Municipal Buildings & Facilities \$ 24,071.95, Libraries \$ 15,623.75, Public Security and Safety \$ 73,055.75, and Public Transit \$5,000.00, for a total of \$ 139,489.95.

MOTION #060-2023

CARRIED.

7.4 2023 Operating Budget Draft – Unaudited Actuals

Council discussed the budget draft. Administration mentioned there are still adjustments to be made.

7.5 Signing Authority Changes

MOVED by Councillor Northey to remove Natasha Larkin from signing authority for the Town of Bashaw.

MOTION #061-2023

CARRIED.

MOVED by Councillor Gust that the approved signing authority for the Town of Bashaw include Municipal Treasurer, Darlene Tucker; the requirement for two signatures, one council member and administration staff are to be on each cheque; is still required.

MOTION #062-2023

CARRIED.

MOVED by Deputy Mayor Orom in the absence of CAO Theresa Fuller, Municipal Treasurer Darlene Tucker, is approved as a designated officer for the town of Bashaw.

MOTION #063-2023

CARRIED.

7.6 Bashaw Municipal – Motions and Approval of Financial Reviewer

MOVED by Deputy Mayor Orom to appoint Margaret Young to the Bashaw Library Board effective March 16, 2023, for her third three-year term.

MOTION #064-2023

CARRIED

MOVED by Councillor Northey to appoint Joanne Schoff to the Bashaw Library Board effective March 16, 2023, for her third three-year term.

MOTION #065-2023

CARRIED

MOVED by Councillor Gust to appoint Rob McDonald to the Bashaw Library Board effective March 16, 2023, for his third three-year term.

MOTION #066-2023

CARRIED

Mayor McDonald left the meeting due to a pecuniary interest at 6:19pm.

MOVED by Councillor Northey to approve Liane McDonald as the financial reviewer, as per section 9b of the Library Act.

MOTION #067-2023

CARRIED

Mayor McDonald returned at 6:20pm.

8. COMMITTEE REPORTS – None.

9. CORRESPONDENCE ITEMS – None.

MOVED by Councillor Northey to move into Closed Meeting of Council for item 10.1 – Legal – Municipal Agreement – FOIP 23 at 6:20 pm.

MOTION #68-2023

CARRIED

10. CLOSED MEETING OF COUNCIL

10.1 Legal – Municipal Agreement – FOIP 23

MOVED by Councillor Northey to move out of Closed Meeting of Council at 6:43 pm.

MOTION #069-2023

CARRIED

MOVED by Mayor McDonald to direct administration to generate a letter requesting to meet with Camrose County Reeve, Cindy Trautman regarding the Regional Fire Services Coordinator Agreement and the Intermunicipal Collaboration Framework.

MOTION #070-2023

CARRIED

11. NOTICE OF MOTION – none presented.

12. NEXT MEETING: April 5 & 19, 2023 – 6:00pm in Council Chambers

13. ADJOURNMENT – Councillor Gust at 6:45 pm.

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

BASHAW SOCIAL CENTRE MANAGEMENT BOARD

Income Statement 2022-01-01 to 2022-12-31

REVENUE

Sales Revenue	
Rental income	12,910.00
Donations	6,000.00
Misc Income	0.11
Bank Interest	0.00
Total Revenues	<u>18,910.11</u>

TOTAL REVENUE 18,910.11

EXPENSE

General & Administrative Expe...		
Accounting & Legal		200.00
Advertising & Promotions		131.51
Insurance		0.00
Interest & Bank Charges		0.00
Janitorial Services		10,000.00
Office Supplies		0.00
Miscellaneous Expenses		448.95
Repair & Maintenance		84.00
Telephone		0.00
Power	8,120.00	
Rebate re Gas & Power	-150.00	
Natural Gas	6,131.23	
Water & Sewer	1,502.61	
Total Utilities		<u>15,603.84</u>
General Supplies		973.36
Total General & Admin. Expen...		<u>27,441.66</u>

TOTAL EXPENSE 27,441.66

NET INCOME -8,531.55

BASHAW SOCIAL CENTRE MANAGEMENT BOARD

Balance Sheet As at 2022-12-31

ASSET

Current Assets

Petty Cash	0.00	
Bashaw Community Hall Board	15,859.52	
BCHB Common Shares	1.44	
Bashaw Social Centre Man. Bo...	1,629.47	
BSCMB Common Shares	1.29	
Total Cash		17,491.72
Accounts Receivable	0.00	
Total Receivable		0.00
Total Current Assets		17,491.72

TOTAL ASSET

17,491.72

LIABILITY

Current Liabilities

Accounts Payable	0.00
Damage Deposits	-500.00
GST Paid on Purchases	0.00
Total Current Liabilities	-500.00

TOTAL LIABILITY

-500.00

EQUITY

Owners Equity

Retained Earnings - Previous Year	26,523.27
Current Earnings	-8,531.55
Total Owners Equity	17,991.72

TOTAL EQUITY

17,991.72

LIABILITIES AND EQUITY

17,491.72

BASHAW SOCIAL CENTRE MANAGEMENT BOARD

Income Statement 2023-01-01 to 2023-03-31

REVENUE

Sales Revenue	
Rental income	5,075.00
Donations	0.00
Misc Income	0.00
Bank Interest	0.00
Total Revenues	<u>5,075.00</u>

TOTAL REVENUE 5,075.00

EXPENSE

General & Administrative Expe...		
Accounting & Legal		0.00
Advertising & Promotions		0.00
Insurance		0.00
Interest & Bank Charges		0.00
Janitorial Services		2,000.00
Office Supplies		0.00
Miscellaneous Expenses		0.00
Repair & Maintenance		0.00
Telephone		0.00
Power	1,471.72	
Rebate re Gas & Power	-62.50	
Natural Gas	1,637.86	
Water & Sewer	772.31	
Total Utilities		<u>3,819.39</u>
General Supplies		86.38
Total General & Admin. Expen...		<u>5,905.77</u>

TOTAL EXPENSE 5,905.77

NET INCOME -830.77

BASHAW SOCIAL CENTRE MANAGEMENT BOARD

Balance Sheet As at 2023-03-31

ASSET

Current Assets		
Petty Cash	0.00	
Bashaw Community Hall Board	16,028.75	
BCHB Common Shares	1.44	
Bashaw Social Centre Man. Bo...	1,629.47	
BSCMB Common Shares	1.29	
Total Cash		17,660.95
Accounts Receivable	0.00	
Total Receivable		0.00
Total Current Assets		17,660.95
TOTAL ASSET		17,660.95

LIABILITY

Current Liabilities		
Accounts Payable		0.00
Damage Deposits		1,500.00
GST Paid on Purchases		0.00
Total Current Liabilities		1,500.00
TOTAL LIABILITY		1,500.00

EQUITY

Owners Equity		
Retained Earnings - Previous Year		16,991.72
Current Earnings		-830.77
Total Owners Equity		16,160.95
TOTAL EQUITY		16,160.95
LIABILITIES AND EQUITY		17,660.95



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Shaw*

RECEIVED

MAR 29 2023

AR110902

Dear Chief Elected Official:

Joint use and planning agreements (JUPAs) between municipalities and school boards operating within municipal boundaries enable the integrated and long-term planning and use of school sites on municipal reserve, school reserve, and municipal and school reserve lands.

On June 10, 2020, Section 670.1 of the *Municipal Government Act* was proclaimed, setting the deadline for municipalities to complete these agreements with the applicable school boards by June 10, 2023.

The ministries of Municipal Affairs and Education have heard from municipalities and school boards about the challenges of meeting this deadline. My colleague, the Honourable Adriana LaGrange, Minister of Education, and I have agreed to extend the deadline for municipalities and school boards to June 10, 2025, to provide sufficient time to complete these agreements.

In addition to this extension granted as per Ministerial Order No. MSD:013/23, the Ministry of Municipal Affairs can provide additional supports to municipalities to assist with the development of these agreements. Questions regarding JUPAs can be directed to a planning advisor at ma.advisory@gov.ab.ca, or toll-free by first dialing 310-0000, then 780-427-2225. Should municipalities require support to mediate discussions with school boards, please email municipalcollaboration@gov.ab.ca or call the number above for more information.

Sincerely,

Rebecca Schulz
Minister

Attachment: Ministerial Order No. MSD:013/23

cc: Honourable Adriana LaGrange, Minister of Education

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	April 5, 2023
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.1 Household Hazardous Waste Roundup 2023

Background/Proposal:

The Town of Bashaw provides a Household Hazardous Waste Roundup every second year. In 2021 the town hosted a roundup, and the processing fee was \$4,266.15. We were planning to host another event this year, however we received 2023 processing fee at a total of \$ 7, 131.00. The quote was based on the volume of product processed in 2021.

Discussion/Options/Benefits/Disadvantages:

This information was presented on the March 1, 2023 – Regular Meeting of Council. Council requested administration contact Camrose County to explore the opportunity to partner for the costs on the Household Hazardous Waste Roundup.

Attached is their response. They will provide \$1000.00 contribution.

Costs/Source of Funding (if applicable)

The full cost of hosting the event would be funded through tax dollars. This program has been historically accessible to anyone residing within the Bashaw area to drop items off. We do not have a breakdown as to how much product was submitted by Bashaw residents, vs Camrose County residents.

Applicable Legislation:

Household Hazardous Waste programs remain a voluntary program.
<https://www.albertarecycling.ca/programs/household-hazardous-waste/>
MGA – does not appear to list any municipal requirements for HHW programs.

Recommended Action:

If council would like to proceed with the 2023 Household Hazardous Waste Roundup; a motion is not required. We currently have the expenses built into the budget.

Administration will be recommending to public works to track the source of the product as it is collected.

If council would like to cancel the event and arrange for residents to deliver the product to Camrose Centra Cam; that would require a motion.

Community Engagement Consideration:

Administration is willing to proceed upon council request.

Discussion Result:

Additional research Requested:



Town of Bashaw
c/o CAO Theresa Fuller
5011 52 Ave
Box 510
Bashaw, AB T0B 0H0

March 29, 2023

Dear Theresa,

RE: Town of Bashaw – Hazardous Waste Round-Up

I am pleased to inform you that the following motion was passed at the Regular Council meeting on March 28th.

D. LYSENG - That Council authorize a contribution to the Town of Bashaw for County resident participation in the Spring 2023 Hazardous Waste Round -Up in Bashaw in the amount of \$1000.00 with funds to come from the 2023 waste transfer operating budget. CARRIED.

A cheque will be issued to the Town of Bashaw in April.

Sincerely,

A handwritten signature in black ink, appearing to read 'Teresa Gratrix', with a large, sweeping flourish at the end.

Teresa Gratrix,
Assistant CAO
Camrose County

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	April 5, 2023
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.2 Cemetery – Contract out Grass Cutting

Background/Proposal:

Public works staff and summer students cut the grass regularly at the Town of Bashaw Cemetery.

This park space requires substantial time and resources to maintain.

A discussion regarding staff continuing to maintain the space or contracting out the grass cutting; or possibly volunteer alternatives is valuable.

Discussion/Options/Benefits/Disadvantages:

Last year the cemetery received around \$5,842.00 of revenue. This is a combination of plot purchases and donations. The total expenses amounted to \$ 9,340.00. The cemetery maintenance is typically offset by tax dollars. (-\$3,498.00)

Option 1 – Continue funding the resources of staff and equipment within the Town Operating budget to cut the grass and maintain the Town of Bashaw Cemetery.

Option 2 – Tender it out for a contractor to do, reduce staffing to accommodate the cost of the tender within the Town Operating Budget.

Option 3 – Consider soliciting for volunteers to maintain and complete the grass cutting for the full season.

Costs/Source of Funding (if applicable)

Cemetery plot purchases, donations, and Town Operating Budget

Applicable Legislation:

Municipal Government Act; 242-246, 248.1

Community Engagement Consideration:

Administration is willing to proceed as council requests.

Recommended Action:

Administration recommends the following motion:

MOVED BY _____ to continue funding the resources of staff and equipment within the Town Operating budget to cut the grass and maintain the Town of Bashaw Cemetery.

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

Discussion Result:

Additional research Requested:

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

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	April 5, 2023
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.3 Intermunicipal Collaboration Framework Review

Background/Proposal:

The Town of Bashaw participates in an Intermunicipal Collaboration Framework with Camrose County. The framework is recommended to be reviewed every 5 years or sooner as per Section 1.3 of Bylaw Town of Bashaw Bylaw 783-2018.

Discussion/Options/Benefits/Disadvantages:

Council is to review the document and note any changes they would like to consider.

As per section 3.1.2 the generation of joint committee known as the Intermunicipal Committee consisting of four members, being two Councillors from each municipality, and Chief Administrative Officer and/or designate from each municipality will serve as advisory staff to the committee.

Council has discussed changes to the Regional Fire Services Coordinator position, and therefore may want to consider proceeding with a Joint Committee meeting.

Request to meet have been forwarded to Camrose County. As per Motion 070-2023 on March 16, 2023; a letter was generated requesting to meet with Camrose County Reeve.

On March 29, 2023, Correspondence from CAO Paul King was received as attached.

Costs/Source of Funding (if applicable)

Annual Operating Budget

Applicable Legislation:

Municipal Government Act – 242 – 246, 248.1

Community Engagement Consideration:

Administration is willing to proceed as council requests.

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

Recommended Action:

Administration recommends passing the following motion, and adding any additional discussion items of their preference;

MOVED BY _____ to direct administration to contact Camrose County to arrange an Intermunicipal Committee meeting to discuss the Intermunicipal Collaboration Framework, including changes to the Regional Fire Services Coordinator position, and _____. (insert any other aspects council would like to discuss).

Discussion Result:

Additional research Requested:



March 29, 2023

Town of Bashaw
Box 510
Bashaw, AB T0B 0H0

Attention: Theresa Fuller, CAO

Sent by: e-mail
cao@townofbashaw.com

RE: Intermunicipal Collaboration Framework (ICF) dated December 11, 2018

Theresa,

Camrose County Council had an opportunity to review the ICF between the Town of Bashaw and Camrose County at its regular meeting March 14, 2023. After discussion Camrose County Council has approved the following resolution:

C. BERGSTROM - That Camrose County Council mutually agree with the Town of Bashaw that there are no issues that need discussion as part of the renewal for the Intermunicipal Collaboration Agreements originally dated December 11, 2018.

Unless there are specific issues from the Village, Camrose County is agreeable to the ICF remaining in place as is, as always subject to informal review as required, for and additional five years before formal review is again required.

Please provide confirmation of the Villages review as it becomes available.

Best Regards,

Paul King, P.Ag. CAO
Camrose County
e: pking@county.camrose.ab.ca



Intermunicipal Collaboration Framework

Between

Camrose County

and the

Town of Bashaw

December 2018

Bylaw No. 1423 for Camrose County

Bylaw No. 783-2018 for the Town of Bashaw

1. TERM AND REVIEW

- 1.1. In accordance with the *Municipal Government Act*, this intermunicipal collaboration framework shall come into force on final passing of matching bylaws that contain the framework by both municipalities.
- 1.2. This framework may be amended by mutual consent of both municipalities unless specified otherwise in this framework.
- 1.3. In accordance with the *Municipal Government Act*, this intermunicipal collaboration framework must be reviewed once every five years, or sooner if requested by either municipality.

2. INTERMUNICIPAL COOPERATION

- 2.1. This intermunicipal collaboration framework identifies the services provided by each municipality, the services which are best provided on an intermunicipal basis, and how services to be provided on an intermunicipal basis will be delivered and funded.
- 2.2. The municipalities agree to equitable service delivery. Where shared services are provided, residents and ratepayers of both municipalities will be afforded, as far as practical, the same services at the same costs, including user fees for the services provided by either municipality.

3. INTERMUNICIPAL COMMITTEE

- 3.1. The municipalities agree to create a joint committee known as the Intermunicipal Committee.
 - 3.1.1. The Committee will meet on an “as required” basis and will develop recommendations to the Councils on matters of intermunicipal strategic direction and cooperation affecting County and Town residents and ratepayers, including at a minimum:
 - 3.1.1.1. long-term strategic growth plans as may be reflected in the Intermunicipal Development Plan, Municipal Development Plans, Area Structure Plans or other growth plans, strategic plans or studies;

- 3.1.1.2. intermunicipal and regional transportation issues, including transportation and utility corridors and truck routes;
- 3.1.1.3. prompt circulation and review of major land use, subdivision and development proposals in either municipality which may impact the other municipality;
- 3.1.1.4. the review of intermunicipal or multi-jurisdictional issues in lieu of a regional planning system;
- 3.1.1.5. periodic review of this Intermunicipal Collaboration Framework as required under 1.3;
- 3.1.1.6. periodic review of the Intermunicipal Development Plan as required under 4.2, and;
- 3.1.1.7. existing shared intermunicipal services, or the potential for new shared intermunicipal services.

3.1.2. The Committee shall consist of four members, being two Councillors from each municipality.

3.1.3. The Chief Administrative Officer, and/or designate from each municipality will serve as advisory staff to the Committee, be responsible to provide background information and recommendations on all matters before the Committee, prepare agendas, record the recommendations of the Committee, and for forwarding all recommendations from the Committee to their respective Councils.

4. INTERMUNICIPAL DEVELOPMENT PLAN

4.1. The municipalities have adopted an Intermunicipal Development Plan, by bylaw, in accordance with the *Municipal Government Act*.

4.2. The Intermunicipal Development Plan will be reviewed a minimum of every five years, at the request of one or both of the municipalities, or in conjunction with the review of the Intermunicipal Collaborative Framework.

5. FRAMEWORK FOR MUNICIPAL SERVICES

Both municipalities have reviewed the services offered to ratepayers. Each municipality will continue to provide the following services to their residents and ratepayers independently using internal forces or contracted services:

5.1. Camrose County

- 5.1.1. Municipal Administration
 - Financial Management
 - Purchasing/Procurement Services
 - HR Services
 - Information Technology
 - Assessment Services

- 5.1.2. Transportation Services
 - Roadway and Right-of-Way Maintenance
 - Bridge and Culvert Maintenance

- 5.1.3. Water and Wastewater
 - Water supply is provided to some areas of the County through various agreements, water commissions, or County maintained wells
 - Water storage is provided in some areas of the County through various water commissions or County forces
 - Water distribution is provided to some areas of the County through various agreements, water commissions or by County forces.
 - Wastewater collection is provided in some areas of the County
 - Wastewater treatment is provided in some areas of the County by agreement or by County forces

- 5.1.4. Solid Waste
 - Transfer Stations
 - Recycling stations

- 5.1.5. Emergency and Protective Services
 - Peace Officer Services
 - Animal Control - provided by third party contractor as required
 - Policing Services are provided by the RCMP
 - Emergency Management

- 5.1.6. Agricultural Services
 - Crop Management
 - Pest and Disease Control
 - Seed Cleaning Plant
 - Trees and Horticulture
 - Weed Control
 - Turf Management
 - Extension (Educational Programs)

5.2. The Town of Bashaw

5.2.1. Municipal Administration

- Financial Management
- Purchasing/Procurement Services
- HR Services
- Information Technology
- Assessment Services – provided by third party under contract

5.2.2. Transportation Services

- Roadway and Right-of-Way Maintenance
- Public Transit provided by the Bashaw Bus Society
- Municipal Airport

5.2.3. Water and Wastewater

- Water supply is provided under agreement by the Highway 12/21 Water Services Commission of which the Town of Bashaw is a member.
- Water Storage and Distribution
- Wastewater Collection
- Wastewater Treatment
- Storm Water Collection

5.2.4. Solid Waste

- Waste Disposal - provided under agreement with the West Dried Meat Lake Regional Landfill Authority on a fee-for-service basis
- Residential and Commercial Curb side Waste Collection provided under agreement by third party contractor

5.2.5. Emergency and Protective Services

- Bylaw Enforcement – provided under agreement by Camrose County as a contracted service
- Animal Control – provided by third party contractor, as required.
- Police Services - provided by the RCMP
- Emergency Management

5.3. Shared Services

The Municipalities have a history of intermunicipal collaboration by providing shared services. The following shared services are provided directly or indirectly to their residents and ratepayers:

5.3.1. Emergency and Protective Services

5.3.1.1. Fire Service

Fire Services are provided on a regional, shared service basis, to the Bashaw Fire District, within the County, which includes the Town of Bashaw, by the Bashaw Fire Department, under an agreement between the Town of Bashaw, Camrose County, Ponoka County and Lacombe County.

- a. The Town of Bashaw is the lead municipality.
- b. The funding of the Fire Service is provided by shared municipal contributions and user fees as specified by the agreement.

5.3.1.2. Fire Service Coordinator

Fire Services Coordinator is provided by Camrose County to the Town of Bashaw and other municipal partners within the County. The Fire Services Coordinator provides expert technical, educational and administrative support to the Fire Chiefs and Fire Brigades, specialist advice to participating member municipal Councils, and is responsible for the coordination of a uniform and integrated team of Fire Brigades, each possessing an absolute and uncompromised identity.

- a. Camrose County is the lead municipality.
- b. The funding of the Fire Service coordinator is shared by all of the participating municipalities based on the Fire Services Coordinator agreement.

5.3.2. Community Services

Family and Community Support Services

The Town of Bashaw is a partner in an agreement with the Province for the provision of Bashaw and District Support Services (BDSS), one of several hundred programs facilitated by the province under Family and Community Support Services (FCSS) which operates under the Ministry of Community and Social Services as mandated by the Family and Community Support Services Act and Regulations. BDSS is a shared

service for the residents of the Town of Bashaw and the surrounding region of the County.

- a. The Town of Bashaw is the lead municipality.
- b. Funding from the Town of Bashaw is regulated by the province, with the province and the Town contributing funding based on a formula established in the agreement.
- c. Camrose County contributes funding based on a formula established in a Memorandum of Understanding between the Town and Camrose County.

5.3.3. Recreation Services

Many recreational facilities and opportunities are provided within both the municipalities, including Campgrounds, Parks, Environmental Reserves, Playgrounds, Sports Fields, Arenas, Curling Rinks, Golf Courses and Community Centres. These facilities are available to be used by residents and ratepayers of the County and the Town on an equal access basis.

- a. In general, the County is the lead municipality for facilities located within the County and the Town is the lead municipality for facilities within the Town; however, in some cases the lead is taken by organizations such as an Agricultural Society or Recreation Society rather than the municipality.
- b. Funding of these facilities is provided by a combination of:
 - user fees;
 - municipal contributions established by agreement;
 - municipal contributions based on requests from organizations;
 - fundraising by organizations; and
 - grants.

5.4. The municipalities acknowledge that in addition to the shared service agreements in place between the municipalities, they each have independent agreements with other regional partners.

5.5. The municipalities have reviewed the aforementioned existing agreements and have determined that these are the most appropriate municipal services to be conducted in a shared manner.

6. FUTURE PROJECTS, SHARED SERVICES AND AGREEMENTS

- 6.1. In the event that either municipality initiates the development of a new project or service that may require a new cost-sharing agreement, the initiating municipality will provide notice to the other municipality in writing.
- 6.2. The initial notification will include a general description of the project, estimated costs and timing of expenditures. The receiving municipality will advise the initiating municipality if they support or object in principle to providing funding for the project and provide reasons.
- 6.3. The Intermunicipal Committee will meet to discuss the project within 30 days, if requested by either municipality, and may schedule subsequent meetings as needed.
- 6.4. The following criteria will be used when assessing the desirability of funding of new projects or services:
 - 6.4.1. the relationship of the proposed project or service to the Intermunicipal Development Plan and to any other municipal planning document prepared and adopted by either municipality;
 - 6.4.2. the level of community support;
 - 6.4.3. the nature of the project or service;
 - 6.4.4. the demonstrated effort by volunteers to support, raise funds or obtain grants for the project or service;
 - 6.4.5. the projected ongoing operating costs related to the project or service;
 - 6.4.6. the municipal debt limit of either municipality; and
 - 6.4.7. the projected use and benefit of the project or service to the residents and ratepayers of both municipalities.
- 6.5. Where the initiating municipality is considering the development of a new capital project which will require a capital contribution and an on-going operational cost contribution from the other municipality, the capital contribution to the project will be negotiated independently of the negotiation for any new or updated cost sharing agreement between the municipalities for the on-going operational costs related to the project.
- 6.6. The Intermunicipal Committee will review, and negotiate, the terms related to the project or new shared service, including the cost sharing arrangement of the project or service. The Intermunicipal Committee will provide a recommendation for approval to the councils of the partner municipalities.
- 6.7. In the event that the Intermunicipal Committee or municipal councils are unable to reach an agreement, within 90 days, and do not jointly agree to extend the time period, then any unresolved issues shall be dealt with through the dispute resolution process as referenced in this bylaw. If urgency is needed, the initiating municipality must note this

in the initial notice, and the receiving municipality will make best efforts to accommodate a compressed timeframe.

7. IMPLEMENTATION PLAN

- 7.1. Any change to the shared services provided by the municipalities will include a schedule for implementation of the change. This will include the following:
 - 7.1.1. the start date that the change will take effect;
 - 7.1.2. a plan to phase out the existing service delivery and to initiate the new service delivery methods;
 - 7.1.3. a plan for the phasing in or out of cost sharing, or other arrangements;
 - 7.1.4. a review date to evaluate the efficiency of the shared service delivery and funding strategy.

8. DISPUTE RESOLUTION

- 8.1. If any dispute arises between the parties regarding the interpretation, implementation or application of any agreement identified in this Framework, including the Intermunicipal Development Plan, or any alleged contravention of this Framework or IDP, the dispute will be resolved through the process and provisions outlined in the “Model Default Dispute Resolution Provisions” Schedule of the Intermunicipal Collaboration Framework Regulation AR 191/2017 and the *Municipal Government Act*, as amended from time to time.
- 8.2. The dispute resolution process will include negotiation, mediation, and arbitration as progressive steps available to the parties in their efforts to resolve a dispute. If a dispute proceeds to arbitration, the arbitrator’s order will be considered final and binding upon the parties, subject to a judicial review on a question of jurisdiction only.
- 8.3. The municipalities are committed to resolving any disputes in a timely, non-adversarial, and cost-effective manner.
- 8.4. If the municipalities become involved in a dispute resolution process, they each shall continue to perform their obligations described in this Framework until the dispute resolution process is complete, and subsequently, will comply with the agreed resolution or arbitration order.
- 8.5. Upon the issuance of an arbitrator’s order, or upon a negotiated or mediated agreement, both municipalities will promptly update their respective intermunicipal collaboration

framework and/or intermunicipal development plan to reflect any necessary changes, including an implementation plan.

9. CORRESPONDENCE

9.1. Notices related to this bylaw or any related agreement may be sent in written or electronic form and shall be addressed as follows:

9.1.1. Notices to Camrose County:

**Camrose County
c/o Chief Administrative Officer
3755 - 43 Avenue
Camrose, Alberta T4V 3S8
county@camrose.county.ab.ca**

9.1.2. Notices to the Town of Bashaw:

**Town of Bashaw
c/o Chief Administrative Officer
5011 - 52 Ave., Box 510
Bashaw Alberta, T0B 0H0
admin@townofbashaw.com**

9.1.3. Where the municipal address or primary contact email listed in 9.1.1 or 9.1.2 has changed, the notice shall be provided to the current municipal address, or primary contact email of the respective municipality.

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

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	April 5, 2023
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.4. Safety Codes Contract

Background/Proposal:

The town of Bashaw continues to be Safety Codes Accredited. We contract out the services to the Inspections Group Inc. The agreement has been in place since 2019 and was extended by one year; the renewal is due July 31, 2023.

The town and the Inspections Group have mutually agreed on the associated fees. As part of the contract the applications and corresponding fees are collected by the Inspections Group Inc.; within the fees they provide direct payment to Alberta Safety codes and remit 30% to the Town of Bashaw.

Chief Administrative Officer, Theresa Fuller continues to be the Quality Management Plan Manager annually completing the internal audits and submits information to Alberta Safety Codes Council. The service is believed to be satisfactory as per the reviews. Resident feedback on the service is minimal, no issues exist; that we have been informed of. The Inspections Group Inc. continues to be responsive and provides quality service.

Discussion/Options/Benefits/Disadvantages:

This item has been brought forward to determine if council would like to remain with the Inspections group Inc. or consider tendering the service.

Costs/Source of Funding (if applicable)

Fee for service. Applicants pay for the service.

Applicable Legislation:

Alberta Safety Codes Act
Bylaw 790-2019

Community Engagement Consideration:

Administration is willing to proceed as council requests.

Recommended Action:

Administration has no challenges; and has been satisfied with the Inspections Group Inc. service. Administration would recommend passing the following motion:

MOVED BY _____ to approve renewing the Service Agreement with The Inspections Group Inc. and the Town of Bashaw for a three (3) year term.

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

Discussion Result:

Additional research Requested:



BY-LAW # 790 - 2019

**A BY-LAW OF THE TOWN OF BASHAW
IN THE PROVINCE OF ALBERTA
"SAFETY CODES SERVICES PERMIT BYLAW"**

- A BYLAW** of the Town of Bashaw, in the Province of Alberta, being a Safety Codes Services Permit Bylaw, regulating the form, content and costs of Permits for the use, occupancy, relocation, construction, or demolition of buildings and any work done to an electrical, plumbing, and private septic system, or gas installation on required projects.
- WHEREAS** by the authority of the Safety Codes Act, RSA 2000, c. S-1, the Town of Bashaw has been designated an Accredited Municipality in the Building, Electrical, Plumbing, Fire and Gas disciplines under the Safety Codes Act.
- AND WHEREAS** pursuant to the Safety Codes Act, the Town of Bashaw may make Bylaws respecting the carrying out of its powers and duties as an Accredited Municipality and respecting fees charged for Permits issued or Services provided pursuant to the Safety Codes Act Regulations and Guidelines.
- AND WHEREAS** the Municipal Government Act, RSA 2000, c. S-1 as amended or repealed and replaced from time to time authorizes the Council of the Town of Bashaw to pass Bylaws with respect to the safety, health, and welfare of people, the protection of people and property, and the enforcement of Bylaws within the Town of Bashaw.
- NOW THEREFORE** the Municipal Council of the Town of Bashaw, in the province of Alberta, duly assembled and pursuant to the authority conferred upon it by the Safety Codes Act, Municipal Government Act, Regulations, and Guidelines, hereby enacts as follows:

1. TITLE

This Bylaw shall be cited as the "Safety Codes Services Permit Bylaw."

2. DEFINITIONS

In this Bylaw the following shall mean:

- a. "Act" means the Safety Codes Act, RSA 2000, c. S-1, and amendments thereto.
- b. "Accredited Municipality" means a municipality that is designated as an accredited municipality under the Act.
- c. "Agency" means the company, companies, agency, or agencies contracted to conduct business with or within the Town of Bashaw.
- d. "Applicant" means the Owner of a building or a property or a representative authorized in writing by the Owner who applies for a Permit.
- e. "Application" means the Application for a Permit by the Owner for those Services regulated by the Safety Codes Act and this Bylaw.
- f. "Building Code" means the Alberta Building Code 2006, declared by Order in Council to be in effect in Alberta, and amendments thereto.
- g. "Building Permit" means a Permit issued pursuant to this Act and Bylaw in relation to activities for use, occupancy, relocation, construction, or demolition of buildings;

- h. "Chief Administrative Officer" or "CAO" means the Chief Administrative Officer of the Town as appointed by Council pursuant to Section 205 of the Municipal Government Act, RSA 2000, c. S-1 and amendments thereto or his or her designate.
- i. "Estimated Construction Cost" is the total estimated cost of constructing and finishing a building, excluding furniture and office equipment.
- j. "Owner" includes a lessee, a person in charge, a person who has care and control, and a person who holds out that the person has the powers and authority of Ownership or who, for the time being, exercises the power and authority of Ownership.
- k. "Occupancy Permit" means a Permit issued with respect to the occupancy or use of a building and includes a PSR authorizing occupancy.
- l. "Permit" means a Permit issued pursuant to this Bylaw.
- m. "Partial Permit" means a Permit to proceed with the construction of a part of a building or structure.
- n. "Permit Placard" is an identification card issued to notify the Owner and/or public that a Permit has been issued for the building.
- o. "Plan of Survey" means a plan which establishes surveyed boundaries defining the extent of a person's Ownership, or other rights in land, consisting of a demarcation on the ground of the boundaries of the rights and a legally authorized document depicting the location of the boundaries.
- p. "PSR" means a Permit Services Report provided by the Town or Agency.
- q. "Safety Codes Council" shall mean Alberta Safety Codes Council.
- r. "Safety Codes Officer" means a person appointed as such pursuant to the Safety Codes Act, RSA 2000, c. S-1 and amendments thereto.
- s. "Services" means the functions, duties, tasks, and responsibilities as described in the Act, Regulation, Guidelines, and Quality Management Plan.
- t. "Site" means the physical location of the work that is the subject of the Permit.
- u. "Town" means the Town of Bashaw.
- v. "Quality Management Plan" or "QMP" means Quality Management Plan approved by the Safety Codes Council dated June 14, 2016 and adopted by the Town of Bashaw and amendments thereto.
- w. "QMP Manager" means the person who has been designated by the CAO to administer the Quality Management Plan.
- x. All definitions contained in the Safety Codes Act and the Regulations made pursuant to the Act shall apply in this Bylaw.

3. SCOPE

Pursuant to the Act and the Quality Management Plan, the provisions of this Bylaw shall apply to the administration and enforcement of the Act within the Town of Bashaw for the disciplines of Building, Electrical, Gas, and Plumbing.

4. QMP MANAGER'S POWERS AND DUTIES

The QMP Manager is hereby authorized to:

- a. Enforce all provisions of this Bylaw, the Quality Management Plan, and the Act in accordance with the Safety Codes Officer's specific designation(s) of discipline.

5. POWERS AND DUTIES OF A SAFETY CODES OFFICER AND/OR AGENCY

A Safety Codes Officer, or his or her designate, or an Agency contracted by the Town is hereby authorized to:

- a. receive Applications and issue Permits of the type for which that person has received the applicable designation by the Safety Codes Council in accordance with the Quality Management Plan and the Safety Codes Act and Regulations.
- b. keep an accurate account of all Permits issued and all fees collected and received under this Bylaw, as amended from time to time.
- c. perform the Services as required by their contract with the Town and in accordance with the Act, the QMP and this Bylaw.

6. PREVENTION

- 6.1 Unless there is a valid and subsisting Permit, no person shall commence or cause commencement of:
- a. the occupancy, relocation, construction, or demolition of any building or part thereof unless there is a valid and subsisting Permit thereof.
 - b. the excavation of any land for the purpose of erecting or relocating any building.
 - c. the installation of any heating, venting, or air conditioning equipment specifically governed by the Act.
 - d. the installation of any masonry or factory-built fireplace or other fuel fired appliance governed by the Alberta Building Code.
 - e. any electrical, gas, plumbing, or private sewage disposal system installations as governed by the Safety Codes Act, Regulations, or Standard of Practice.
- 6.2 A Permit is not required for construction, where in the opinion of the Safety Codes Officer, the construction will not affect the health and safety of the occupants and/or the public, and no changes which may be regulated under the Safety Codes Act or applicable code are made and may include the following:
- a. Construction, demolition, alteration of any building other than a residence on a parcel of land greater than 80 acres where in the opinion of the Safety Codes Officer, the building constitutes a definite part of an agricultural operation.
 - b. Construction, alterations, or minor repairs of buildings less than 13.5 m² (145 ft²) where matters affecting health or safety are not involved.

7. PERMITS AND ADMINISTRATION

- 7.1 Where a Development Permit is required, a Building Permit shall not be issued prior to the issuance of a valid Development Permit.
- 7.2 To obtain a Permit, an Applicant shall file an Application on the form prescribed by the Town or appointed Agency which shall contain the suitable information essential to the QMP and Safety Codes Council.
- 7.3 Every Application shall:
- a. identify and describe details of the work covered by the Permit for which the Application is made.
 - b. describe the land upon which the proposed work is to be done by a legal description, and when available by a civic address, that will readily and definitely locate the proposed building.
 - c. be accompanied by plans and specifications.
 - d. state the estimated value of the proposed work.
 - e. state the name, address, and phone number of the Applicant and, if applicable, the contractor.
 - f. be signed by the registered Owner or his or her authorized agent who may be required to submit evidence to indicate such authority.
 - g. be accompanied by the Permit fee calculated in accordance with Schedule "A" – Fees and Charges of this Bylaw.
 - h. follow the municipality's QMP for necessary information for each discipline.
- 7.4 An Application for a Permit shall not be considered complete until all information and documentation is supplied to the Safety Codes Officer. If all information and documentation has not been supplied to the Safety Codes Officer within ninety (90) days of the Application, the Application will be returned to the Applicant and shall not be accepted or processed until such time as the complete information can be supplied.

8. PERMIT ISSUANCE

- 8.1 If a Safety Codes Officer is satisfied that the work described in an Application for a Permit and the plans submitted therewith are in accordance with the provisions of the Act and Regulations, the QMP, and this Bylaw, and that the fees specified in the Schedule "A" have been paid, the Permit shall be issued to the Applicant.
- 8.2 A Safety Codes Officer may issue a Permit for part of the work prior to the plans and specifications for the complete work having been submitted or examined providing that adequate information and detailed statements have been submitted complying with all the

pertinent requirements of the Act, the QMP, and this Bylaw. The holder of such a Permit shall proceed at their own risk without the assurance that the Permit for the remainder of the work will be granted.

8.3 Permit Placard and Documentation:

- a. In the case of a Building Permit, a placard will be issued by the Safety Codes Officer. The Permit Placard shall be posted at all times in a conspicuous location on the Site.
- b. When a Permit is issued, one set of examined plans, drawings, and specifications shall be kept on file at the Town Administration Office or Agency's Office and shall be made available to the QMP Manager, Safety Codes Officer, landowner, or their authorized representative on demand.

8.4 Permit Term and Extensions:

- a. A Building Permit issued under this Bylaw shall expire:
 - i. if work authorized by the Permit has not commenced within twelve (12) months of the date of issue of the Permit.
 - ii. if the work authorized by the Permit is commenced but is later suspended or abandoned for a continuous period of more than twelve (12) months.
 - iii. if the work authorized by the Permit is commenced but is not completed within twelve (12) months of the Permit.

8.5 The Safety Codes Officer may, in writing, suspend or revoke a Permit if the Permit is:

- a. found to be in error.
- b. issued on the basis of incorrect information.
- c. in violation of any provision of the Act or regulations made pursuant to the Act.

8.6 A Permit which has expired may be reinstated by the Safety Codes Officer or his or her designate at the written request of an Applicant within thirty (30) days of expiry, provided no changes are made in the documents submitted with the original Application.

9. PLANS AND SPECIFICATIONS

- 9.1 Every Applicant shall submit two (2) sets of plans, drawings, specifications, and other information as required by the Safety Codes Officer with each Application.
- 9.2 All Plans submitted must be legible, drawn to scale, and be detailed enough to show compliance with the applicable legislation or code.
- 9.3 On completion of Permitted Activities, the Safety Codes Officer may require an updated set of plans including all changes reviewed by the Safety Codes Officer and/or a Plan of Survey showing its location.

10. FEES

- 10.1 Fees to be charged by the Town or its contracted Agency for Services rendered and the Application for or issuance of any Permits shall be as set out in Schedule A.
- 10.2 Payment of the required fees is necessary for any Application to be complete and no Permit shall be issued until all required fees have been paid in full.

11. REVISIONS AND RE-EXAMINATIONS

- 11.1 A Safety Codes Officer may accept a revision to the construction for which a Permit has been issued and determine the appropriate fee to be charged for the service as set out in this Bylaw.
- 11.2 If the document submitted with an Application for a Permit contains substantial errors or omissions, the documents may be returned to the Applicant by the Safety Codes Officer as an incomplete Application.

12. INSPECTIONS AND RECORD KEEPING

All inspections and record keeping shall be as outlined in the Town of Bashaw's Quality Management Plan, and shall be available to the public in accordance with the Freedom of Information and Privacy Act.

13. OCCUPANCY PERMIT

- 13.1 No activity that is regulated by this Bylaw and the Safety Codes Act shall be used or occupied unless a final inspection has occurred in all disciplines and a Permit Services

Report (PSR) is issued by a Safety Codes Officer qualified in each applicable discipline, confirming that it is deemed ready to occupy.

- 13.2 Occupancy shall be granted if, in the opinion of the Safety Codes Officer, the building does not contravene the provisions of the Act or any regulations made pursuant to the Act.
- 13.3 The issuance of a Permit Services Report (PSR) shall not be construed to be permission for, or approval of, a contravention of any provision of any other Act, Regulation, or Bylaw.

14. REFUNDS

- 14.1 An Applicant for a Permit may at any one time cancel, withdraw, or surrender the Permit by making an Application in writing to the Town or Agency.
- 14.2 Applicants who cancel, withdraw, or surrender their Permit may qualify for a refund as outlined in this Bylaw at the discretion of the QMP Manager or his or her designate or Agency.
- 14.3 No refund shall be made if:
 - a. the Permit has been revoked or has expired.
 - b. the use, occupancy, relocation, construction, or demolition of the building or the installation of the mechanical equipment or systems has commenced.
 - c. an Application has been returned to the Applicant due to the Applicant not supplying the complete information and documentation to the Safety Codes Officer within thirty (30) days of the date of Application for the Permit.

15. OFFENCE AND PENALTIES

- 15.1 Any person who contravenes the provisions of this Bylaw is guilty of an offence and is subject to the applicable fee for the specific discipline as indicated in the Schedule A.

16. REPEAL

- 16.1 Bylaw No. 686-2005 and amendments thereto are hereby repealed.

17. VALIDITY

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

18. ENACTMENT

This Bylaw shall come into full force and effect upon receiving third and final reading and having been signed by the Mayor and Chief Administrative Officer.

READ a first time this 17 day of June, 2019.



Mayor


Town Manager


READ a second time this 17 day of June, 2019.




Mayor


Town Manager

READ a third time and finally passed this 17 day of June, 2019.



Mayor


Town Manager

BY-LAW # 790 - 2019

SCHEDULE "A" – FEES AND CHARGES

Building Permit	As per the Agency
Gas Permit	As per the Agency
Plumbing Permit	As per the Agency
Electrical Permit	As per the Agency
Demolition	As per the Agency
Fire Place	As per the Agency
Penalties	As per the Agency

Section: TOWN OF BASHAW All Departments	Page: 1 of 1 Policy #: 12.60
Subject: Social Media	Motion Number: Date Approved:

I. Policy Statement:

The policy should establish the use of social networking websites by employees of the Town of Bashaw, contractors representing the Town of Bashaw, and town of Bashaw Council members. These include, but are not limited to Facebook, MySpace, Nexopia, Twitter, Instagram, LinkedIn, Flickr, YouTube, and other similar sites. Personal blogs and discussion forums also fall within this policy.

II. Guidelines/Procedures

1. In their capacity as private citizens, town of Bashaw employees, contractors representing the Town of Bashaw and Town of Bashaw council members have the same rights of free speech as other citizens, however they may not represent the Town of Bashaw on social media sites. Only Town of Bashaw employees facilitating social media sites may represent the Town of Bashaw.
2. Acting as a private citizen, a town of Bashaw employee, contractor, or Council member must take every reasonable effort to make clear that their contribution to social media is as a private individual, and not as a representative of the town of Bashaw.
3. Your online presence may reflect that of the town of Bashaw. Be aware that your actions captured via images, posts, or comments can represent that of our organization. With the ability to use social media comes responsibility, so if a profile can link someone to their place of employment, the employee should never post anything that could potentially embarrass or reflect poorly on his or her employer.
4. Be respectful to your employer, other employees, and those to which you make a comment. Do not use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in our workplace. Show proper consideration for others privacy and for topics that may be considered objectionable, inflammatory, or embarrassing.
5. Do not reference or cite any situation, event, or place in which an employee, person, or member of the public can be identified without their express consent. In all cases, do not publish any identifiable information regarding an employee, person or member of the public.
6. Respect copyright laws, and reference or cite sources appropriately.
7. The town of Bashaw logo may not be used without consent.
8. Personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's alone and do not represent the views of your employer or anyone else. Be clear and write in first person. Make your writing clear that you are speaking for yourself alone.
9. Social media activities shall not interfere with work commitments.
10. The Town of Bashaw Facebook page is provided for outgoing information only. Administration and staff will not respond to inquiries, unless it is to correct information that had been erroneously posted.

Mayor

CAO

Date.

Section: TOWN OF BASHAW All Departments	Page: 1 of 2 Policy #: 12.70
Subject: Proclamations/Letters of Support/Recognition Policy	Motion Number: Date Approved:

Policy Statement:

The purpose of this policy is to provide the process and criteria regarding proclamations, issuing letters on behalf of the Town of Bashaw and recognizing citizens and events in a professional and consistent manner. In addition, this policy sets out the application process for the above requests.

1. Proclamations

Proclamations are seen as an excellent way of providing education and information to the citizens of the Town of Bashaw. Proclamations may be issued for special events and/or activities to recognize the effort and commitment of organizations within the Town of Bashaw who enhance and contribute to our community.

A proclamation is an official public announcement of declaration given by the Council to formally recognize a special event which is deemed to be of interest and/or benefit to a significant number of citizens of Bashaw, for inclusion on the next Council agenda for consideration.

- 1.1 Requests for proclamations must be submitted in writing and received at least 30 days prior to the requested proclamation date(s). All requests can be forwarded to the Town of Bashaw Administration Office.
- 1.2 All requests for proclamations must contain a draft copy of the wording of the proclamation.
- 1.3 Each request for a proclamation will be considered by Town Council.
- 1.4 Criteria:

Council considers proclamations on behalf of the citizens of Bashaw under the following guidelines:

 - a. The sponsoring agency is a charitable organization.
 - b. The cause is one of local, provincial or national significance.
 - c. The cause is one of benefit and/or interest to the majority of the citizens of Bashaw.
 - d. The cause is consistent with and supports the values and/or mission set out in the Town's Strategic Plan.
 - e. The cause is an initiative of the Town of Bashaw.
 - f. It is not commercial or political in nature.
 - g. The cause does not involve any person or organization that promotes hatred of any person or class of persons, or otherwise involves illegal activity.
 - h. Does not commit the Town to the expenditure of funds, staff time, or other resources.
 - i. Does not contain any inflammatory, obscene or libelous statements.
- 1.5 Consideration will be given in cases where a precedent has been set by a previous proclamation, as long as it meets one of the above criteria.
- 1.6 The Town will not be responsible for any costs associated with a proclamation, including publication of the proclamation, unless it is an initiative of the Town.
- 1.7 Consideration will be given to offering letters of recognition, message or certificates to groups which do not receive a proclamation but are worthy of recognition.
- 1.8 Where the proclamation is approved by Council, the Mayor will sign a proclamation on behalf of various agencies, provided that the organization requesting the proclamation is responsible for:
 - a. The composing and printing of the proclamation.
 - b. Making arrangements with local news media to advertise the proclamation. The Town will post approved proclamations on the Town website.

Section: TOWN OF BASHAW All Departments	Page: 1 of 2 Policy #: 12.70
Subject: Proclamations/Letters of Support/Recognition Policy	Motion Number: Date Approved:

- c. The costs of having the proclamation advertised.
- d. Organizing related activities and all associated costs.

2. Correspondence/Letters of Support/Certification and Plaques

2.1 The Mayor is entrusted to issue letters on behalf of Town Council and the Town of Bashaw as long as correspondence contains no commitment for funding or resources of the Town:

- a. The Mayor can generate the applicable correspondence or delegate it to the Chief Administrative Officer.
- b. Formal Thank you Letters
- c. Congratulatory Letters – for Individuals, groups, sports, government officials, etc.
- d. Letters of Support – support for grant as long as there is a clause releasing the Town of Bashaw from any financial or other commitments.
- e. Certificates or Plaques – upon request birthday messages (65 years and older), wedding anniversaries (40 years and over), and business anniversaries.

Copies of all correspondence will be provided to all of Council and the Chief Administrative Officer.

2.2 Requests for a letter of support must be in writing and received at least 14 days prior to the date the requestor requires the letter.

2.3 Requests for letters of support must provide details regarding the grant being applied for, grant amount, contact information of who the letter is to be addressed to, and background information on the organization requesting the letter.

2.4 Once completed, the letter of support will be provided to the requesting organization who is then responsible for forwarding the letter to the appropriate organization.

The Mayor, in discussion with the Chief Administrative Officer and other members of Council may review requests of a sensitive or difficult nature and determine the next steps based on Town Policies and procedures.

Mayor

CAO

Date.

Section: TOWN OF BASHAW All Departments	Page: 1 of 2 Policy #: 12.80
Subject: Communication Policy	Motion Number: Date Approved:

Policy Statement:

The purpose of this policy is to provide the process of outgoing communication from the Town of Bashaw via traditional and electronic means. In addition, this policy will identify best practices for residents to access council meetings as delegates.

1. **Town of Bashaw Website**
Will be the main source of information relevant to the Town of Bashaw and its residents.
2. **Post Office Bulletin Board**
This will be a source of outgoing information for residents who do not have electronic access. Short notice items will be shared on this medium.
3. **Town of Bashaw Facebook Page**
This will be a source of outgoing information only. Administration and staff will not respond to inquiries, unless it is to correct information that has been erroneously posted.
4. **Town of Bashaw Office Bulletin Board**
Development permits, council agendas, Tax recovery listing, etc. will be posted in this location.
5. **Notices within Utility Bills**
Reminders, and outgoing information will be provided to residents as inserts within the bills.
6. **Council Delegation Requests**
Requests for public presentations shall be made to the Chief Administrative Officer in writing at least seven (7) days prior to Regular Meeting. Requests received less than seven (7) days before a meeting of Council shall be included on the Agenda for the next Regular meeting immediately following. Delegates will be required to complete a Delegation Request Form.
7. **Sign up for Notifications**
Residents will have the ability to sign up for notifications from the Town of Bashaw. These notifications will be by text message, text to landline, or email. This will be via the Voyent Alert System once it becomes operational.
8. **Public Participation**
To be implemented as per Public Participation Policy 12.50. The Chief Administrative Officer shall develop and implement a public participation plan at the direction of Council.
9. **Information Inquiries**
Residents can call the Town of Bashaw Administrative office during office hours. Email inquiries will be responded to by appropriate department.
10. **Arena Bookings**
It is recommended to follow the instructions on the Town website by emailing the appropriate address.

Section: TOWN OF BASHAW All Departments	Page: 1 of 2 Policy #: 12.80
Subject: Communication Policy	Motion Number: Date Approved:

11. Legislative or Bylaw Advertisement

Development related and activities that have descriptions of advertising process within the Municipal Government Act, Bylaw # 780-2018 Bashaw Land Use Bylaw, and any other bylaws that comment on the delivery or provision of communications – will be followed within the legislation as appropriate.

12. After Hours

On Call services are available for emergency. Responses to general inquiries will not be available after hours.

The Town of Bashaw will strive to provide notices to residents about relevant information in a timely way. The Town of Bashaw assumes no responsibility or liability for any errors or omissions regarding notification or lack of.

Mayor

CAO

Date.