



**REGULAR MEETING OF COUNCIL  
MINUTES  
Monday, December 18, 2023, 7:30 pm  
Council Chambers & Zoom Access**

**In Person:** Mayor McDonald (7:15 pm), CAO Fuller (7:00 pm), Councillor Gust (7:15 pm), Councillor Northey (7:46 pm), Councillor McIntosh (7:15 pm), Deputy Mayor Orom (7:50 pm), and Foreman Taylor (7:24 pm)

**By Zoom:** Crystal Ramstad (7:30 pm), Heather (7:30 pm), Joanne Knockleby (7:48 pm)

**Absent with notice:** Councillor Northey and Deputy Mayor Orom arrived at 7:46pm, 7:50 pm respectively.

**Public Zoom:** C. Ramstad, Heather, and J. Knockleby

**Recording Secretary:** Darlene Tucker (7:00 pm)

**Press by zoom:** None.

**Public:**

1. CALL TO ORDER

2. ADOPTION OF AGENDA

CAO Fuller requested to include an updated Library Board member change to item 7.6, the addition of Fern Bolduc as an additional library board member for approval.

**MOVED** by Councillor Gust to approve the December 18, 2023, Regular Meeting of Council Agenda with the addition of Fern Bolduc to item 7.6 Library Board Member Changes.

**MOTION #228-2023**

CARRIED

3. PUBLIC HEARINGS – None

4. DELEGATIONS

4.1 Sergeant Trent Cleveland – Quarterly Report

Sergeant Cleveland notified staff that he would not be in attendance. Councillor McIntosh shared information that was recently presented at the Community Consultation Meeting on Wednesday, December 13, 2023.

4.2 Bashaw Curling Club – Board President -Allision Knockleby & Director -Rochelle Buelow

Allision Knockleby and Rochelle Buelow arrived at 7:46 pm.

Discussion progressed. The council confirmed the curling club owned the shed.

The Curling club requested a push bar installation in the main door and expressed concerns they were having with access and keys. Public works to obtain quotes and work with them.

Staff to generate a letter confirming that the club owns the curling rink shed.

Allision Knockleby and Rochelle Buelow left the meeting at 8:15 pm.

5. APPROVAL OF MINUTES

5.1 Minutes of the November 15, 2023, Regular Meeting of Council

**MOVED** by Councillor Gust to approve the minutes of the November 15, 2023, Regular Meeting of Council.

**MOTION #229-2023**

CARRIED

5.2 Minutes of the November 22, 2023, Special Meeting of Council

**MOVED** by Councillor McIntosh to approve the minutes of the November 22, 2023, Special Meeting of Council.

**MOTION #230-2023**

CARRIED

6. CONSENT AGENDA

- 6.1 Town of Bashaw November 30, 2023, Monthly Statement
- 6.2 Alberta Municipal Affairs – Municipal Accountability program – outstanding items
- 6.3 Enviro Trace Ltd. – November 8, 2023, Leak Detection report
- 6.4 Public Works – Failed CC Located on Main Street
- 6.5 CAO Report
- 6.6 Camrose & Area Lodge Authority – 2024 Requisition
- 6.7 Bashaw Municipal Library Board – Meeting Minutes (will be added/available on December 15, 2023)

Councillor McIntosh requested 6.3 & 6.4 Water reports to be discussed as 7.8 within New & Unfinished business; and 6.7 Bashaw Municipal Library Board Meeting minutes be discussed as 7.9 within New & Unfinished business.

7. NEW & UNFINISHED BUSINESS

- 7.1 Subdivision Application TB/23/01 – Brian & Amy Bendfeld

**MOVED** by Councillor McIntosh on December 18, 2023; to approve Subdivision application TB/23/01 subject to the following conditions:

- 1. The subdivision is to be carried out in a manner approved by the Registrar of Land Titles and drawn up by an Alberta Land Surveyor.
- 2. Any outstanding taxes are to be paid to the municipality.
- 3. That pursuant to Subdivision & Development Regulations (Alta Reg 84/2022) evidence be provided showing that the existing sewage disposal system(s) is compliant with Alberta Private Sewage Treatment and Disposal Regulation (AR 229/1997).
- 4. That the Developer pay an endorsement fee of \$100 to Camrose County when the survey plan is submitted for endorsement.

**MOTION #231-2023**

CARRIED

- 7.2 Under Market Value Lot Sale – Lot 12, Block 101, Plan 812 0619

**MOVED** by Councillor McIntosh to approve the sale of Lot 12, Block 101, Plan 812 0619 for the price of \$ 10,000.00 plus gst to Bashaw Concrete.

**MOTION #232-2023**

CARRIED

- 7.3 Bashaw Bus Society – Budget 2024

**MOVED** by Councillor Gust to approve \$5,000.00 contribution to the Bashaw Bus Society for their 2024 budget year.

**MOTION #233-2023**

CARRIED

- 7.4 Creating a Mental Health Space – Centennial Room Bashaw Arena

**MOVED** by Councillor McIntosh to direct administration to contact Dakota Hunker to obtain additional information;

- 1. Will children be with their parents while they are using the equipment in the Centennial room?
- 2. In the event of children being unsupervised, who will ensure compliance?
- 3. How many pieces of equipment, and what equipment is expected to be placed in the room?
- 4. Who will be responsible for securing the space, and providing access to it?
- 5. Who will be providing insurance for the cardio activities within the space?

**MOTION #234-2023**

CARRIED

- 7.5 Extended Producer Responsibility Framework

**MOVED** by Deputy Mayor Orom to approve the Town of Bashaw’s registration for the Extended Producer Responsibility Framework on December 18, 2023.

**MOTION #235-2023**

CARRIED

- 7.6 Town of Bashaw Library Board – Safety & Use Bylaws

**MOVED** by Councillor McIntosh to direct administration to send the Safety and Use Bylaws back to the Bashaw Library Board, requesting confirmation of the definition of child age; (section 1.4.3) to ensure it does not conflict with the Board Policy, review service area section 1.13, and ensure that section 6.5 references the town of Bashaw Library board are included.

**MOTION #236-2023**

CARRIED

## 7.7 Bashaw Municipal Library – Library Board Member Changes

Administration staff shared an updated request from the Bashaw Municipal Library Board. The updated request included motion to appoint Jackie Northey and Fern Bolduc to the Bashaw Library Board.

Discussion progressed; council members were talking about tabling the item until after the Closed Meeting of Council 10.3 Personnel – Bashaw Municipal Library – FOIP Section 17.

Councillor McIntosh called for a Point of Order. Requesting the Council follow the agenda order as approved at the beginning of the meeting.

**MOVED** by Councillor Gust to appoint Jackie Northey to the Bashaw Library Board effective December 18, 2023, for a three-year term.

Councillor McIntosh called for a counted vote on the motion.

In favor: Mayor McDonald, Deputy Mayor Orom, Councillor Gust, and Councillor Northey

Opposed: Councillor McIntosh

**MOTION #237-2023**

CARRIED

**MOVED** by Councillor Gust to appoint Fern Bolduc to the Bashaw Library Board effective December 18, 2023, for a three-year term.

Councillor McIntosh called for a counted vote on the motion.

In favor: Mayor McDonald, Deputy Mayor Orom, Councillor Gust, and Councillor Northey

Opposed: Councillor McIntosh

**MOTION #238-2023**

CARRIED

## 7.8 Water Reports 6.3 Enviro Trace Ltd. & Public Works report 6.4

Foreman Taylor shared information regarding the location of the most recent water leak. Discussion regarding working with Enviro Trace in locating the leak. Enviro Trace was a valuable resource for locating leaks.

Everyone is optimistic about the reduction in water loss; because of finding this leak. Public works reflects the daily average use from the water treatment plant has dropped.

**MOVED** by Councillor Northey to commend the Public works team, Administration and Enviro Trace for their efforts in leak detection and reducing water loss for the town of Bashaw.

**MOTION #239-2023**

CARRIED

Foreman Taylor left the meeting at 9:18 pm.

## 7.9 Bashaw Municipal Library Board Meeting minutes 6.7

Discussion progressed. Meeting minutes for the most recent meetings have not been approved and will be available once approved.

8. COMMITTEE REPORTS – action to be considered.

9. CORRESPONDENCE ITEMS – Action to be considered.

Recording Secretary Darlene Tucker left the meeting at 9:25 pm.

**MOVED** by Councillor McIntosh to enter closed meeting of council for 10.1 Legal – Noise Complaints – FOIP Section 27, 10.2 Legal – Land Discussion – FOIP Section 27, and 10.3 Personnel – Bashaw Municipal Library – FOIP Section 17: at 9:25 pm.

**MOTION #240-2023**

CARRIED

Terri Brown Gust and Natasha Larkin arrived at 9:45 pm.

## 10. CLOSED MEETING OF COUNCIL

10.1 Legal – Noise Complaints – FOIP Section 27

10.2 Legal – Land Discussion – FOIP Section 27

10.3 Personnel – Bashaw Municipal Library – FOIP Section 17

**MOVED** by Councillor McIntosh to move out of closed meeting of council at 10:00 pm.

**MOTION #241-2023**

CARRIED

**MOVED** by Councillor McIntosh to suspend the rules of procedure to continue the meeting until 11:59 pm.

**MOTION #242-2023**

CARRIED

**MOVED** by Councillor McIntosh to enter closed meeting of council to continue discussion on 10.1 Legal – Noise Complaints – FOIP Section 27, 10.2 Legal – Land Discussion – FOIP Section 27, and 10.3 Personnel – Bashaw Municipal Library – FOIP Section 17: at 10:01 pm.

**MOTION #243-2023**

CARRIED

**MOVED** by Councillor Northey to move out of closed meeting of council at 11:48 pm.  
**MOTION #244-2023**

CARRIED

11. NOTICES OF MOTION

12. NEXT MEETING: January Meeting Dates – January 3 & 17, 2024 – 6:00 pm

13. ADJOURNMENT – Councillor Gust adjourned the meeting at 11:49 pm.

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CHIEF ELECTED OFFICIAL

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CHIEF ADMINISTRATIVE OFFICER