



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

**Monday, October 24, 2022 after the Organizational Meeting  
Council Chambers & Zoom Access**

1. CALL TO ORDER
2. PUBLIC HEARING – See Public Hearing Agenda –Amendment to Land Use Bylaw 814-2022
3. ADDITIONS & AGENDA APPROVAL
4. MINUTES
  - 4.1 Minutes of the September 14, 2022, Regular Meeting of Council
5. DELEGATIONS
  - 5.1 Energy Monitoring Presentation – Peter Hart, SustainErgy Group
  - 5.2 Rural Renewal & Rural Entrepreneur Programs – Nicole Lorrain, Alberta Labour & Immigration
6. BYLAWS
  - 6.1 Bylaw 814 – 2022 – Land Use Bylaw Amendment – Possible Second and Third Reading
  - 6.2 Bylaw 815 – 2022 Revised Public Disturbance Bylaw
7. NEW & UNFINISHED BUSINESS
  - 7.1 Town of Bashaw September 30, 2022, Monthly Statement
  - 7.2 Parkland Regional Library 2023 Budget
  - 7.3 Auditor Contract Review
  - 7.4 Emergency Management Meeting Minutes for Review
8. COMMITTEE & STAFF REPORTS
  - 8.1 Committee Reports
    - a. Mayor McDonald
    - b. Deputy Mayor Gust
    - c. Councillor Northey
    - d. Councillor Orom
    - e. Councillor McIntosh
  - 8.2 Staff Reports
    - a. Foreman Report
    - b. CAO Report
9. CORRESPONDENCE
  - 9.1 Taxervice – 2021 Notifications Matter (Land)
10. CLOSED MEETING OF COUNCIL
11. NEXT MEETING: Discuss meeting dates for November.
12. ADJOURNMENT



**TOWN OF BASHAW**

**PUBLIC HEARING AGENDA**

**Land Use Bylaw Amendment Bylaw 814 - 2022**

**Monday, October 24, 2022**

1. Open Hearing – Reeve/Mayor
2. Record of those Present (see attendance sheet)
3. Staff Report
4. Present Written Submissions
5. Ask for Verbal Submissions
6. Opportunity of Council to Ask Questions
7. Close Hearing

Town of Bashaw

Staff Report



Meeting:	Public Hearing
Meeting Date:	October 24, 2022
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	3.0 Staff Report - Bylaw 814 – 2022 Land Use Bylaw Amendment

**Background/Proposal:**

Doug and Mary Jane Heck have requested the Land Use Bylaw be amended. They have generated the application and paid the applicable fee.

Currently, they have two sheds placed on the rear property line and would like to replace them with an 8 ft by 40 ft sea-can. The previous two sheds were too small (to require a development permit) or were placed prior to the current bylaw.

In the Central Commercial District, the rear setback requirement is 6 meters, and the Land Use bylaw amendment proposes to eliminate the setback. A variance cannot be granted, due to the amount of variance, and part 8.1.(11) obligates applicants to meet setback requirements within the district for accessory buildings over 10 square meters.

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

Advantages: Allows more flexibility within the lot layout.

Disadvantages: Buildings set on property line can have runoff, snow shed onto adjacent properties which does not comply with regulations to ensure runoff/snow shed does not cross property lines. Structures set on a property line, especially without a lane, mean you need permission from the adjacent landowner to access the side of the structure on the property for maintenance. Setbacks are measured from the foundation, so any overhang of a structure would encroach onto adjacent lands if the structure were actually placed at property line.

Zero-meter lot lines are common in some commercial and industrial districts and the disadvantages listed above can be mitigated through other aspects of the Land Use Bylaw, the Alberta Building Code and access agreements for maintenance. The other reason for the 6 m setback is often to ensure that there are adequate parking facilities and that the entire lot is not covered in buildings. the Land Use Bylaw address these issues through the parking regulations and;

Even if a structure is placed on property line, you can require that there is no overhang, that the building be designed so water/snow fall onto the property and is directed away from adjacent lands. One reason for setbacks is for fire separation, but this will be addressed through the Alberta Building Code and related regulations which will establish the types of materials needed when constructing on the property line (e.g.: cement/metal vs. wood).

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

Fee for service, applicant has provided payment.

**Applicable Legislation:**

Land Use Bylaw – 780 – 2018, 12.9, Subsection 3, Minimum Rear yard setback requirements.  
8.1 Accessory Buildings and uses, subsection 11, Accessory building over 10 square meters is required to meet setback requirements for the district it is located.

**Community Engagement Consideration:**

The proposed amendment to the bylaw has been advertised in the East Central Review for the weeks of September 28 and October 6, 2022.

We have not received any submissions.

**Recommendation:**

Administration would recommend proceeding to second and third reading, unless additional information is presented verbally at the hearing.



## REGULAR MEETING OF COUNCIL MINUTES

Wednesday, September 14, 2022 @ 6:00 pm.

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

**In Person:** CAO Fuller (5:30 pm), Mayor McDonald (5:59 pm), Deputy Mayor Gust (5:40 pm), Councillor McIntosh (5:55 pm), Councillor Orom (5:54 pm), Councillor Northey (5:54 pm) and Foreman Taylor (5:40 pm)

**Zoom Connection:** Stu Salkeld (East Central Review)

**Public Zoom:** Grant Woods, Clownfish McGee.

**Recording Secretary:** Loretta Paget (5:45 pm)

**Absent:** None

**Press:** Stu Salkeld

**Public:** None

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

2. PUBLIC HEARING – None.

3. ADDITIONS & AGENDA APPROVAL

**MOVED** by Councillor McIntosh to approve the September 14, 2022, Regular Meeting of Council Agenda, with the addition of the Queen's passing as Item 3.1.

**MOTION #196-2022**

CARRIED.

3.1 Queen Elizabeth's Passing

Acknowledgement of the Queen passing, and that a day of mourning will occur on Monday, September 19, 2022. Municipal office will be open.

4. MINUTES

4.1 Minutes of the August 22, 2022, Regular Meeting of Council

**MOVED** by Councillor Orom to approve the minutes of August 22, 2022, Regular Meeting of Council.

**MOTION #197-2022**

CARRIED

4.2 Minutes of the August 29, 2022, Special Meeting of Council

**MOVED** by Deputy Mayor Bryan Gust to approve the minutes of August 29, 2022, Special Meeting of Council.

**MOTION #198-2022**

CARRIED

4.3 Minutes of the August 30, 2022, Special Meeting of Council

**MOVED** by Councillor McIntosh to approve the minutes of August 30, 2022, Special Meeting of Council.

**MOTION #199-2022**

CARRIED

5. DELEGATIONS

5.1 Vertical Showcase on Multiview electronic newsletter – Stuart Hoffman

Stuart Hoffman presented the ad campaign to council via Zoom. Stuart disconnected around 6:20 pm.

**MOVED** by Deputy Mayor Gust to decline participation of the Vertical Showcase on the Multiview electronic newsletter.

**MOTION #200-2022**

CARRIED

6. BYLAWS

6.1 Bylaw 814-2022 – Land Use Bylaw Amendment

**MOVED** by Deputy Mayor Gust to approve first reading of Bylaw 814 – 2022 Land Use Bylaw Amendment, to change minimum setback requirement on the Central Commercial District.

**MOTION #201-2022**

CARRIED

7. NEW & UNFINISHED BUSINESS

7.1 Resident Noise Concern Letter

**MOVED** by Deputy Mayor Gust to direct Administration to produce a revised Public Disturbances bylaw that includes reference to the Town of Bashaw Land Use Bylaw and/or compliance with other legislation as required.

**MOTION #202-2022**

CARRIED

7.2 Water Treatment Plant – Pump Upgrade

**MOVED** by Deputy Mayor Gust to approve the Water Treatment Plant Drive upgrade for the amount of \$ 22,0000.00, funds to be accessed from the Municipal Sustainability Initiative Capital Grant.

**MOTION #203-2022**

CARRIED

7.3 Resident Letter – Items taken from property during spring clean up

Discussion occurred, with recommendations to have tags issued for items to be picked up. It is important that residents include descriptions of what they would like picked up while participating in the spring and fall clean up program.

Administration checked the listing to confirm what was stated to be picked up. The listing included “Miscellaneous household items” which could have quantified the additional items that were picked up.

It was discussed that many residents cruise the alleys and take the items that are perceived to be placed for the spring cleanup – and they take the items.

Council wanted to continue the program and requested administration to look into providing labels to residents to place on their pickup items.

7.4 Regional Flush Truck Update

Information provided as an update, Administration to arrange the next meeting with them to discuss additional changes to the agreement.

7.5 August 31, 2022 – Balance Variance Report

**MOVED** by Councillor McIntosh to approve the August 31, 2022, Town of Bashaw Balance Variance report.

**MOTION #204-2022**

CARRIED.

#### 7.6 Town of Bashaw August 31, 2022, Monthly Statement

**MOVED** by Councillor McIntosh to approve the August 31, 2022, Town of Bashaw Monthly Statement.

**MOTION #205-2022**

CARRIED.

#### 7.7 Asset Management Training Opportunity

**MOVED** by Deputy Mayor Gust to approve Town of Bashaw Administration to participate in the cohort Infrastructure Asset Management training offered by Alberta Municipalities in partnership with Rural Municipalities and Infrastructure Asset Management Alberta; under the Federation of Canadian Municipalities Municipal Asset Management Program.

**MOTION #206-2022**

CARRIED.

#### 7.8 Atco Franchise Fee

**MOVED** by Councillor McIntosh to reduce the Atco Franchise Fee for the town of Bashaw from 15% to 13%.

**MOTION #207-2022**

CARRIED.

### 8. COMMITTEE & STAFF REPORTS

#### 8.1 Committee Reports

- a. Mayor McDonald – August 26 and 27, 2022, participated in the Bashaw Hometown days. The parade, pancake breakfast and the weekend entertainment. The weekend event was a great success.
  - September 7, 2022 – attended the RCMP community meeting. There were at least 20 people in attendance, good information was presented.
  - September 12, 2022 – Library meeting. They are starting a new program the Dolly Parton Imagination Library the cost would be \$45.00 per child. They mentioned they have not received their annual funds from the town. Administration to check into it.
- b. Deputy Mayor Gust – August 26 and 27, 2022 Bashaw Hometown days.
  - September 7, 2022 – RCMP meeting
  - August 31, 2022 – Regional Flush Truck meeting.
- c. Councillor Northey – August 26 and 17, 2022 Bashaw Hometown days
  - September 7, 2022 – RCMP meeting
  - September 12, 2022 – Library meeting. Accepted resignation from the Library board chair, new Chair Lezley Lyschynski
  - Upcoming; September 15, 2022, Parkland Regional Library and Historical Society later this month.
- d. Councillor Orom – August 26 and 27, 2022 Hometown days. Huge shout out to Bashaw & District Support Services on the event hosted at the Bashaw Arena. It was well attended, and everyone that attended thoroughly enjoyed it.
  - Upcoming – Camrose & Area Lodge Authority, Friday, September 26, 2022.
- e. Councillor McIntosh – August 26 and 27, 2022 Bashaw Hometown Days.
  - August 31, 2022 – Regional Flush truck meeting

- September 7, 2022 – RCMP meeting. Appreciated the information  
And attendance of the other elected officials from the region.  
Community Policing continues to be a powerful tool in the area.

8.2 Staff Reports

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

**MOVED** by Councillor Northey to accept September 14, 2022, Council and Staff reports as information.

**MOTION #208-2022**

CARRIED.

9. CORRESPONDENCE

9.1 None.

10. CLOSED MEETING OF COUNCIL

10.1 None.

11. NEXT MEETING:

**MOVED** by Deputy Mayor Gust to approve the next Meeting of Bashaw Town Council for Monday,  
October 24, 2022, at 6:00 pm; Organizational Meeting with Regular meeting to follow.

**MOTION #209-2022**

CARRIED

12. ADJOURNMENT – Councillor Cindy Orom at 7:57 pm.


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CHIEF ELECTED OFFICIAL

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CHIEF ADMINISTRATIVE OFFICER

**Rural Renewal Stream**



Alberta Advantage Immigration Program  
 Alberta Labour and Immigration  
 February 2022

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**Objectives of the Rural Renewal Stream**

- Empower rural communities to attract newcomers to live, work and settle in their communities
- Fill labour gaps and skill shortages, increase stability of the community and stimulate the economy
- Increase immigrant attraction and retention in rural communities

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**Rural Renewal Stream is intended for:**

- Communities that have skill shortages and/or human resources needs - to help recruit newcomers to live and work in their communities.
- Foreign nationals, who are in Canada legally or outside of Canada. It provides a pathway for permanent residency.

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### Rural Renewal Stream Process Chart



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### Candidates are still required to:

- Meet qualifications required for their occupation
- Have appropriate provincial licensing needed in some occupations e.g., family physicians, heavy equipment technicians, secondary school teacher
- Obtain legal requirements for entry into Canada

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### Alberta Advantage Immigration Program Nomination Criteria

- A confirmed permanent, full-time, non-seasonal job offer
- 12 months full-time, relevant work experience (in last 18 months)
- Canadian high school graduation or equivalent
- Canadian Language Benchmark 4 or 5 depending on National Occupation Code
- An Endorsement of Candidate letter from the community
- Settlement funds

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**Cannot be used to:**

- Recruit seasonal and/or part time workers.
- Assist any person or business involved in producing, distributing or selling pornography or sexually explicit products or services or any other type of activity that by association would bring the Government of Alberta into disrepute.

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**Community designation – eligibility criteria/1**

- The community has a population of less than 100,000.
  - Communities within the Calgary and Edmonton CMA are excluded.
  - Communities can partner together that are within the economic region.
- Interested employer(s) with a full time non-seasonal job offers.
  - A community can have multiple employers with multiple positions

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**Community designation – eligibility criteria/2**

- An economic development organization that will be overseeing the project in collaboration with the community.
- A letter from the participating communities will need to be included in the application for designation.
- An immigrant serving provider needs to be in collaboration with the community (does not need to be local).
  - A letter that outlines this collaboration will need to be included in the application for designation.

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### First steps for a community

- Create a community partnership between municipalities, residents, businesses, employers, cultural and community members, represented by an economic-related agency.
- Complete and submit the Community Designation application electronically to the rural renewal inbox [ruralrenewal@gov.ab.ca](mailto:ruralrenewal@gov.ab.ca)

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### Next steps for a community

- Attract and recruit newcomers to move to and settle in your community
- Select and endorse newcomers
  - Must meet the community, Alberta Advantage Immigration Program and federal criteria
- Welcome and integrate newcomers
- Retain newcomers

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### Community readiness

- Are there employment/skills gaps in the community?
- Do employers have full-time, permanent jobs available that cannot be filled locally/provincially?
- Does the community support immigration? Is it a welcoming community?
- Can the community accommodate newcomers with the necessary services and infrastructure?

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### Is the Rural Renewal Stream a good fit?

- If YES, discuss Community Designation criteria with a Workforce Consultant
- Review the Rural Renewal website
- Develop plans to manage the project, attract/recruit newcomers, provide settlement supports and retain newcomers

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### Questions?



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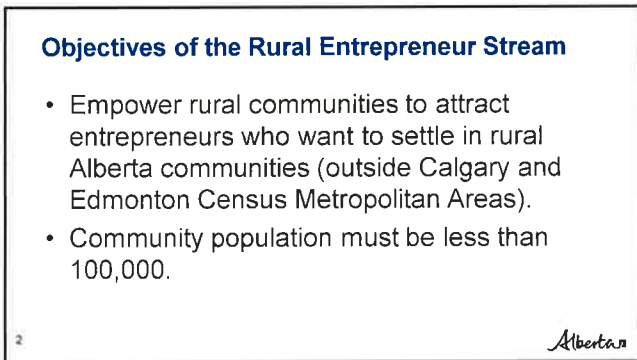
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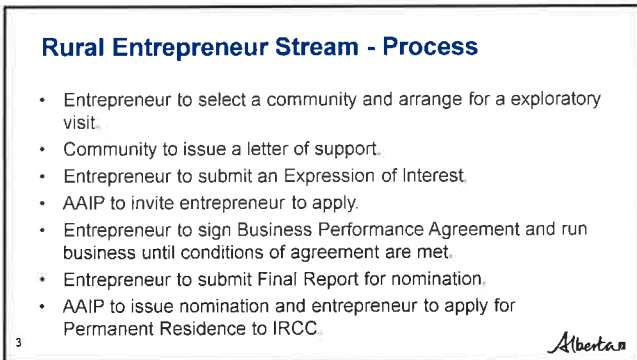
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**Rural Entrepreneur Stream – Criteria**

- Minimum criteria must be met by all candidates to enter the EOI pool.
- A points grid is being used to determine the ranking of EOIs.
- Candidates who exceed the minimum criteria may receive additional points
- Candidates may also receive additional points for:
  - Canada / Alberta experience within the past 10 years
  - Relative(s) in the community or Alberta

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**Rural Entrepreneur Stream – Minimum Requirements**

- Business location
- Work Experience - 3 years as owner or 4 years as manager
- Education - high school equivalent to Canadian standard
- Language - level 4
- Net Worth - \$300,000
- Business Investment - \$200,000
- Business Establishment - 51% ownership for new businesses; 100% for business succession
- Job Creation - one full-time job

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**Rural Entrepreneur Stream – Established Businesses**

- Entrepreneurs who already have an established business in a rural Alberta community are eligible to apply under the Rural Entrepreneur Stream.
  - business must have operated for at least one year
  - must meet all minimum criteria
- Applications will be fast tracked.

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**Rural Entrepreneur Stream – Ineligible Businesses**

- The Alberta Advantage Immigration Program has also created a list of businesses that are not eligible under any entrepreneur streams.
- The list can be found on the Alberta Advantage Immigration Program website: <https://www.alberta.ca/aaip-application-streams.aspx>

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**Questions?**



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**BY-LAW NO. 814 - 2022**

BY-LAW NO. 814 - 2022      A By-law of the Town of Bashaw in the Province of Alberta, introduced for the purpose of amending the Land Use By-law 780 - 2018 to change the minimum rear yard setback requirement.

WHEREAS                              the Town of Bashaw sees the need to amend the bylaw in the District Central Commercial (C1) to change the rear yard minimum setback requirements from 6 meter to Nil.

NOW THEREFORE                      Pursuant to the Municipal Government Act, Section 606, the Bashaw Town Council duly assembled, hereby enacts as follows:

That Land Use By-law 780 - 2018 be amended as follows:

By changing Table 12.11.2, Minimum rear yard setback from 6 meter to Nil.

RECEIVED FIRST READING THIS  
14 DAY OF September, A.D. 2022  
IN THE TOWN OF BASHAW, IN THE  
PROVINCE OF ALBERTA

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\* \_\_\_\_\_  
\* MAYOR  
\* \_\_\_\_\_  
\*CAO

RECEIVED SECOND READING THIS  
\_\_\_ DAY OF \_\_\_\_\_, AD 2022  
IN THE TOWN OF BASHAW, IN THE  
PROVINCE OF ALBERTA

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\* \_\_\_\_\_  
\* MAYOR  
\* \_\_\_\_\_  
\*CAO

THIRD AND FINAL  
READING THIS \_\_\_ DAY OF \_\_\_\_\_,  
A.D. 2022, IN THE TOWN OF BASHAW,  
IN THE PROVINCE OF ALBERTA

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\* \_\_\_\_\_  
\* MAYOR  
\* \_\_\_\_\_  
\*CAO



## BY-LAW 815 - 2022

### OF THE TOWN OF BASHAW IN THE PROVINCE OF ALBERTA.

#### A BY-LAW TO PROHIBIT CERTAIN PUBLIC DISTURBANCES IN THE TOWN OF BASHAW, IN THE PROVINCE OF ALBERTA.

**WHEREAS** pursuant to the Municipal Government Act, RSA 2013, the Council of the Municipality may pass a by-law respecting the safety, health, and welfare of people and the protection of people and property and respecting the people, activities, and things in, on, or near a public place.

**NOW THEREFORE** THE MUNICIPAL COUNCIL OF THE Town of Bashaw, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

#### 1. SHORT TITLE

This By-Law may be cited as the "Public Disturbances By-Law".

#### 2. DEFINITIONS

In this by-law:

- a) "Construction Equipment" includes, but is not limited to trenching machines, concrete mixers, backhoes and similar equipment.
- b) "Development Officer" means a Development Officer appointed by the Municipality or his or her designate.
- c) "Disturbance" means the interruption of the peace, quiet and good order of a neighbourhood or community, including but not limited to unnecessary and distracting noises.
- d) "Firearm" means a barreled weapon from which any shot, bullet or other projectile can be discharged and includes, without limitation, a rifle, shotgun, revolver, pistol and air gun.
- e) "Loiter" means to stand idly around or move slowly about or to linger or spend time idly.
- f) "Manager" means the Chief Administrative Officer of the Municipality.

- g) "Minor" means an individual under 18 years of age.
- h) "Molesting" means to interfere with, annoy or disturb maliciously.
- i) "Peace Officer" means a member of the Royal Canadian Mounted Police, a County Officer, and Community Peace Officer; appointment pursuant to the provisions of the Police Act (Alberta). ~~or Designated By-Law Enforcement Officer of the Municipality.~~
- j) "Person" means an individual or any business or other entity including a Firm, Partnership, Association, Corporation, Company, or Society but does not include the Municipality.
- k) "Premises" means the external surfaces of all buildings and the whole or part of any parcel of real property, including the land immediately adjacent to any building or buildings.
- l) "Power Tool" includes any tool powered by an engine, motor, or compressed air.
- m) "Public Place" means any place including privately and publicly owned or leased property, to which the public reasonably has or is permitted to have access, whether on payment or otherwise, within the municipal limits of the Municipality.
- n) "Public Property" means any schoolyard, highway, parkland, public bridge, road, lane, footway, alley or passage, whether a thoroughfare or not, and includes any open space to which the public have or are permitted to have access.
- o) "Quiet Hours" shall mean between the hours of 11:00 p.m. and 7:00 a.m. on any day.
- p) "Residential District" means any district designated for residential use in the Municipality's Land Use Bylaw as amended from time to time.
- q) "Municipality" means the municipal corporation of the Town of Bashaw or where the context permits, means the area within the municipal limits of the Town of Bashaw.

### **3. GENERAL PROHIBITION**

- 3.1 Except to the extent permitted by this by-law, no person shall make, continue, cause or allow to be made or continued any unreasonably loud, raucous or unusual noise which annoys, disturbs, injures, endangers or detracts from the comfort, repose, health, peace or safety of any other person of ordinary sensitivity within the Municipality.

- 3.2 Except to the extent permitted, by this bylaw, no person shall permit, suffer or allow property, real or personal which he owns, occupies or controls, to be used in a manner such that there emanates there from any unreasonably loud, raucous or unusual noise which annoys, disturbs, injures, endangers or detracts from the comfort, repose, health, peace or safety of any other person of ordinary sensitivity within the Municipality.
- 3.3 Factors for determining whether a sound is unreasonably loud, raucous or unusual include, but are not limited to, the following:
  - (a) proximity of the sound to sleeping facilities, whether residential or commercial;
  - (b) the time of day or night the sound occurs;
  - (c) the duration and volume of the sound; and
  - (d) whether the sound is recurrent, intermittent or constant.
  - (e ) Compliance with other provincial Legislation, including Occupational Health and Safety Legislation.
- 3.4 No person unless lawfully authorized shall discharge any firearm within the Municipality.
- 3.5 No person shall urinate or defecate on any public property.

**4. LOITERING**

- 4.1 No person shall by himself or with another person loiter in a public place in such a manner as to obstruct, hinder or impede:
  - (a) the free and uninterrupted passage of vehicles, traffic or pedestrians through, from or to such public place;
  - (b) access to the entryway of any premises normally used by the public for gaining entrance to the premises, unless permission is granted by the person in authority of the property.
- 4.2 No person shall loiter on any property where the person in authority of the property prohibits loitering on the property.
- 4.3 Any person shall be deemed to be loitering within the meaning of this bylaw when he is standing or sitting on any highway, including, without limiting the generality of the foregoing any sidewalk located thereon or within three feet

thereof, and fails to vacate the area when requested to do so by a peace officer.

- 4.4 Any person shall be deemed to be loitering within the meaning of this bylaw when he is standing or putting his feet on the top surface of any table, bench, planter or sculpture placed in any public place.
- 4.5 When a peace officer finds any person loitering, he may direct such person to cease such loitering and vacate the area, and any person so directed shall forthwith cease such loitering and vacate.

No prosecution shall be commenced for contravention of the loitering provisions of this bylaw unless a warning to cease loitering and vacate the area has first been given by a peace officer or any person in authority of the property.

## **5. MOTOR VEHICLES**

- 5.1 No person shall use or engage in the use of engine retarder brakes within the Municipality.
- 5.2 No person shall allow a motor vehicle engine to remain running in a residential district or within one hundred and fifty meters of a residential district for longer than 20 minutes while the motor vehicle is not in motion.
- 5.3 The failure of a person to comply with the provisions of the Traffic Safety Act or any regulations thereunder regarding:
- (a) the prohibition against the use of signaling devices on motor vehicles so as to make more noise than is reasonably necessary;
  - (b) the restrictions in the type or use of mufflers and similar equipment;
  - (c) the prohibition against creating or causing the emission of any loud and unnecessary noise from a motor vehicle.

## **6. CONSTRUCTION**

- 6.1 Unless written permission from a Development Officer is first obtained, no person shall during quiet hours carry on the construction, repair, alteration, or demolition of any type of structure including but not limited to hammering, sawing, and the use of any power tools or construction equipment capable of creating a sound which may be heard beyond the boundaries of the site on which the activity is being carried on within the Municipality.
- 6.2 Each construction site shall have a waste container to ensure that waste construction materials are placed in the container to prevent the material from

being blown away from the construction site.

- 6.3 No loose construction material is to be stored or accumulated on a construction site unless it is not capable of being blown around the construction area.

## **7. DOMESTIC**

- 7.1 No person shall operate construction equipment, power tools, a power lawn mower, or any snow-clearing device in any residential district during quiet hours.

## **8. INDUSTRIAL**

- 8.1 Nothing in this Bylaw shall prevent the continual operation or carrying on of an industrial activity where the activity is one which:

- i. is a permitted use; or
- ii. is an approved discretionary use;

8.2 Industrial Operations are subject to additional review if activities negatively impact residents and present objectionable or noxious conditions. The town of Bashaw may consider the presentation of the conditions as a change in use; requiring a Development Application to evaluate changes in operations.

8.3 As per the Town of Bashaw Land Use Bylaw; the Industrial designation is intended to accommodate the development of a wide array of industrial uses but which will not cause any objectionable or noxious conditions, be it noise, odour, dust, vibration or any other similar sensation, beyond the lot on which they are located.

8.4 Industrial operations are required to comply with Provincial legislation, Occupational Health and Safety legislation, and may be required to adapt their operations to minimize impacts to ensure the objectionable conditions are not experienced beyond the lot on which they are located.

~~8.2 In the operation or carrying on of an industrial activity, the person operating or carrying on that activity shall make no more noise than is necessary in the normal method of performing or carrying on that activity.~~

## **9. SNOW REMOVAL**

- 9.1 No person shall remove snow from commercial or private property in or adjacent to a residential district during quiet hours without a permit granted by the Development Officer.

## **10. AUTHORITY TO REMOVE**

10.1 The Chief Administrative Officer may authorize any Municipal employee, or other person, to remove and put in storage or destroy anything placed upon Municipal property in contravention of this bylaw.

## **11. EXCEPTIONS**

11.1 This bylaw shall not apply to:

(a) Any person performing work of an emergency nature for the preservation or protection of life, health, or property, but the onus shall be on the person performing the work to show that the work was of an emergency nature;

(b) Any act of maintenance or repair being carried out by employees or contractors of the Municipality;

(c) Any act of emergency maintenance or repair being carried out by employees or contractors of any private utility;

(d) The operation of emergency equipment or any emergency vehicle;

(e) A Peace Officer engaged in performing his duty; or

(f) Any activity within the sole jurisdiction of the Government of Canada or the Province of Alberta.

## **12. PERMITS**

12.1 A Development Officer may issue a permit to a person for the purpose of allowing noise within a designated area and between designated times. Such permit may be revoked at any time by the Municipality's Manager.

## **13. SEVERANCE**

13.1 If any section of this Bylaw is found to be illegal or beyond the power of the Municipality's Council to enact, such section shall be deemed to be severable from all other sections of this Bylaw, and the remaining Bylaw will continue to be in force.

## **14. PENALTIES**

14.1 Any person who contravenes any provision of this By-Law, is guilty of an offence punishable on summary conviction and is liable as outlined in Schedule A,

Master Rates and Schedules Bylaw 760-2014.

**15. REPEAL**

15.1 This bylaw repeals Bylaw 767 - 2015.

15.2 This bylaw shall take effect on the date it is passed.

**READ** a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**READ** a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**UNANIMOUS CONSENT** for a third reading this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**READ** a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

**TOWN OF BASHAW  
MONTHLY STATEMENT  
September 30, 2022**

DESCRIPTION	GENERAL ACCOUNT	TERM DEPOSIT	TOTAL
<b>BALANCE AT END OF PREV MONTH</b>	\$ 804,291.28	\$ 1,015,244.11	\$ 1,819,535.39
RECEIPTS FOR THE MONTH	\$ 30,634.27		\$ 30,634.27
ALBERTA DIRECT DEPOSIT	\$ 16,426.15		\$ 16,426.15
VOID	\$ 757.67		\$ 757.67
<b>CCUBC /ROYAL/ATB /DEBIT- PAYMENTS</b>	\$ 89,929.17		\$ 89,929.17
SERVUS CREDIT UNION - INTEREST	\$ 2,278.39		\$ 2,278.39
			\$ -
TERM INTEREST		\$ 2,285.00	\$ -
TERM DEPOSIT		\$ -	\$ -
TRANSFER FROM GENERAL TO TERM		\$ -	
TRANSFER FROM TERM TO GENERAL	\$ -		\$ -
<b>SUB-TOTAL</b>	\$ 944,316.93	\$ 1,017,529.11	\$ 1,961,846.04
DISBURSEMENTS FOR THE MONTH	\$ 218,688.85		\$ 218,688.85
TRANSFER TO/FROM TERM	\$ -	\$ -	\$ -
<b>BANK ERROR INTEREST</b>			\$ -
			\$ -
<b>DEBIT MACHINE &amp; TRANSACTIONS</b>	\$ 39.40		\$ 39.40
<b>BANK CONFIRMATION FEE</b>	\$ -		\$ -
	\$ -		\$ -
<b>SCHOOL PAYMENT</b>	\$ 55,387.11		
	\$ -		\$ -
TRANSFER TO RECREATION BRD	\$ -		
<b>BALANCE AT END OF MONTH</b>	\$ 670,201.57	\$ 1,017,529.11	\$ 1,687,730.68
<b>BANK BALANCE AT MONTH END</b>	\$ 809,568.43	\$ 1,017,529.11	\$ 1,827,097.54
OUTSTANDING DAILY DEPOSITS	\$ 6,670.97		\$ 6,670.97
OUTSTANDING ONLINE/INTERAC	\$ 4,954.28		\$ -
OUTSTANDING DIR DEPOSITS	\$ 2,741.13		
<b>SUB-TOTAL</b>	\$ 823,934.81	\$ 1,017,529.11	\$ 1,841,463.92
LESS OUTSTANDING CHEQUES	\$ 153,733.24		\$ 153,733.24
OUTSTANDING AUTO WITHDRAWALS			\$ -
BANK ERROR			
	\$ -		
	\$ -		
			\$ -
<b>BALANCE AT END OF MONTH</b>	\$ 670,201.57	\$ 1,017,529.11	\$ 1,687,730.68

THIS STATEMENT SUBMITTED TO COUNCIL

October 24, 2022

\_\_\_\_\_  
MAYOR

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

System: 2022-10-05 10:43:38 AM  
User Date: 2022-09-30

Town of Bashaw  
RECONCILIATION POSTING JOURNAL  
Bank Reconciliation

Page: 1  
User ID: Finance

Audit Trail Code: CMADJ00000293  
Chequebook ID: CREDIT UNION  
Description: Credit Union General Account

Bank Statement Ending Balance: \$809,568.43  
Bank Statement Ending Date: 2022-09-01  
Cutoff Date: 2022-09-30

Statement Ending Balance	\$809,568.43
Outstanding Cheques (-)	\$153,733.24
Deposits in Transit (+)	\$14,366.38
	-----
Adjusted Bank Balance	\$670,201.57
	-----
Chequebook Balance as of Cutoff	\$670,201.57
Adjustments	\$0.00
	-----
Adjusted Book Balance	\$670,201.57
	-----
Difference	\$0.00
	=====

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**Proposed 2023 Budget**

		Present Budget	
		2022	2023
<b>Income</b>			
1.1	Provincial Operating Grant	992,621	992,621
1.2	First Nations Grant	145,602	145,602
1.3	Membership Fees	1,939,986	2,001,335
1.4	Alberta Rural Library Services Grant	429,742	429,742
1.5	Interest Income	28,500	28,500
<b>TOTAL Income</b>		<b>3,536,451</b>	<b>3,597,800</b>
<b>Support Materials &amp; Services Direct to Libraries</b>			
2.1	Alberta Rural Library Services Grant	429,742	429,742
2.2	Allotment Funds issued to Libraries	256,396	259,362
2.3	Cataloguing Tools	3,000	3,000
2.4	Computer Maint. Agree. Software licenses	201,885	207,512
2.5	Cooperative Collection Fund	35,835	0
2.6	eContent Platform fees, Subscriptions	78,100	78,100
2.7	FN Provincial Grant expenses	78,839	78,839
2.8	Freight	1,800	1,200
2.9	Internet Connection Fees	8,820	8,820
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	68,070	68,617
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,000	1,000
2.14	ILL Postage for libraries	4,500	2,000
2.15	Supplies purchased Cataloguing/Mylar	18,500	19,000
2.16	Vehicle expense	46,000	59,000
2.17	Workshop/Training expense	14,000	14,000
<b>PRL Circulating Collections</b>			
2.18	Audio Book	5,000	5,000
2.19	eContent	57,500	57,500
2.20	Large Print	10,000	10,000
2.21	Programming Kits	2,000	2,000
2.22	Reference	4,000	4,000
<b>TOTAL Support Materials &amp; Services Direct to Libraries</b>		<b>1,345,787</b>	<b>1,329,492</b>
<b>Cost of Services</b>			
3.1	Audit	16,500	20,000
3.2	Bank expenses	1,600	1,700
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	18,000	21,500
3.5	Dues/Fees/Memberships	12,200	12,750
3.6	Insurance	19,000	20,500
3.7	Janitorial/Outdoor maintenance expense	34,000	35,000
3.8	Photocopy	4,000	4,300
3.9	Salaries	1,588,659	1,666,962
3.10	Salaries - Employee Benefits	349,505	353,396
3.11	Staff Development	20,000	20,000
3.12	Supplies/Stationery/Building	32,500	29,000
3.13	Telephone	8,000	8,500
3.14	Travel	8,000	8,000
3.15	Trustee expense	35,000	26,000
3.16	Utilities	39,000	36,000
<b>TOTAL Cost of Services</b>		<b>2,190,664</b>	<b>2,268,308</b>
<b>TOTAL Expenses (library materials &amp; cost of service)</b>		<b>3,536,451</b>	<b>3,597,800</b>
<b>Surplus/Deficit</b>		<b>0</b>	<b>0</b>
<b>AMOUNT PER CAPITA REQUISITION</b>		<b>8.55</b>	<b>8.75</b>



Approved: yes /no Motion # \_\_\_\_\_  
Town of Bashaw

Request for Decision

Meeting:	Regular Council
Meeting Date:	October 24, 2022
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.3 Auditor Contract Review

**Background/Proposal:**

Town of Bashaw has obtained audit services from Gitzel & Company for several years. The agreement is scheduled to expire on December 31, 2022. Typically, this is discussed in the spring, as the pre-audit is scheduled to begin in November 2022.

Administration recommends extending the agreement to include December of 2023. Therefore, creates a realistic timeline for changes should council choose to.

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

Council would renew the agreement with Gitzel & Company to December 2023, then consider advertise the audit contract in the spring.

Council could choose to approve a new contract to continue services.

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

Annual Operating Budget.

**Recommended Action:**

Administration recommends negotiation of a new/continued agreement with Gitzel & Company for another full term.

**Discussion Result:**

Motions:

MOVED by \_\_\_\_\_ to proceed with the extension of the Auditor Agreement with Gitzel & Company to include December 2023.

MOVED by \_\_\_\_\_ to proceed with negotiation of a new Auditor Agreement with Gitzel & Company for another full term.

MOVED by \_\_\_\_\_ to advertise the audit contract in the spring of 2023.

Additional research Requested:

**Town of Bashaw Emergency Management Meeting**

October 12, 2022

In Attendance: DEM Patrick Taylor, DDEM Theresa Fuller, DDEM Dennis Jones, and Public works/Firefighter; Peter Brosinsky

1. Reviewed the Local Authority Emergency Management Regulation Summary.
2. Reviewed Bylaw 793-2019 Municipal Emergency Management Bylaw and circulated it to the Provincial Field officer by email. Provincial Field officer confirmed the bylaw as acceptable and compliant with current regulations.
3. Reviewed the Risk Assessment on Community Emergency Management Program (CEMP) in preparation to update the emergency preparedness plan. The risk assessment was completed, the mitigation input is still required.
4. The meeting adjourned at 5:00 pm.

It was recommended to book a meeting with the Emergency Advisory committee, which is a committee of council.

**Town of Bashaw**  
**Public Works Project Duties list**

Project or Duty Description:	Priority	Regular Duty	Additional Duty	Start Date:	Estimated Project timeline	Issues, details, causes of delays?	Date Completed
<b>Water Related</b>							
Water Meter Replacement	X			ASAP		Completed 5 more and we will update next report.	
#3 Vertical Turbine rebuild	X					Complete.	
Shut off Valve checks and replacements						Complete.	
CC Valve Replacement		X		ASAP		Complete for 2022.	
Water leak site cleanups	X			July/18/22		Concrete is done, seeding done, pavement implemented in spring 2022.	
<b>Recreation/Arena</b>							
Gutter Repairs	X			ASAP		None completed.	
Ball Diamonds	X			April 6 2022	Complete, ongoing for season	Shale added for 2023 already. In good shape for next year.	Aug-22
RV stations		X		May 27/2022	2 Days	Shut down	Aug-22
Exterior Building repairs			X	Jul-22	2 Weeks	Complete	Sep-22
Garbage cleanup			X			Ongoing.	
Repairs to the Curling Club Shed			X	ASAP		Waiting on quotes.	
Arena Plexiglass		X		May-22	2 Weeks	Reinstalled and functional	Sep-22
<b>Parks, trees, Cemetery</b>							
Tree Trimming Maintenance program						Ongoing	
Weed Control		X				Ongoing, trails have been completed.	
<b>Cemetery</b>						Community Clean up - June 10, 2022	
Fence line Completion		X		June 1/2022	3 Weeks	Ongoing maintaining, completed for the season.	
Lawn Maintenance				May 1/2022	As needed	Ongoing, growth has slowed. We have received compliments on status.	
<b>Streets</b>							
Street Cleaning, Culvert Drain maintenance	X			Jun-22		Completed fall rounds, and catch basin upgrades, culvert clean ups, ditch cleanup	
Paint Hydrants on Main Street						Complete, painted traffic signs.	Sep-22
Road repairs main St		X		May 23/2022	2 Weeks	Complete	Sep-22
Sidewalk Repairs Main St		X		Jun-22		Complete.	Sep-22
Main St Line Painting		X		ASAP	2 weeks	Completed some, no paint arrived.	
Plant 4" pine Trees with water bags 51Ave						Trees have not been received.	
Catch Basin Clean out	X			June	2 weeks	Completed, and more to be completed.	
Hydrant Flushing		X		June	2 days	Completed.	Sept/9/22
Manhole checks		X		June	1 Week	Ongoing	
Install new sign for Sitting Stone Lake	X				1 Week	Complete.	
<b>Airport</b>							
Lawn Maintenance		X			As needed	Complete for the year.	Sep-22
Building Maintenance						Ongoing	
<b>Sewer</b>							
Lift Station 1 Cleaning		X		April 29/22	1 day	Grease buildup control	Monthly
Lift Station 1 Pump 2				Jul-22		Repaired, and functional	Sep-22
Lagoon maintenance		X		May-22	As needed	Started maintenance program for fall.	
lines flushed	X			June 20/2022	1 Week	Incomplete.	
<b>Shop</b>							
Equipment maintenance		X				Ongoing	





CHIEF ADMINISTRATOR'S REPORT  
Submitted for October 24, 2022, Regular Meeting of Council

➤ Action List Items from September 14, 2022:

Water Treatment Plant – Pump Upgrade – grant application completed, and project upgrade underway.

Resident Letter – response letter sent.

Regional Flush Truck Update – suitable truck located; information has been forwarded to CAO from Rosalind. Arrangements to book a meeting are in process.

Asset Management Training Opportunity – follow up required.

Atco Franchise Fee – Atco has been notified about the council's request to reduce the fee to 13%.

**Outstanding from Prior Meetings:**

Fence Encroachment Request – C. Siguenza has been provided a letter with a timeline to provide a Real Property report, (to prove placement on his property) or remove the fence. October 24, 2022 is the timeline for providing the information.

Development Application 2022 – 8 – Letter sent to Gerbers informing them of the costs of Road Closure and to purchase the land. Administration to follow up on their questions.

Voyent Alert – Company has been notified of approval, enrollment to be completed. Administration intends to roll out the app within the new website. There are still some items to prepare for the new website.

Strategic Plan Review – Arrangements for the survey – outstanding.

Waste Bylaw 639 – 99 – Review and/or locate suitable replacement. (outstanding)

Communications Policy Request – Due prior to the end of 2022. Outstanding.

Council Schedule –MDP and ICF – Book dates.

➤ CAO Activities/Meetings:

September 26 – October 11, 2022 – CAO out of the office

October 12, 2022 – Emergency Management Meeting

October 13, 2022 – CAO Absent due to illness

October 14, 2022 – Human Resources meeting

October 18, 2022 – Human Resources meeting

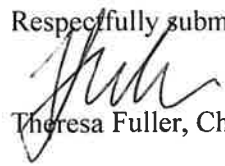
October 20, 2022 – Meeting with Alberta Economic Development representative

➤ Day to Day:

Items worked on:

Human resources, Organization meeting Agenda Preparation, Public Hearing agenda preparation, and Regular meeting of Council agenda preparation, bylaw generation, walk-in and phone inquiries, and staff follow up.

Respectfully submitted,



Theresa Fuller, Chief Administrative Officer



September 7, 2022

By Email: cao@townofbashaw.com (original to remain on file)

Town of Bashaw  
Box 510  
Bashaw AB T0B 0H0

Attention: Theresa Fuller, Chief Administrative Officer

**Re: Town of Bashaw  
2021 Notifications Matter (Land)**

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We are pleased to provide you with our final report regarding tax arrears recovery proceedings on behalf of the Town of Bashaw.

Upon receipt of the property information in February 2021, we sent pre-notice letters on 5 Rolls.

We registered a Tax Arrears List with respect to 3 roll numbers. A letter was then sent to the property owners notifying them that the tax arrears list was prepared and sent to the Registrar. Before August 1, 2021, Alberta Land Titles provided notices to the owners of the parcels and any person who had an interest in the parcels, notifying them that if the tax arrears were not paid by March 31, 2022 the municipality would offer the parcel for sale at a public auction.

In April, 2022 we sent out an Auction Letter and FDMA Notice with respect to 3 roll numbers. The letter was sent by regular and registered mail to comply with the Federal Farm Debt Mediation Act. Following the mailing of the letters, we attempted to contact the property owners to ensure that they were aware of the impending auction and to discuss their plans for payment of the tax arrears.

Following the Pre-Auction deadline date, we confirmed which properties remained subject to tax recovery proceedings and provided council with a recommended timeframe to schedule the public auction date. The public auction date was set for September 19, 2022.

You confirmed that council had approved the reserve bids and the terms and conditions of sale for the public auction. In June 2 roll numbers (1 Title) remained unpaid. TAXervice then prepared and attended to publishing the Public Sale of Land advertisement that appeared in the July 15, 2022, issue of the Alberta Gazette. A notice enclosed with a copy of the Alberta Gazette ad was mailed on July 25th to all registered owners and all parties with an interest registered against the parcel. Following the mailing of that notice we continued to make contact with the property owners. TAXervice then published a copy of the Public Sale of Land advertisement in the August 31st issue of the Bashaw Star.

In September, we were notified that the arrears for rolls 1522 & 1523 were paid in full by the mortgagee. The Tax Sale Auction was cancelled.

Following notice of payments, we attended to preparation of the Discharges of Tax Recovery Notification which were sent to the municipality for signature as payments were made. We will receive each Customer Registration Notice from Alberta Land Titles notifying us when the discharges are completed for each Roll.

This now concludes tax recovery proceedings for the 2021 Notifications (Land) matter. We thank you for the opportunity to assist you with your tax arrears recovery. We continually look for ways to improve our service. Should you have any comments or suggestions, we would be pleased to hear from you.

We trust you will find the above to be in order.

Yours truly,  
TAXervice

*Angela M.*

Angela M. *C.M.M.A.*  
Account Manager  
AngelaM@taxervice.com