



## **REGULAR MEETING OF COUNCIL**

### **A G E N D A**

**Monday, April 19, 2022 @ 6:00 pm.**

**Blended Meeting: Council Chambers & Zoom Access**

1. CALL TO ORDER
  - 1.1 All participants to be informed this meeting is being recorded.
  - 1.2 Attendees will be listed verbally.
2. PUBLIC HEARING
3. ADDITIONS & AGENDA APPROVAL
4. MINUTES
  - 4.1 Minutes of the April 4, 2022, Regular Meeting of Council
5. DELEGATIONS
6. BYLAWS
7. NEW & UNFINISHED BUSINESS
  - 7.1 Town of Bashaw 2021 Financial Audit Presentation – Scott St. Arnault (provided at the meeting or digitally as soon as available.)
  - 7.2 Development Permit Application No.2022-1
  - 7.3 2022 Operating Budget
  - 7.4 Bashaw Golf & Country Club 2021 Financial Statements
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 Bashaw School – Rebel Run – May 19, 2022
  - 9.2 Village of Clive – Parade Invitation June 18, 2022
  - 9.3 Mirror – Parade Invitation May 21, 2022
  - 9.4 Fox Creek – Increasing Utility Fees
  - 9.5 Safety Codes Council – 2021 Annual Internal Review
10. CLOSED MEETING OF COUNCIL

None.

11. NEXT MEETING: April 26, 2022 – Possible Additional Meeting for Audit Presentation (no longer required)

May 3, 2022 – 6:00 pm CN Engagement with Council

May 2 & 16, 2022 – 6:00 pm, Regular Meeting of Council

12. ADJOURNMENT



## REGULAR MEETING OF COUNCIL MINUTES

Thursday, April 4, 2022 @ 6:00 pm.

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

**In Person:** CAO Fuller (5:45 pm), Mayor McDonald (5:48pm), Deputy Mayor Gust (5:55pm), Councillor McIntosh (5:50pm), Councillor Orom (5:55pm), Councillor Northey (5:55pm) and Foreman Taylor (5:45pm)

**Zoom Connection:** Press Representative - Stu Salkeld - East Central Review (5:58pm)

**Public Zoom:** None

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

**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 Deputy Mayor Gust to approve the April 4, 2022, Regular Meeting of Council Agenda with the addition of an Audit meeting discussion in section 11.

**MOTION #072-2022**

CARRIED.

4. MINUTES

4.1 Minutes of the March 21, 2022, Regular Meeting of Council

**MOVED** by Councillor Orom to approve the minutes of March 21, 2022, Regular Meeting of Council.

**MOTION #073-2022**

CARRIED

5. DELEGATIONS - None

6. BYLAWS - None

7. NEW & UNFINISHED BUSINESS

7.1 2022 Municipal Sustainability Operating Grant Application

**MOVED** by Deputy Mayor Gust to approve the 2022 Municipal Sustainability Operating Grant listing as follows, General Administration \$16,799.24, Libraries \$15,664.90, Public Security and Safety \$47,127.25, Public Transit \$5,000.00, Wastewater \$6,300.00, and Water \$3,000.00 for a total of \$93,891.39.

**MOTION #074-2022**

CARRIED

7.2 2022 Preliminary Budget Draft

Discussion regarding the budget. Several items were transferred to other funding sources.

### 7.3 Communications Policy Request – Councillor McIntosh

**MOVED** by Councillor McIntosh that Council direct administration to draft a Communications Policy pertaining to its communication with the public via traditional and electronic means, no later than the end of 2022, that will:

- A)** Identify best practices for staff to engage with the public;
- B)** Set forth a clear Social Media Terms of Engagement for the public's engagement with the Town;
- C)** Outline minimum training requirements within the corporate body for use of communications tool including social media;
- D)** Establish requirements for issuing proclamations and formal correspondence including letters of support and congratulatory notes;
- E)** Lay out timelines for review of this policy.

**MOTION #075-2022**

CARRIED.

**MOVED** by Councillor McIntosh to direct administration to research and report on the cost of email accounts for each Council member.

**MOTION #076-2022**

CARRIED.

## 8. COMMITTEE & STAFF REPORTS

### 8.1 Committee Reports

- a. Mayor McDonald – March 28, 2022 – Bashaw Municipal Library – all is going well.
  - Received an email invitation to Doug Griffiths conference in Jasper
  - Received CN Vegetation control email.
- b. Deputy Mayor Gust – nothing to report.
- c. Councillor Northey – Met with MP Damien Kurek in regard to small towns and the lack the ability to receive Grant support. He recommended we forward information regarding our applications to him, and he will provide support letters.
  - attended BARB Annual General Meeting
  - Presentation at the Local Government Administrators Association Conference in Red Deer.
- d. Councillor Orom –April 1, 2022 – Camrose & Area Lodge Authority meeting. 2021 Audit Review provided. Rosealta has 23 vacant suites, Bashaw Meadows is also experiencing vacancies. They are researching ways to fill the facilities up. Bashaw Meadows is currently on lock down, as per Camrose & Area Lodge authority. May 6, 2022, is the next meeting date.
- e. Councillor McIntosh – April 2, 2022 – Completed the EMS Service plan survey.

### 8.2 Staff Reports

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

**MOVED** by Councillor McIntosh to accept April 4, 2022, Council and Staff reports as information.

**MOTION #077-2022**

CARRIED.

## 9. CORRESPONDENCE - None

## 10. CLOSED MEETING OF COUNCIL - None

## 11. NEXT MEETING: April 19, 2022 – 6:00 pm, Regular Meeting of Council April 26, 2022 – 6:00 pm Auditor, 6:30 pm CN

12. ADJOURNMENT – Councillor Northey at 9:11 pm.

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CHIEF ELECTED OFFICIAL

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CHIEF ADMINISTRATIVE OFFICER



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

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

Town of Bashaw

**Request For Decision**

Meeting:	Regular Council
Meeting Date:	April 19, 2022
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.2 Development Permit No. 2022-1

**Background/Proposal:**

Development Permit No. 2022-1 is for a property located at 5340-51 A Street. The application is for the Bear Hills Family Wellness Centre. The application has been submitted by James Carpenter, Dr. Tony Mucciarone, Lucy Smolcic and Audrey Ward. Maskwacis First Nations have expressed support for the proposed project.

The property is designated as Direct Control as per the Town's Land Use Bylaw 780-2018. Land Use Bylaw 780-2018, Section 12.14 (2) states that the Development Authority in the Direct Control District shall be the Council.

The applicant began discussions with the Town regarding this application in November 2021. At this time, due to the complex nature of the application, the Town requested the services of Vicinia Planning & Engagement; Elizabeth Armitage, RPP, MCIP, a Registered Professional Planner, to provide advice to Administration and Town Council on processing the application in accordance with the Municipal Government Act.

The Development Permit application was submitted on January 10, 2022. Through the administrative review and evaluation of the application, administration has provided 4 incomplete letters on the following dates:

- January 11, 2022
- January 19, 2022
- February 10, 2022
- February 24, 2022

Council completed a review of the Development Permit application on March 7, 2022. Council approved issuing the incomplete letter on March 15, 2022.

The application materials and incomplete letters were presented in the March 7, 2022, agenda package. Additional commentary on the application is also available in the March 7, 2022, agenda package.

On April 1, 2022, the applicant provided additional information in hard-copy format. Administration requested the information be provided digitally. On April 4, 2022, Mr. Carpenter's email response; stated the materials will not be submitted digitally and are not to be shared publicly.

Due to the restrictions provided to administration on the materials submitted, administration is unable to share the materials with Council to review and consider.

Therefore, at this time, Administration recommends that Council require the information outlined in motion #041-2022 on March 7, 2022, be required in digital format and that all information be provided with the written understanding that the materials will be shared with Council at a Public Council meeting as deliberations on a Direct Control Development Permit will occur in public.

As Council does not have access to the materials submitted on April 1, 2022; Administration believes council does not have enough information to make an informed decision.

**Community Engagement Consideration:**

Administration continues to recommend Council consider holding a Bashaw community information session upon receipt of publicly available information. In the spirit of reconciliation, the community information session should be held jointly with a Maskwacis Elder and Maskwacis service providers. Such a meeting will provide a formal venue to Bashaw residents to submit feedback directly to Council.

Administration is currently seeking the services of a third party to help support the invitation of the Maskwacis elders to a meeting. As Administration does not have experience in arranging these meetings, we need to be sure it is done correctly.

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

Administration recommends Council consider the following two options:

**Option 1:** Council issue the attached Incomplete Letter which reiterates the requirements Council previously indicated in Motion #041-2022. Require that the materials must be submitted in both hard copy and digital formats and that the applicant must acknowledge in writing that all materials submitted will be disclosed publicly in a future Public Council Meeting.

**Option 2:** Refuse the application siting reasons for the refusal.

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

n/a

**Applicable Legislation:**

MGA Section 685 – Subsection 4.

Land Use Bylaw - 780-2018, Section 12.14 (2)

This location does not have an Area Structure Plan – Section 633 MGA or Area Redevelopment Plan – Section 634 and 635 MGA.

MGA Section 641- Designation of Direct control districts

**Recommended Action:**

Administration declines provision of a recommendation.

**Discussion Result:**

Possible Motions:

MOVED BY \_\_\_\_\_ that Council issue the attached Incomplete Letter which includes:

1. Materials required by council to complete a comprehensive review of the Development Permit No. 2022-1 Application;
2. Materials must be submitted in both hard copy and digital formats;
3. The applicant must acknowledge in writing that all materials will be disclosed publicly, as council will review the application at a public council meeting;
4. Materials must be submitted by May 9, 2022.

MOVED BY \_\_\_\_\_ to deny (any/all) Development Permit applications for (any/all) treatment / wellness Centre related uses in the Direct Control district located at 5340 – 51 A Street, Bashaw, Alberta, due to \_\_\_\_\_ .....

Possible, e.g. – proximity to Bashaw School.

- proximity to Seniors Lodge
- use in not in community best interest
- location unsuitable for the proposed use
- other as per council determination

Or other possible motions as determined by council.

Additional research Requested:



April 19, 2022

Dr. Tony Mucciarone, Mr. James Carpenter, Lucy Smolicic, and Audrey Ward  
Bear Hills Family Wellness Centre  
Box 777  
Didsbury, AB T0M 0W0  
Email: [energydevelopers@gmail.com](mailto:energydevelopers@gmail.com)

Dear Dr. Tony Mucciarone, Mr. James Carpenter, Lucy Smolicic, and Audrey Ward,

RE: Incomplete Development Permit Application – Family Wellness Centre at 5430 - 51 A Street, Bashaw.

At the Regular Meeting of Council on March 7, 2022, council passed the following motion requiring additional information:

MOVED BY Councillor Northey to direct administration to request the service providers with Bear Hills Family Wellness Centre submit the following additional information by May 9, 2022, to enable Council to make an informed decision on the proposed Bear Hills Family Wellness Centre in the Direct Control land use designation located at 5340 – 51 A Street:

- Confirmation of exact uses to be included on the site, including detailed description of each use / activity.
- Confirm the number of beds to be utilized for overnight guests and their reasons/rational for the use of the overnight stay.
- Confirm the age of guests, duration of stay, ratio of guests to supervisors, and type of supervision provided for guests and visitors,
- Business Plan / Operation Plan
- Building Access Plan.
- On-Site Safety Plan
- Off-site / Community Safety
- Capacity of existing medical infrastructure in the Town of Bashaw
- Confirmation of providers and governance structure for health care related services and childcare related services.
- Integration of guests and visitors into the existing Bashaw community.
- Traffic Impact Assessment
- Environmental Public Health review

*TOWN OF BASHAW*

*5011 - 52<sup>ND</sup> AVENUE OR BOX 510, BASHAW, AB T0B 0H0*

*EMAIL: [admin@townofbashaw.com](mailto:admin@townofbashaw.com) PHONE: 780.372.3911 FAX: 780.372.2335*

At this time, the materials submitted on April 1, 2022, are not available for Council to consider in a public council meeting. On April 4, 2022, Mr. Carpenter's email stated the materials will not be submitted digitally and are not to be shared publicly.

As such, Council requires the materials must be submitted in both digital and hard-copy and must provide written acknowledgement for public release of materials at a future public council meeting.

If the Town does not receive the required information and/or materials by **May 9, 2022**, the application will be returned as incomplete and deemed refused. Should you require additional time beyond May 9, 2022, please notify the Town in writing and Council may provide an extension.

Please note that in accordance with the Municipal Government Act and the Town's Land Use Bylaw 780-2018, Council may issue a future incomplete letter with a new deadline for submission or Council may issue a complete letter upon review of the application submitted to date. This decision is at the discretion of Council.

Sincerely,

Rob McDonald  
Mayor  
Town of Bashaw



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

Town of Bashaw

**Request for Decision**

Meeting:	Regular Council
Meeting Date:	April 19, 2022
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.3 2022 Operating Budget

**Background/Proposal:**

This is the adjusted budget as discussed from the April 4, 2022, Council meeting.

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

- AMSC Insurance was adjusted from \$630.00 to \$650.00.
- Licenses and Permits Revenue – Council question regarding revenue. This is from the oversize transport permitting fees.
- Professional fees – Audit – the second portion of the invoice is expected any day.
- Parks Revenue – the revenue is from RV stations, water, sani dump, and camping.
- The Community Centre furnace cleaning was increased from \$2,000 to \$3,382.00.

The projected increase is 4.81%. The Tax Rate comparison reflects how the increase will impact various levels of residential and business levels of property. The current percentage is 72% residential and 28% business/commercial properties. The impact is distributed equally.

The actual assessment percentages are 75% residential and 25% business/commercial.

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

Operating budget, provincial transfers, utility fees, user fees, and taxation.

**Applicable Legislation:**

Municipal Government Act; requires the generation of an annual operating budget.

**Community Engagement Consideration:**

Administration is willing to proceed as council requests.

**Recommended Action:**

Approve the budget as presented, or request administration make additional adjustments.

MOVED BY \_\_\_\_\_ to approve the 2022 Town of Bashaw Operating Budget of \$1,323,716.13 Budget before the levy, \$825,595.53 Municipal Taxes and an increase of taxes of 4.81%.

**Discussion Result:**

Additional research Requested:

**2021 TOWN OF BASHAW TAX CALCULATION**

**TAX RATE COMPARISON**

Assessment	Account	2021 Assessment	2022 Assessment	Difference	% +/-	2021 Municipal Tax Rate Use only Municipal Rate	2022 Municipal Tax Rate Use only Municipal Rate	2022 Change \$ and %
<b>RESIDENTIAL</b>								
High Res	003904	430,220	429,180	-1040	-0.24%	\$ 3,977.64	\$ 4,168.48	\$ 190.84 4.80%
Med Hi Res	002438	333,300	342,110	8810	2.64%	\$ 3,081.56	\$ 3,322.80	\$ 241.24 7.83%
Med Res	004236	214,100	215,230	1130	0.53%	\$ 1,979.48	\$ 2,090.45	\$ 110.97 5.61%
Med Low Res	003600	117,110	117,110	0	0.00%	\$ 1,082.75	\$ 1,137.45	\$ 54.70 5.05%
Low Res	001104	55,290	55,290	0	0.00%	\$ 511.19	\$ 537.01	\$ 25.82 5.05%
<b>NON-RESIDENTIAL</b>								
High Non Res	001901	1,101,800	1,074,780	-27,020	-2.45%	\$ 11,867.82	\$ 11,884.86	\$ 17.04 0.14%
Mid Hi Non Res	001911	966,590	973,240	6,650	0.69%	\$ 10,411.43	\$ 10,762.03	\$ 350.60 3.37%
Mid Non Res	010026	766,510	761,810	-4,700	-0.61%	\$ 8,256.31	\$ 8,424.05	\$ 167.74 2.03%
Mid Lo Non Res	001307	152,490	155,700	3,210	2.11%	\$ 1,642.52	\$ 1,721.72	\$ 79.21 4.82%
Mid Lo Res	001406	72,870	75,220	2,350	3.22%	\$ 784.90	\$ 831.78	\$ 46.87 5.97%
Lo Non Res	010006	74,040	76,220	2,180	2.94%	\$ 797.51	\$ 842.84	\$ 45.33 5.68%

## Budget Presentation - April 19.2022

**TOWN OF BASHAW**  
**2022 OPERATING BUDGET**

REVENUE	EXPENSES
2022	2022

## MUNICIPAL DEPARTMENT

TAXES			
OTHER REVENUE FROM OWN SOURCES	-105,801.00		
GRANTS	-93,891.39		
RESERVE FUNDS FROM OPERATING			
REQUISITIONS REVENUE/ <b>EXPENSES</b>	-222,538.44	\$	222,538.44
COUNCIL AND OTHER LEGISLATIVE <b>EXPENSES</b>		\$	32,740.00
<b>TOTAL MUNICIPAL DEPARTMENT</b>	<b>\$ (422,230.83)</b>	<b>\$</b>	<b>255,278.44</b>
			<b>-\$166,952.39</b>

## ADMINISTRATION DEPARTMENT

GENERAL ADMINISTRATIVE REVENUES/EXPENSES	-23,100.00	381,603.04	
MUNICIPAL PLANNING, ZONING & DEVELOPMENT	-1,000.00		
SUBDIVISION LAND & DEVELOPMENT	0.00	11,500.00	
RENTAL BUILDINGS/EXPENSES	-5,200.00	5,300.00	
<b>TOTAL ADMINISTRATION DEPARTMENT</b>	<b>\$ (29,300.00)</b>	<b>\$ 398,403.04</b>	<b>\$ 369,103.04</b>

## COMMUNITY SERVICES DEPARTMENTS

FIRE FIGHTING & PREVENTIVE SERVICES- <b>Fire Tab</b>	-57,449.82	105,253.23	
DISASTER SERV & EMERGENCY MEASURES- <b>PW Tab</b>		50.00	
BYLAW SERVICES	-6,000.00	53,868.25	
FAMILY & COMMUNITY SUPPORT SERVICES	-52,310.89	58,449.89	
MEDICAL CLINIC		0.00	
<b>TOTAL COMMUNITY SERVICES DEPARTMENTS</b>	<b>\$ (115,760.71)</b>	<b>\$ 217,621.37</b>	<b>\$ 101,860.66</b>

## PUBLIC WORKS DEPARTMENTS

SHOP		95,889.35
ROADS, STREETS, WALKS, LIGHTING	-400.00	205,642.12
AIRPORT	-2,160.59	6,539.15
STORM SEWERS & DRAINAGE		1,000.00
WATER SUPPLY & DISTRIBUTION	-471,550.00	464,029.06
SANITARY SEWAGE SERVICES & TREATMENT	-116,414.00	72,154.73
GARBAGE COLLECTION & DISPOSAL	-75,700.00	70,319.60
RECYCLING SERVICE	0.00	5.79
UTILITY PENALTIES - <b>Admin Tab</b>	-8,000.00	
CEMETERY - <b>Community Services Tab</b>	-2,500.00	13,586.34
<b>TOTAL PUBLIC WORKS DEPARTMENTS</b>	<b>\$ (676,724.59)</b>	<b>\$ 929,166.14</b>
		<b>\$ 252,441.55</b>

## RECREATION DEPARTMENTS

TOURISM - <b>Community Services Tab</b>	0.00	4,606.99	
RECREATION FACILITIES & PROGRAMS	-74,900.00	205,378.84	
PARKS - <b>PW Tab</b>	-4,800.00	76,873.12	
COMMUNITY CENTRE - <b>PW Tab</b>		59,996.62	
MUSEUM <b>Community Services Tab</b>		1,987.10	
<b>TOTAL RECREATION DEPARTMENTS</b>	<b>\$ (79,700.00)</b>	<b>\$ 348,842.67</b>	<b>\$ 269,142.67</b>

<b>TOTAL REVENUE &amp; EXPENSES</b>	<b>\$</b>	<b>(1,323,716.13)</b>	<b>\$</b>	<b>2,149,311.66</b>	<b>\$825,595.53</b>
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<b>2022 BUDGET BEFORE LEVY</b>	<b>\$</b>	<b>(1,323,716.13)</b>	<b>\$</b>	<b>2,149,311.66</b>
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2022 TRANSFER FROM RESERVES TO OPERATING MUNICIPAL TAXES REQUIRED	\$	825,595.53
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**Last Years' Levy      \$      785,890.92**

<b>Diff</b>	\$	<b>39,704.61</b>
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Projected Increase	4.81
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SIGNED: \_\_\_\_\_  
MAYOR ROB MCDONALD

SIGNED: \_\_\_\_\_  
CAO THERESA FULLER

**BASHAW GOLF & COUNTRY CLUB**  
**Financial Statements**  
**Year Ended October 31, 2021**

**BASHAW GOLF & COUNTRY CLUB**  
**Index to Financial Statements**  
**Year Ended October 31, 2021**

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**Rowland, Parker  
& Associates LLP**

CHARTERED PROFESSIONAL  
ACCOUNTANTS

P.O. Box 4008 Ponoka, Alberta T4J 1R5

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## INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

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To the Members of Bashaw Golf & Country Club

We have reviewed the accompanying financial statements of Bashaw Golf & Country Club (the organization) that comprise the statement of financial position as at October 31, 2021, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO), and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Practitioner's Responsibility*

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

### *Conclusion*

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Bashaw Golf & Country Club as at October 31, 2021, and the results of its operations and its cash flows for the year then ended in accordance with ASNPO.

Ponoka, Alberta  
April 1, 2022

*Rowland Parker & Associates LLP*  
ROWLAND, PARKER & ASSOCIATES LLP  
Chartered Professional Accountants

**BASHAW GOLF & COUNTRY CLUB****Statement of Financial Position****October 31, 2021**

	2021	2020
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash (Note 4)	\$ 248,039	\$ 210,562
Term deposits (Note 4)	55,883	25,605
Accounts receivable	36,184	2,330
Prepaid expenses	3,692	3,492
Inventory (Note 5)	12,699	11,875
	<u>356,497</u>	<u>253,864</u>
CAPITAL ASSETS (Note 6)	669,720	699,572
LONG TERM INVESTMENTS	<u>2,647</u>	<u>2,647</u>
	<u>\$ 1,028,864</u>	<u>\$ 956,083</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable	\$ 12,147	\$ 13,384
Goods and services tax payable	381	1,916
Callable debt principal due in one year (Note 8)	152,048	19,509
Current portion of obligations under capital lease (Note 9)	-	5,394
	<u>164,576</u>	<u>40,203</u>
Callable debt due thereafter (Note 8)	-	151,634
	<u>164,576</u>	<u>191,837</u>
LONG TERM DEBT (Note 10)	40,000	30,000
DEFERRED CONTRIBUTIONS (Note 11)	<u>174,525</u>	<u>155,657</u>
	<u>379,101</u>	<u>377,494</u>
<b>NET ASSETS</b>		
Unrestricted net assets (Note 3)	281,397	211,211
Invested in capital assets (Note 3)	<u>368,366</u>	<u>367,378</u>
	<u>649,763</u>	<u>578,589</u>
	<u>\$ 1,028,864</u>	<u>\$ 956,083</u>

See notes to financial statements

**BASHAW GOLF & COUNTRY CLUB**  
**Statement of Revenues and Expenditures**  
**Year Ended October 31, 2021**

	2021	2020
<b>REVENUES</b>		
Campground fees (Note 12)	\$ 159,891	\$ 160,521
Memberships	87,100	82,545
Kitchen and bar sales	87,014	70,035
Green fees	69,530	64,197
Equipment rentals	42,545	38,095
Tournament fees	17,263	9,745
Trail fees	13,230	13,831
Pro shop sales	8,744	11,184
Other income	8,018	6,740
Amortization of deferred contributions (Note 11)	6,351	6,351
Fundraisers	4,587	535
	<u>504,273</u>	<u>463,779</u>
<b>EXPENSES</b>		
Salaries and wages	181,717	164,250
Amortization	62,372	72,375
Kitchen and bar supplies	55,180	35,800
Utilities	32,368	26,168
Equipment lease, maintenance and fuel	26,265	17,365
Property taxes	18,418	18,444
Course maintenance	16,317	23,914
Employee benefits	13,764	11,988
Professional fees	12,003	10,093
Office	9,159	4,891
Interest and bank charges	7,804	9,079
Clubhouse maintenance	7,337	7,472
Waste removal	7,197	6,078
Interest on callable debt	5,821	7,734
Insurance	5,245	3,964
Campground maintenance	5,216	2,510
Advertising and promotion	4,426	3,342
Telephone	3,749	3,995
Pro shop retail purchases	3,640	8,712
Fundraising	1,743	-
Business taxes, licenses and memberships	1,330	730
Interest on obligations under capital lease	281	744
	<u>481,352</u>	<u>439,648</u>
<b>EXCESS OF REVENUES OVER EXPENSES FROM OPERATIONS</b>	<u>22,921</u>	<u>24,131</u>
<b>OTHER INCOME</b>		
Government assistance (Note 13)	44,443	51,205
Gain on disposal of capital assets	3,810	-
	<u>48,253</u>	<u>51,205</u>
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<u>\$ 71,174</u>	<u>\$ 75,336</u>

See notes to financial statements

**BASHAW GOLF & COUNTRY CLUB**  
**Statement of Changes in Net Assets**  
**Year Ended October 31, 2021**

	Unrestricted Net Assets	Invested in Capital Assets	2021	2020
<b>NET ASSETS - BEGINNING OF YEAR</b>				
As previously reported	\$ 241,211	\$ 337,378	\$ 578,589	\$ 503,253
Prior period adjustments (Note 3)	(30,000)	30,000	-	-
As restated	211,211	367,378	578,589	503,253
EXCESS OF REVENUES OVER EXPENSES	123,386	(52,212)	71,174	75,336
ACQUISITION OF CAPITAL ASSETS	(28,710)	28,710	-	-
REPAYMENT OF CAPITAL DEBT	(24,490)	24,490	-	-
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 281,397</b>	<b>\$ 368,366</b>	<b>\$ 649,763</b>	<b>\$ 578,589</b>

See notes to financial statements

**BASHAW GOLF & COUNTRY CLUB****Statement of Cash Flows**  
**Year Ended October 31, 2021**

	2021	2020
<b>OPERATING ACTIVITIES</b>		
Excess of revenues over expenses	\$ 71,174	\$ 75,336
Items not affecting cash:		
Amortization of capital assets	62,372	72,375
Gain on disposal of capital assets	(3,810)	-
	<u>129,736</u>	<u>147,711</u>
Changes in non-cash working capital:		
Accounts receivable	(33,854)	(2,298)
Prepaid expenses	(200)	36
Inventory	(824)	12,479
Accounts payable	(1,237)	(3,420)
Goods and services tax payable	(1,535)	2,220
Deferred contributions	18,868	(6,350)
	<u>(18,782)</u>	<u>2,667</u>
Cash flow from operating activities	<u>110,954</u>	<u>150,378</u>
<b>INVESTING ACTIVITIES</b>		
Purchase of capital assets	(32,519)	(2,381)
Proceeds on disposal of capital assets	3,810	-
Cash flow used by investing activities	<u>(28,709)</u>	<u>(2,381)</u>
<b>FINANCING ACTIVITIES</b>		
Proceeds from long term financing	10,000	30,000
Repayment of callable debt	(19,096)	-
Repayment of long term debt	-	(17,175)
Repayment of obligations under capital lease	(5,394)	(10,561)
Cash flow from (used by) financing activities	<u>(14,490)</u>	<u>2,264</u>
<b>INCREASE IN CASH FLOW</b>	<u>67,755</u>	<u>150,261</u>
Cash - beginning of year	<u>236,167</u>	<u>85,906</u>
<b>CASH - END OF YEAR</b>	<u>\$ 303,922</u>	<u>\$ 236,167</u>
<b>CASH CONSISTS OF:</b>		
Cash	\$ 248,039	\$ 210,562
Term deposits	55,883	25,605
	<u>\$ 303,922</u>	<u>\$ 236,167</u>

See notes to financial statements

# **BASHAW GOLF & COUNTRY CLUB**

## **Notes to Financial Statements**

**Year Ended October 31, 2021**

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Bashaw Golf & Country Club operates golfing facilities which operates golfing facilities within the Town of Bashaw. The Club is incorporated under the Societies Act of Alberta and as a not-for-profit organization is exempt from income tax under the Income Tax Act.

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### **1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

#### Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPPO).

#### Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

#### Cash and cash equivalents

Cash and cash equivalents include cash in banks, cheques issued in excess of bank balances, revolving lines of credit, and term deposits that are redeemable or if non-redeemable have maturities of less than ninety days from the balance sheet date.

#### Inventory

Inventory is valued at the lower of cost and net realizable value with the cost being determined on a first-in, first-out basis.

#### Capital assets

Capital assets are stated at cost or deemed cost less accumulated amortization and are amortized over their estimated useful lives on a straight-line basis at the following rates:

Buildings	40 years
Equipment	4.5 years
Campground power	40 years
Water and sewer system	10 years
Landscaping	10 years
Computer software	4 years
Computer equipment	4 years
Equipment under capital lease	4.5 years

The organization regularly reviews its capital assets to eliminate obsolete items. Government grants are treated as a reduction of capital assets cost.

Capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

(continues)

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# **BASHAW GOLF & COUNTRY CLUB**

## **Notes to Financial Statements**

**Year Ended October 31, 2021**

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### **1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)***

#### Leases

A lease that transfers substantially all of the benefits and risks of ownership is classified as a capital lease. At the inception of a capital lease, an asset and a payment obligation are recorded at an amount equal to the lesser of the present value of the minimum lease payments and the property's fair market value. Assets under capital leases are amortized on a straight-line basis, over their estimated useful lives. All other leases are accounted for as operating leases and rental payments are expensed as incurred.

#### Revenue recognition

The organization follows the deferral method of accounting for grants and contributions. Unrestricted contributions are recognized as income when received or receivable. Amounts externally restricted for capital purposes are recorded as deferred contributions when received or receivable and are included into income each year on the same basis as the related assets are depreciated. Amounts that relate to operating expenditures of a future period are deferred until the related expenditures are incurred.

- (a) Membership revenues recognized as revenue in the golf season for which the fee was rendered.
- (b) Green fees and cart rentals are recognized when earned, the amount of revenue is estimable and collection is reasonably assured.
- (c) Product, food and beverage sales are recognized at the time of the provision or the product.

#### Donated services

A substantial number of unpaid volunteers make significant contributions of their time in maintaining and operating the golf course. The value of this contributed time is not reflected in the financial statements since the objective measurement or valuation is indeterminable.

#### Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Examples of significant estimates include:

- (a) Accounts receivable are stated after evaluation as their collectibility and an appropriate allowance for doubtful accounts is provided where necessary.
  - (b) Amortization of property, plant, and equipment.
  - (c) The estimates useful lives of assets.
-

# **BASHAW GOLF & COUNTRY CLUB**

## **Notes to Financial Statements**

**Year Ended October 31, 2021**

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### **2. FINANCIAL INSTRUMENTS**

The organization is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the organization's risk exposure and concentration as of October 31, 2021.

#### **(a) Credit risk**

Credit risk arises from the potential that a counter party will fail to perform its obligations. The organization is exposed to credit risk from members. The organization has a significant number of members and customers which minimizes concentration of credit risk. Accounts are written off as they are deemed doubtful based upon factors surrounding the credit risk of specific accounts, historical trends and other information. There also minimal customers that are extended credit, the majority of customers are not offered credit terms. There was no significant change in exposure from the prior year.

#### **(b) Market risk**

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency rate risk, interest rate risk and other price risk. The organization is mainly exposed to interest rate risk. There has been no significant change in exposure from the prior period.

#### **(c) Interest rate risk**

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the organization manages exposure through its normal operating and financing activities. The organization is exposed to interest rate risk primarily through its floating interest rate credit facilities. There has been no significant change in exposure from the prior period.

#### **(d) Additional risk**

Unless otherwise noted, it is management's opinion that the organization is not exposed to significant risks arising from these financial instruments.

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### **3. PRIOR PERIOD ADJUSTMENT**

The prior period adjustment pertains to the correction of an error in prior year's financial statements that resulted in an overstatement of unrestricted net assets of \$30,000 and an understatement of invested in capital asset of the same. The error did not have any effect on prior year's operating surplus.

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### **4. CASH AND TERM DEPOSITS**

Included in cash of the organization are externally restricted funds in the amount of \$1,736 (2020 - \$1,156). The funds originated from the organization's gaming activities and use of the net gaming proceeds are restricted by the license agreements with Alberta Gaming, Liquor & Commission and are required to be segregated in a separate bank account.

Included in the term deposits of the organization are externally restricted funds in the amount of \$25,000 held in a redeemable GIC as required by The Town of Bashaw as a guarantor on the organization's term loan.

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**BASHAW GOLF & COUNTRY CLUB****Notes to Financial Statements****Year Ended October 31, 2021****5. INVENTORY**

	2021	2020
<u>Inventory</u>		
Pro shop inventory	\$ 6,683	\$ 7,764
Food supplies	3,716	3,511
Fertilizer	2,300	600
	<u>\$ 12,699</u>	<u>\$ 11,875</u>

**6. CAPITAL ASSETS**

	Cost	Accumulated amortization	2021 Net book value	2020 Net book value
Land and fairways	\$ 84,566	\$ -	\$ 84,566	\$ 84,566
Buildings	410,236	178,840	231,396	241,652
Equipment	600,814	559,748	41,066	56,903
Campground power	261,640	72,213	189,427	195,968
Water and sewer system	153,953	145,683	8,270	10,159
Greens	96,938	-	96,938	96,938
Landscaping	20,814	17,902	2,912	294
Campground	13,092	-	13,092	13,092
Computer software	12,356	12,356	-	-
Computer equipment	3,438	1,385	2,053	-
	<u>\$ 1,657,847</u>	<u>\$ 988,127</u>	<u>\$ 669,720</u>	<u>\$ 699,572</u>

**BASHAW GOLF & COUNTRY CLUB****Notes to Financial Statements****Year Ended October 31, 2021****7. CREDIT FACILITY**

The organization has a credit facility with ATB Financial, which includes the term loan described in Note 8. The credit facility also includes a MasterCard with a credit limit of \$9,900, which bears interest at prime plus 5.00%.

The credit facilities are secured by a General Security Agreement and a Continuing Guarantee and Postponement of Claim from Village of Bashaw limited to \$250,000, further supported by real property.

At the statement of financial position date, the amount owing was \$152,048 (2020: \$171,143)

All of these credit facilities are demand in nature and are subject to review by ATB Financial on an annual basis. The next review date is February 2022.

**8. CALLABLE DEBT**

ATB Financial term loan secured by a General Security Agreement covering all present and after acquired property and a continuing guarantee and postponement of claim from the Village of Bashaw further supported by a real property mortgage for the principal amount of \$250,000. Loan is repayable in blended annual repayments of \$25,000, bearing interest at prime rate plus 1% maturing September 11, 2030. The Town of Bashaw as loan guarantors require a \$25,000 to be placed in GIC and the balance be used to repay old loan and pay for power upgrades.

Amounts payable within one year

	2021	2020
	\$ 152,048	\$ 171,143
	(152,048)	(19,509)
	\$ -	\$ 151,634

Principal repayment terms are approximately:

2022	\$ 152,048
------	------------

**9. OBLIGATIONS UNDER CAPITAL LEASE**

Lease repaid in the year.

Amounts payable within one year

	2021	2020
	\$ -	\$ 5,394
	-	(5,394)
	\$ -	\$ -

**BASHAW GOLF & COUNTRY CLUB****Notes to Financial Statements****Year Ended October 31, 2021****10. LONG TERM DEBT**

Canada Emergency Business Account ("CEBA") is a credit facility issued to the corporation by its lender under the Government of Canada's COVID-19 Pandemic business support programs. The credit facility has a maximum indebtedness of \$60,000 available under two separate offerings; is secured by guarantee from the Bank of Canada; bears no interest until December 31, 2023. Provided that the amount borrowed is repaid in whole or part prior to December 31, 2023; 25% of the initial offering of \$40,000 borrowed will be forgiven and 50% of the second subsequent offering of \$20,000 borrowed will be forgiven. Any amount unpaid after December 31, 2023 automatically convert from an interest free term loan to a term loan bearing interest at 5% per annum. The face value of this loan is \$60,000 and the loan forgiveness of \$20,000 has been recorded as income, \$10,000 in the current period. Therefore the loan, net of forgiveness, in the amount of \$40,000 is reported as long term debt.

Amounts payable within one year

	2021	2020
	\$ 40,000	\$ 30,000
	-	-
	<u>\$ 40,000</u>	<u>\$ 30,000</u>

Principal repayment terms are approximately:

2023	<u>\$ 40,000</u>
------	------------------

**11. DEFERRED CONTRIBUTIONS**

The changes in the deferred contributions balance for the period are as follows:

	Balance Beginning of Year	Add Contributions	Less Recognized as Revenue	Balance End of Year
Clubhouse renovations	\$ 113,313	\$ -	\$ 4,533	\$ 108,780
Campground power 1999	18,187	-	1,010	17,177
Campground power 2000	760	-	40	720
Campground well	82	-	82	-
2015 power upgrades	23,315	-	686	22,629
Gaming funds	-	25,219	-	25,219
	<u>\$ 155,657</u>	<u>\$ 25,219</u>	<u>\$ 6,351</u>	<u>\$ 174,525</u>

Deferred contributions related to capital assets represent restricted contributions from the Government of Alberta for the purchase and installation of an irrigation system, course beautification and installation of power on the campground and from individuals for the development of power on the campground and the construction of the new Clubhouse.

The gaming funds originated from the organization's casino and golf tournament activities and usage of the funds are restricted by the licence agreements with the Alberta Gaming, Liquor & Cannabis Commission.

**BASHAW GOLF & COUNTRY CLUB****Notes to Financial Statements****Year Ended October 31, 2021****12. CAMPGROUND FEES**

	2021	2020
Campground yearly	\$ 140,395	\$ 140,395
Campground daily	19,496	20,126
	<u>\$ 159,891</u>	<u>\$ 160,521</u>

**13. GOVERNMENT ASSISTANCE**

The Federal and Provincial governments have a number of business support programs due to the COVID-19 Pandemic. The organization has applied for the following supports:

1. The Canada Emergency Business Account (CEBA) is a credit facility issued to the organization by its lender under the Government of Canada's COVID-19 Pandemic business support programs. The credit facility has a maximum indebtedness of \$60,000 available under two separate offerings. Provided that the amount borrowed is repaid in whole or part prior to December 31, 2023; 25% of the initial \$40,000 borrowed will be forgiven and 50% of the second subsequent \$20,000 borrowed will be forgiven. During the period the organization borrowed \$60,000 and recognized in income for the current period loan forgiveness of \$10,000 (2020 - \$10,000) as government assistance.
2. The Canada Emergency Wage Subsidy (CEWS) program provides a subsidy of up to 75% of specified wages for the period from March 15, 2020 to the end of the program period if the organization meets the program criteria. During the period organization reported in income for the current period entitlements under this program of \$34,443 (2020 - \$41,205) as government assistance.

**14. COMPARATIVE FIGURES**

Some of the comparative figures have been reclassified to conform to the current year's presentation.

**BASHAW GOLF & COUNTRY CLUB**  
**Kitchen Income Statement**  
**Year Ended October 31, 2021**

**(Schedule 1)**

	2021	2020
<b>REVENUE</b>		
Kitchen and bar sales	\$ 87,014	\$ 70,035
<b>COST OF SALES</b>		
Kitchen and bar supplies	55,180	35,800
<b>GROSS PROFIT</b> (37%; 2020 - 49%)	31,834	34,235
<b>EXPENSES</b>		
Wages, salaries and benefits	31,375	22,226
<b>INCOME FROM OPERATIONS</b>	\$ 459	\$ 12,009

**BASHAW GOLF & COUNTRY CLUB****Pro Shop Income Statement****(Schedule 2)****Year Ended October 31, 2021**

	2021	2020
<b>REVENUE</b>		
Pro shop sales	\$ 8,744	\$ 11,184
<b>COST OF SALES</b>		
Pro shop retail purchases	3,640	8,712
<b>GROSS PROFIT</b> (58%; 2020 - 22%)	<u>\$ 5,104</u>	<u>\$ 2,472</u>

See notes to financial statements

**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	01-Jun-22	Anticipate proceeding upon staff availability	
Hydrant Repairs		X					
Shut off Valve checks and replacements						TBD	
CC Valve Replacement		X		ASAP		TBD	
Water leak site cleanups	X			ASAP		Pavement ,sidewalk and lawn repairs. We will need to include costs in the budget.	
<b>Recreation/Arena</b>							
Gutter Repairs	X			ASAP			
Arena Ice removal		X		March 28/2022	2 week	Ice has been removed.	
Ball Diamonds	X			April 6 2022	2 weeks	Spring grooming, grounds cleanup	
<b>RV stations</b>		X		May 27/2022	2 Days	Summer Startup	
Exterior Building repairs			X	Jul-22	2 Weeks		
Spring Clean up		X		May 2-4 2022	1 Week	Access grad class for assistance.	
Garbage cleanup			X				
Repairs to the Curling Club Shed			X	ASAP		Repairs the Siding	
Hydrant flushing -		X		May /11/2022	2 Weeks		
Arena floors and Maintenance		X		May-22	2 Weeks	Paint the floors and Small repairs	
<b>Community Center</b>							
HVAC Cleaning	X			ASAP		Quote obtained, it will be booked.	
<b>Parks, trees, Cemetery</b>							
Plant trees and flowers, in front of the Arena			X	Apr-22		need to confirm Start Date	
Install new sign at the fish pond							
Install the water fountain at the fish pond				May-22			
Pond Treatment Program		X		June 15/22	Sept 15/22		
Weed Control			X				
Pest control		X		April 15/22	on going		
Put the dock back in the fish pond				May-22	1 day		
Lawn Maintenance		X		May 1 2022	As needed	W:\Parks\Lawn Maintenance List.xls	
<b>Cemetery</b>							
Fence line Completion			X	June 1/2022	3 Weeks		
Lawn Maintenance		X		May 1/2022	As needed		
Round up around grave covers		X		June 1/2022	1 Week		
<b>Streets</b>							
Street Cleaning	X			March 31/2022	2 week		
Hydrant flushing -		X					
Weed Control		X					
Hydrant control valve repairs	X			ASAP	2 Weeks	Sinking around the valve	
Lawn Maintenance		X				W:\Parks\Lawn Maintenance List.xls	
Culvert Drain maintenance		X		Jun-22	3 Weeks		
Paint Hydrants on Main Street							
Road repairs main St		X		May 23/2022	2 Weeks		
Community cleanup		X				Access grad class for assistance.	

## Town of Bashaw

Garbage cleanup				x						
Sidewalk Repairs Main St				x			Jun-22			
Flowers On main St				x			May 1/2022	2 Days		
Main St Line Painting				x			ASAP	2 weeks		
Catch Basin Clean out	x						June	2 weeks		
Manhole checks				x			June	1 Week		
Install new sign for Sitting Stone Lake	x						May 23/2022	1 Week		
Airport										
Lawn Maintenance				x				As needed		
Building Maintenance										
Sewer										
Lift Station 1 Cleaning				x			April 29/22	1 day	Grease buildup control	Monthly
Lagoon maintenance				x			May-22	As needed		
lines flushed	x						June 20/2022	1 Week		
Shop										
Put winter equipment way				x			Jun-22			
Shop cleanup				x			Jun-22		Over the summer months	
Equipment maintenance				x						
Inventory	x						Jun-22		Over the summer months	



CHIEF ADMINISTRATOR'S REPORT  
Submitted for April 19, 2022, Regular Meeting of Council

➤ Action List Items from April 4, 2022:

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

**Outstanding from Prior Meetings:**

Family & Community support Services – Cheques are anticipated to be forwarded.

Arena Access for Home Schooling Program: Revision to the Arena Recreational Facility Use and Allocation Policy 24.10. has been requested by Council. Follow up by July 2022.

Flush Truck – Working on a meeting date.

Canadian National Railway 2022 Crossing Maintenance – Scheduled for May 3, 2022.

Environmental 360 Waste Removal Contract – Proposal received. Bylaw will require revision to accommodate requirements.

Council Schedule –MDP, ICF and Strategic Plan – Review dates.

Emergency Preparedness – Administration staff are assisting to update the required documents.

➤ CAO Activities/Meetings:

April 7 – 12, 2022 – CAO out of the office

April 15, 2022 – Good Friday Stat

April 18, 2022 – Easter Monday Stat

➤ Day to Day:

Items worked on:

We continue to have a public works staff absent. Foreman Taylor attended Director of Emergency Management Training on April 7, 2022. Staff continue to clear park spaces and prepare equipment for spring.

Administratively – Council agenda preparation and ongoing communications. Walk in and telephone inquiries.

Respectfully submitted,

Theresa Fuller, Chief Administrative Officer

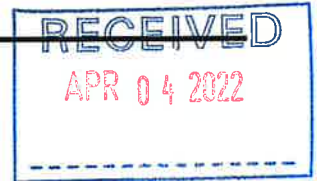


# Bashaw School

*Randy Wiberg, Principal – Candace Hodder, Asst Principal*  
*Box 69, Bashaw AB*  
*(780) 372-3800 phone (780)*

372-

3927 fax



March 13, 2022

His Worship Robert McDonald  
Town of Bashaw  
Box 510  
Bashaw, AB T0B 0H0

Dear Mayor McDonald:

I am writing you today requesting the support of Council and the Town of Bashaw in hosting the 2021-2022 **Rebel Run: Town & Country** XC run taking place **May 19, 2022**, restrictions permitting.

Our first such run was held in 2019 and attracted **nearly 1000 participants from across central Alberta**. The run saw student athletes from Kindergarten to Grade 12, as well as some adults participating in the Open category, take in the sights of our beautiful town. The course, at the time, wove through the school grounds, the event centre's bird trail, through residential areas, up the water tower hill, and around the fitness park.

It was an unqualified success.

That success has led us to be named as host of the **Battle River Race Series** finale for the 2021-22 calendar, as well as, the Jr High Regional Final. We do anticipate an even larger number of participants after the success of our first run, given our status as the final of the series, and especially given the pent up demand resulting from the COVID-19 pandemic.

Such success was built upon numerous partnerships including with local business, our RCMP detachment, and, of course, the Town of Bashaw.

We would once again ask for your support in hosting this incredible event. Specifically, we would like to request the support in the form of approval of road closures/traffic controls impacting the town through various times of the day, including:

- Rolling traffic control at the alley on 51<sup>ST</sup>/54 Ave heading North of the school (behind the Wilson residence)
- Limited traffic control along 52<sup>ST</sup> from the West side of the event centre to the nature trail entryway
- Limited traffic control along 52<sup>ST</sup>/ 55 Ave (exit of trail) for the elementary races only
- Road closure at 54 Ave below the water tower for the elementary races, traffic control at the intersection of 54<sup>ST</sup>/ 54 Ave (4-way stop implemented for the day with volunteer control), closure of 54 Ave at 53<sup>ST</sup> intersection with detour up

- laneway (east-west, Holt residence)
- Rotating traffic control along 52<sup>ST</sup> adjacent to Health Centre, first at 54 Ave then at 52 Ave. We will be requesting assistance from the RCMP to control in this area.
- Road closure at 53 Ave from 53<sup>ST</sup> to 52<sup>ST</sup> for duration of the event, with two-way traffic control along 52<sup>ST</sup> as student-athletes re-enter the school grounds

All of these traffic controls will largely be implemented/supervised by volunteers, although temporary barriers would be welcomed along the previous road closures. We are seeking council's approval to implement these controls and closures.

Additionally, we are hoping to utilize the Nature Trail for this year's event, and are inquiring about the possibility of temporarily removing the barricade at the entry so as to avoid diverting participants on to private property.

Early approval allows us to begin notifying affected residents and community members well in advance of race day.

After hosting only one event previously, the Rebel Run has been identified as a premier event in central Alberta's race circuit, blending a mix of terrain, incredible local sights, and hospitality that this town is known for. Your support will help us deliver upon this vision, and continue to promote both the school and the town itself as regional gems.

Thank you for your consideration,

[original signed]

Al Middleton, B.Ed  
Race Marshall  
Rebel Run: Town & Country

cc: Theresa Fuller, CAO, Town of Bashaw  
Sgt. Bruce Holliday, Detachment Commander, Bashaw RCMP  
Kyle McIntosh, Race Director, Bashaw School  
Battle River Race Series committee

village of



RECEIVED

APR 04 2022

The Village of Opportunity

March 24, 2022

His Worship Robert McDonald  
Town of Bashaw  
5011 - 52 Ave., Box 510  
Bashaw Alberta T0B 0H0

Dear Mr. McDonald,

On behalf of the Village of Clive, I would like to invite you, or a designate to take part in the Clive FunFest Parade. It will be held on Saturday June 18, 2022. Line-up is at 10:30am at the Clive Baptist Church. Parade commences at 11:00am.

Please arrive in your own vehicle as part of the parade and proceed to the Baptist Church parking lot (4716 – 50<sup>th</sup> Street).

It is recommended that items such as candy, balloons, ect. may be given out to spectators by “Walkers” who accompany the float and hand out treats from a safe distance by using small bags or pails.

There will be a dignitary’s lunch to follow the parade and it will be held in the Ag Society Meeting Room in front of the arena at 5104 – 51<sup>st</sup> Avenue.

Please RSVP to [abby@clive.ca](mailto:abby@clive.ca) by June 6, 2021.

Hope to see you at the festivities,

Luci Henry, Mayor  
Village of Clive

*Village of Clive*

Box 90, Clive, AB T0C 0Y0 • (403) 784-3366 • Fax (403) 784-2012  
E-mail: [admin@clive.ca](mailto:admin@clive.ca)

Brenda Knight  
Councillor Division 2  
Lacombe County  
[bknight@lacombecounty.com](mailto:bknight@lacombecounty.com)  
403 788-2168  
403 550-2168

April 4, 2022

Mayor Rob McDonald

Dear Rob,

Re: May Day parade in Mirror on May 21, 2022.

I am pleased to invite you to attend the May Day celebration in Mirror.

The Day will include a parade which we would certainly welcome your attendance in.  
The line up is at the skating rink area starting at 10:00 and the parade starts at 11:00.

I will have 2 coupons for you to use at the Mirror Alliance Church luncheon.  
I will bring the coupons to the parade line up and make contact with you there.

Hopefully the weather co-operates and we can all enjoy some Alberta Sunshine.

If you need a vehicle to ride in or have any further questions please contact me at the above  
phone numbers or via return email.

Yours truly,  
Brenda Knight



March 23, 2022

Alberta Utilities Commission  
106 Street Building  
10<sup>th</sup> Floor, 10055 106 Street  
Edmonton, AB T5J 2Y2

**RE: INCREASING UTILITY FEES**

Dear Utilities Commission,

There has been a growing concern in our community, and likely across the province, of the rising utility fees for both natural gas and electricity.

Over the course of the past two years, our residents have dealt with the strain of the pandemic, rising costs of groceries, rising gas prices, and job insecurity. Now they can add the stress of maintaining utilities in their homes to that list.

But it is not just residents that are struggling with these rising costs. Also greatly effected are the non-profits of our community and our province. Our non-profits offer us services that are greatly needed for our physical, mental, and social wellbeing however these services are now in jeopardy as they focus what funds they have on paying utility fees.

Instead of retaining funds for savings, for food, to pay rent or a mortgage, or to offer services that improve a community's wellness, people are being forced to pay exorbitant delivery charges to maintain utility services.

We at the Town of Fox Creek believe now is not the time to be taking more and more money from the pockets of Albertans, now is the time to support our people.

So, with the abovementioned in mind, the Town of Fox Creek would like to strongly encourage the Commission to perform a review of the fees being charged on top of the actual usage fees all the while giving strict attention to the amount of profit the corporations are making off Albertans.

Your time and consideration of our residents and non-profits is greatly appreciated.

Sincerely,

Mayor Sheila Gilmour  
Town of Fox Creek  
[sheila@foxcreek.ca](mailto:sheila@foxcreek.ca)

cc The Honourable Sonya Savage, Minister of Energy  
Todd Loewen, MLA  
Alberta Municipalities



April 13, 2022

Theresa Fuller  
Chief Administrative Officer  
Town of Bashaw  
Box 510  
Bashaw AB T0B 0H0

Dear Theresa Fuller:

**RE: 2021 Annual Internal Review  
Town of Bashaw - Accreditation No: M000326**

The Town of Bashaw 2021 Annual Internal Review (AIR) for the building, electrical, fire, gas and plumbing disciplines has been approved. You can view the signed AIR document on your organization dashboard on Council Connect.

I would like to thank you for the thorough and comprehensive review and the effort put into completing the review.

Should you have any questions, please do not hesitate to call the Accreditation Department. We can be reached toll-free at 1-888-413-0099 or by email at [accreditation@safetycodes.ab.ca](mailto:accreditation@safetycodes.ab.ca).

Best Regards,

A handwritten signature in blue ink that reads 'PJBurrows'.

Peter Burrows  
Accreditation Coordinator

JV