



REGULAR MEETING OF COUNCIL

A G E N D A

Monday, July 11, 2022 @ 6:00 pm.

Blended Meeting: Council Chamber & 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 June 14, 2022, Regular Meeting of Council

5. DELEGATIONS

6. BYLAWS

7. NEW & UNFINISHED BUSINESS

- 7.1 Hometown Day Street Closure Request – Saturday August 27, 2022
- 7.2 Public Auction – Reserve Bid
- 7.3 Telus Next Generation 911 Local Government Service Agreement
- 7.4 Personnel Policy Revision 2.10
- 7.5 Town of Bashaw Monthly Statement - June 30, 2022

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 Alberta Municipal Affairs – Municipal Accountability Program Extension
- 9.2 Camrose County – Intermunicipal Development Plan Review
- 9.3 Canada Summer Jobs Application - Unsuccessful

10. CLOSED MEETING OF COUNCIL

None.

11. NEXT MEETING:

August 1, 2022 – 6:00 pm, Regular Meeting of Council
August 15, 2022 – 6:00 pm, Regular Meeting of Council
Discussion to revise dates due to vacation, etc.

12. ADJOURNMENT



REGULAR MEETING OF COUNCIL MINUTES

Tuesday, June 14, 2022 @ 6:00 pm.

Blended Meeting: Council Chambers & Zoom Electronic Conference

In Person: CAO Fuller (5:30 pm), Mayor McDonald (5:52 pm), Deputy Mayor Gust (5:45 pm), Councillor McIntosh (5:45 pm), Councillor Orom (5:53 pm), Councillor Northey (5:48 pm) and Foreman Taylor (5:30 pm)

Zoom Connection:

Public Zoom: Gary Mann, Kenzie Mucciarone, Alexi Roorda, Dawn Mucciarone, Georgina

Recording Secretary: Loretta Paget (5:45 pm)

Absent: None

Press: Stu Salkeld (5:55 pm),

Public: Liz Armitage (5:30 pm), Lisa & Alvin Turcotte (5:50 pm), Shelley Boileau (5:50 pm), Jan Wells (5:50 pm), Hazel Brooks (5:53 pm), Anita Salter (5:53 pm), Robin King (5:56 pm), Terri Brown Gust (5:56 pm), Mary Smolcic (5:56 pm), Tony Mucciarone (6:00 pm), Carlos Siguenza (6:00 pm), Wayne Moonias (6:02 pm), Lucy Smolcic (6:02 pm), Audrey Ward (6:03 pm), James Carpenter (6:03 pm), Ryan Ermineskin (6:05 pm), Ty Wilson (6:15 pm), Shay Yellowbird (6:15 pm), Vernon Saddleback (6:15 pm)

1. CALL TO ORDER by Mayor McDonald at 6:01 pm.

2. PUBLIC HEARING – None.

3. ADDITIONS & AGENDA APPROVAL

MOVED by Councillor Northey to approve the June 14, 2022, Regular Meeting of Council Agenda.

MOTION #143-2022

CARRIED.

4. MINUTES

4.1 Minutes of the May 30, 2022, Regular Meeting of Council

MOVED by Councillor McIntosh to approve the minutes of May 30, 2022, Regular Meeting of Council.

MOTION #144-2022

CARRIED

5. DELEGATIONS

5.1 Development Application 2022-1- Mr. Wayne Moonias, Louis Bull Council

MOVED by Councillor McIntosh to accept Mr. Wayne Moonias's June 14, 2022; presentation as information.

MOTION #145-2022

CARRIED

Mr. Wayne Moonias completed his presentation at 7:01 pm, many of the participants in the galley left the meeting.

6. BYLAWS

6.1 Waste Bylaw 639-99 Discussion

The bylaw was very briefly reviewed. Council recommended generating letters to businesses to determine the impact of the proposed changes.

MOVED by Mayor Gust to have Administration present a new Waste Bylaw, if determined to be less work than wordsmithing the existing Water bylaw to fit what is required.

MOTION #146-2022

CARRIED

7. NEW & UNFINISHED BUSINESS

7.1 Town of Bashaw Monthly Statement – Correction for April and May 31, 2022, Statement

MOVED by Councillor McIntosh to approve the revised Town of Bashaw Monthly Statement for April 30, 2022.

MOTION #147-2022

CARRIED

MOVED by Deputy Mayor to approve the Town of Bashaw Monthly Statement for May 31, 2022.

MOTION #148-2022

CARRIED

8. COMMITTEE & STAFF REPORTS

8.1 Committee Reports

- a. Mayor McDonald – June 3 attended a breakfast meeting with Maskwacis Cree Tribal Council. June 6 attended Bashaw Library meeting, June 8 attended Urban Council Planning at the Camrose County.
- b. Deputy Mayor Gust – June 3 attended breakfast meeting with Maskwacis Cree Tribal Council. June 8 attended Urban Council Planning at the Camrose County. June 10 was part of the Cemetery clean-up and June 13 attended BDSS regular meeting and AGM. June 13, 2022 was present at the Food Bank AGM.
- c. Councillor Northey – June 6 attended the Bashaw Library meeting.
- d. Councillor Orom – June 9 attended the Bashaw Youth Center meeting.
- e. Councillor McIntosh – June 8 attended the Urban Council Planning meeting at Camrose County, June 15 met with a resident.

8.2 Staff Reports

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

MOVED by Councillor McIntosh to accept June 14, 2022, Council and Staff reports as information.

MOTION #149-2022

CARRIED.

9. CORRESPONDENCE

9.1 Lightcatch App Information

9.2 Town of Tofield – Alberta Provincial Police Force

9.3 Town of Tofield – Alberta Utility Fees

9.4 Alberta Municipal Affairs – 2021 Grant Funding Allocations

9.5 MP Damien C. Kurek – Rural Canadian Needs Inquiry

9.6 Donalda Canada Day Parade invitation

MOVED by Councillor Northey to request administration to contact MP Kurek arrange a meeting with Bashaw Town Council to discuss local concerns.

MOTION #150-2022

CARRIED

MOVED by Councillor McIntosh to accept the June 14, 2022, Correspondence as information.

MOTION #151-2022

CARRIED

10. CLOSED MEETING OF COUNCIL – None

11. NEXT MEETING: July 11, 2022 – 6:00 pm, Regular Meeting of Council

MOVED by Deputy Mayor Gust to approve July 11, 2022, 6:00 pm for the Regular meeting of Bashaw Town Council.

MOTION #152-2022

CARRIED

12. ADJOURNMENT – Councillor Northey at 7:24 pm.

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

7.1.



Letter of intent for street closure

Dear Bashaw Council Members,

Please accept this letter as a formal request to shut down part of mainstreet to host a community event. The event is a collaborative effort of the Hometown Day Committee. The event in which we are requesting street closure would take place on Saturday August 27th 2022. The time of street closure we would be requesting would be from 11:00am- 7:00pm.

Some of the festivities include a pancake breakfast, parade, games/ entertainment, a dance, BBQ, vendors, etc.

Please refer to the marked map attached to see where the request is located.

If you have any more questions or concerns, feel free to contact Taegen Domstad-
taegenrosemary7@gmail.com 587-897-0728

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

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	July 11, 2022
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.2 Public Auction – Reserve Bid

Background/Proposal:

The Municipal Government Act provides that council must establish a reserve bid that is “as close as reasonably possible to the market value” of each parcel.

Market value is arrived at between a willing, well-informed buyer and a willing, well-informed seller. Typically, the assessed values are used as market values/reserve bids.

Discussion/Options/Benefits/Disadvantages:

Roll Number	Address	Assessed Value
001522	5035 – 49 Avenue	\$13, 560.00
001523	5037 – 49 Avenue	\$76, 200.00

The recommendation received was \$ 55,000.00 for both.

Costs/Source of Funding (if applicable)

In the event of the properties selling, the funds would be applied as required by legislation.

Applicable Legislation:

Municipal Government Act; 427 (1) Outlines the requirement for dispersal of funds after a public auction.

419 (a) Council requirement to set reserve bid.

Community Engagement Consideration:

Not Applicable.

Recommended Action:

MOVED BY _____ to approve reserve bid of \$ 10,000 for Roll number 001522 located at 5035 – 49 Avenue, Bashaw, Alberta.

MOVED BY _____ to approve reserve bid of \$ 50,000 for Roll number 001523 located at 5037 – 49 Avenue, Bashaw, Alberta.

MOVED BY _____ to approve reserve bid of \$ _____ for Roll number 001522 located at 5035 – 49 Avenue, Bashaw, Alberta.

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

MOVED BY _____ to approve reserve bid of \$ _____ for Roll
number 001523 located at 5037 – 49 Avenue, Bashaw, Alberta.

Discussion Result:

Additional research Requested:

Approved: yes /no Motion # _____

Account Code: _____

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	July 11, 2022
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.3 Telus Next Generation 911 Local Government Service Agreement

Background/Proposal:

Telus is in the process of upgrading the 911 service across the province. The attached agreement requires approval from Council.

Discussion/Options/Benefits/Disadvantages:

This does not appear to be optional.

Costs/Source of Funding (if applicable)

The fees for the changes will be included on all phone billings as in the past.

Applicable Legislation:

This is a provincially driven initiative.

Community Engagement Consideration:

Not Applicable.

Recommended Action:

MOVED BY _____ to approve the agreement for the provision of Telus Next Generation 9-1-1 service between the Town of Bashaw and Telus Communications Inc.

Discussion Result:

Additional research Requested:

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

This Agreement for the provision TELUS' Next Generation 9-1-1 Service (the "**Agreement**") is effective the _____ day of _____, 2022____ (the "**Effective Date**")

BETWEEN:

(the "**Local Government Authority**" or "**LGA**")

AND:

TELUS Communications Inc.
("TELUS")

WHEREAS the Local Government Authority wishes to provide its citizens with access to Next-generation 9-1-1 ("**NG9-1-1**") Emergency Services ("**NG9-1-1 service**") through calls, sessions and events sent to the 3-digit emergency telephone number 9-1-1;

WHEREAS, the legacy 9-1-1 service is, as per Telecom Regulatory Policy CRTC 2017-182 ("**TRP 2017-182**"), called "Next Generation 9-1-1 – Modernizing 9-1-1 networks to meet the public safety needs of Canadians", is due to be decommissioned by order of the Canadian Radio-television Commission ("**CRTC**").

WHEREAS, the current legacy 9-1-1 LGA service agreement will remain in effect and supplement the NG9-1-1 until such time the legacy 9-1-1 network is decommissioned.

WHEREAS TELUS, as mandated by the CRTC, is the sole provider of NG9-1-1 services in the province in which the LGA is located and as such can route calls, sessions or events from the inhabitants of the LGA calling the 3-digit emergency telephone number 9-1-1 to the appropriate Public Safety Answering Point which provides the 9-1-1 caller with access to Emergency Services;

WHEREAS TELUS has developed an IP based next generation 9-1-1 service designed to replace the legacy provincial enhanced 9-1-1 service that will transit calls, sessions and events to the 3-digit emergency telephone number 9-1-1 in accordance with the terms and conditions laid out in TRP 2017-182 and Telecom Decision CRTC 2021-199 ("**Decision 2021-199**"); and

WHEREAS TELUS will recover costs associated with delivering the TELUS Next Generation 9-1-1 Service in the form of a fee levied against each End-User as prescribed in TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) filed in accordance with the process laid out in TRP 2017-182 and any future modifications thereto.

NOW THEREFORE in consideration of the mutual agreements hereinafter contained and other good and valuable consideration, the parties hereto agree as follows:

1 DEFINITIONS

In this Agreement, in addition to those terms which are parenthetically defined, capitalized terms shall have the meanings ascribed to them in Schedule "A" (Definitions).

2 SCOPE OF AGREEMENT

2.1 **Agreement:** The LGA and TELUS (collectively, the "**Parties**") hereby agree to fulfil their respective obligations as per the terms and conditions set out in TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) and those contained in this Agreement, in order to provide NG9-1-1 emergency calling services. The Parties agree that this Agreement is for their mutual advantage and is designed to provide continued access to Emergency Services to the

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

served inhabitants within the Serving Area.

- 2.2 **Cost Recoveries:** The Parties agree that TELUS will recover costs associated with delivering the TELUS Next Generation 9-1-1 Service via the TELUS NG9-1-1 Tariff filed by TELUS to be levied against entities that provide access to NG9-1-1 services in TELUS' ILEC operating territory.
- 2.3 **Service Description:** The NG9-1-1 Service provides a managed, private, dedicated IP network referred to as the Emergency Services Internet Protocol network ("ESInet"). The ESInet provides the transport and interconnectivity for all i3-PSAPs within the Serving Area as well as Originating Service Provider networks supporting 9-1-1 Calling over IP-based networks and devices. For i3-PSAPs, the ESInet is delivered to the PSAP operations premise using TELUS's IP VPN service to the PSAPs. The NG9-1-1 Service also provides a series of applications and service interfaces known as NG9-1-1 Core Services ("NGCS") and may include other third-party applications from trusted entities as may be requested by the LGA and agreed to by TELUS. TELUS provided NG9-1-1 Service features are described in the User-to-Network Interface ("UNI") document. The LGA agrees that TELUS is not responsible nor liable for damages arising from LGA's use of third-party applications in conjunction with the NG9-1-1 Service.

3 TELUS' OBLIGATIONS

In accordance with TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001), TELUS agrees to:

- 3.1 Provide TELUS Next Generation 9-1-1 Service to the LGA in order to provide End-Users, within the Serving Area, served by Originating Network Providers who have entered into agreements with TELUS with respect to access to TELUS Next Generation 9-1-1 Service, access to Emergency Services through calls, sessions and events sent to the 3-digit emergency telephone number 9-1-1, as further described herein.
- 3.2 Provide TELUS' Next Generation 9-1-1 Network access, network termination/demarcation, and services to the PSAP, as agreed to by TELUS and the LGA, to be used to answer and transfer calls, sessions and events to the 3-digit emergency telephone number 9-1-1.
- 3.3 Provide Selective Routing and Transfer of emergency calls, sessions and events to the Primary PSAP and Secondary PSAPs according to instructions provided by the LGA, including those described in PSAP Contingency Plans.
- 3.4 Provide 9-1-1 caller information, as ordered by the CRTC, to the PSAP(s).
- 3.5 Maintain and update the 9-1-1 mapping and addressing database subject to receipt of the information required to be provided by the LGA pursuant to paragraphs 4.4.2 and 4.4.3.
- 3.6 Be responsible for any other requirements not specifically identified in this Agreement related to matters of the kind as imposed by the CRTC.
- 3.7 Where an Originating Network Provider has entered into agreements with TELUS with respect to access to TELUS Next Generation 9-1-1 Service, TELUS shall remain responsible for all aspects of the operation of the TELUS Next Generation 9-1-1 Service and shall not be relieved of any of its obligations under this Agreement.
- 3.8 Maintain a 24x7 9-1-1 Support Team to monitor the network and coordinate activities with stakeholders.
- 3.9 Maintain a fallback Third Party Operator Service that will accept NG9-1-1 calls, sessions and events and route them to the appropriate Primary PSAP in the event of network,

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

- routing, or location issues.
- 3.10 Selectively route and enable the selective transfer of 9-1-1 Calls to the Primary-PSAP, Secondary-PSAPs and Dispatch Agency according to Policy Routing Rules crafted to the needs of the LGA, including those described in PSAP Contingency Plans.
 - 3.11 Maintain a PSAP Contingency Plan as prepared by each PSAP in the event of network or customer equipment outage or evacuation.
 - 3.12 Perform Quality Assurance and Quality Control (QA/QC) on the aggregated dataset and provide mapping and addressing discrepancy/errors reporting back to the Local Government Authorities or their designees.
 - 3.13 Provide ESInet IP connection with redundant and, dependent upon availability, diverse facilities to PSAP locations designated by the LGA and as listed in Schedule "D" (PSAP Designations & Locations).
 - 3.14 TELUS is responsible for delivering NG9-1-1 traffic to the TELUS NG9-1-1 demarcation point. TELUS will not be responsible for any issues, nor will it troubleshoot outages or failures proved to be occurring with the LGA network, which begin on the LGA side of the TELUS NG9-1-1 demarcation point.

4 OBLIGATIONS OF THE LGA

- 4.1 As it applies to PSAPS, the LGA agrees to:
 - 4.1.1. Designate Primary PSAPs, Secondary PSAPs, and Back-Up PSAPs to answer and dispatch 9-1-1 Calls in the Serving Area. In the event that the LGA contracts with a third party for the management and operation of the PSAP, the LGA will remain responsible for all aspects of the operation of the PSAP and will not be relieved of any of its obligations under this Agreement.
 - 4.1.2. Ensure that all PSAPs are i3-compliant as per the conditions listed in section 6, requirements listed in Schedule C, and documents referenced in Schedule E of this document are connected to the NG9-1-1 network
 - 4.1.3. Ensure that all PSAPs provide, operate, and manage the personnel and the equipment, including terminal equipment, required to receive and process all emergency calls, sessions and events directed to the PSAP, based on the technical requirements further detailed under Schedule C. LGA shall put in place a Business Continuity Plan applicable to the PSAPs and test it annually.
 - 4.1.4. Provide TELUS with a minimum of ninety (90) days' written notice of an intended change of a PSAP in their serving area.¹
 - 4.2 The LGA acknowledges and understands that in cases where Next Generation 9-1-1 calls, sessions and events are delivered to TELUS without complete location information, these calls, sessions and events may be routed to a default PSAP which may be a Provincial Default i3 PSAP, designated by the provincial government or an alternate default PSAP selected and managed by TELUS.
- As it applies to mapping addressing data (GIS or MSAG), where not otherwise defined

¹ See Telecom Decision 2011-309 – CISC consensus reports – Emergency Services Working Group – ESRE0052 Section 4.2.2 – Change activity timelines.

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by applicable provincial legislation and absent a provincial body that acts as a GIS data aggregator, the LGA shall create, maintain and update all boundaries, addressing and mapping information according to applicable standards (MSAG and GIS) and perform quality assurance and control on the data prior to submission. If a third party is to provide the GIS data on behalf of the LGA, such party shall be identified in Schedule "E", and that 9-1-1 specific GIS data layers must be provided directly to TELUS in a secure manner without transiting through any shared open platform upon implementation of GIS functionality within the NG9-1-1 network. The LGA agrees to provide TELUS with a minimum of ninety (90) days' written notice of a change in GIS data providers. The LGA shall take responsibility for changes to the 9-1-1 call routing resulting from submitted GIS data.

4.3 As it applies to Serving Area, the LGA shall coordinate the participation of all PSAPs in the Serving Area with respect to TELUS Next Generation 9-1-1 Service. This will include:

- 4.3.1. Determining, in conjunction with TELUS, the Serving Area and Emergency Service Zones served by the PSAPs;
- 4.3.2. Providing and validating, as required by TELUS, all geographical data, including street names, addresses, or other data provided by the geographic information system (GIS) and associating those with Emergency Service Zones;
- 4.3.3. Informing TELUS of all changes in the geographical data that may occur during the term of this Agreement and changes in that geographical data must be reported to TELUS as soon as possible after that data changes;
- 4.3.4. Ensuring all PSAPs in the Serving Area have secure 9-1-1 data and systems which security includes physical security, network security, cybersecurity, and all other considerations within the PSAPs domains;
- 4.3.5. Ensuring all PSAPs in the Serving Area have and maintain current contact information and make it available as per the NENA i3 standard;
- 4.3.6. Ensuring the Primary PSAP accepts specific planned test calls from the public;
- 4.3.7. Ensuring the Primary PSAP implements a call handling solution that includes a test call interface and automaton as described in NENA i3;
- 4.3.8. Correcting all errors with submitted geographic data as reported by TELUS as soon as possible after the notification is sent to the LGA. LGA shall aim to do it in 72 hours to ensure that all carriers operating within the LGA territory have access to accurate validation information;
- 4.3.9. Providing TELUS with 85 days written notice of an intended change in borders of the Serving Area.²

4.4 As the requirements related to the TELUS Next Generation 9-1-1 Service may evolve in time or need to be detailed, the LGA shall be responsible for any other requirements that are not specifically identified in the Agreement but added in documents referred under the Agreement (such as UNI) or otherwise communicated by TELUS to all LGAs and

² Please see Telecom Decision 2011-309 – CISC consensus reports – Emergency Services Working Group – ESRE0052 Section 4.2.2 – Change activity timelines.

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PSAPs.

- 4.5 The LGA shall not, nor shall it authorize, assist or permit any person other than TELUS to change, repair, reinstall or tamper with the TELUS' Next Generation 9-1-1 Network and equipment up to the demarcation point.
- 4.6 The LGA recognizes that TELUS Next Generation 9-1-1 Service allows for many new functionalities regarding types of data that can be transmitted over the Next Generation 9-1-1 network. It is expected that the Commission will mandate the implementation of such new functionalities. The availability of these functionalities may require the LGA to upgrade software and/ or hardware at the PSAP. To ensure NG9-1-1 services' upgrades and new features are available uniformly across TELUS' ILEC operating territory, the LGA will have to ensure the PSAPs selected to serve its inhabitants implement such upgrades on the implementation schedule set out by the CRTC.
- 4.7 The LGA shall support embargoes implemented to suspend changes to the database during major outages or planned upgrades.
- 4.8 The LGA shall implement guidelines and procedures with respect to the retention and destruction of personal information related to NG9-1-1 services prior to the provision of those services.³
- 4.9 The LGA shall ensure that all communications destined for carriage over the NG9-1-1 network will be secure, and it will take all steps necessary to protect the confidentiality of the information carried over these networks to the maximum extent feasible.
- 4.10 Upon implementation of GIS functionality within the NG9-1-1 network, the LGA must provide sensitive NG9-1-1-related GIS and addressing data directly to TELUS in a secure and encrypted manner without transiting through any shared open platform.⁴
- 4.11 The LGA shall continue to provide TELUS access to the Master Service Addressing Guide until such time as the legacy 9-1-1 network is decommissioned or is advised by TELUS that the Master Service Addressing Guide is no longer required.
- 4.12 Warrant and represent that it has the authority to:
 - 4.12.1. Enter into this Agreement;
 - 4.12.2. Determine that the LGA will utilize TELUS Next Generation 9-1-1 Service to provide End-Users within the Serving Area, served by TELUS or by Originating Network Providers who have entered into agreements with TELUS with respect to access to TELUS Next Generation 9-1-1 Service, access to Emergency Services through calls, sessions and events sent to the 3-digit emergency telephone number 9-1-1; and
 - 4.12.3. Determine that all End-Users, within the Serving Area, served by TELUS or by Originating Network Providers who have entered into agreements with TELUS with respect to access to 9-1-1 Service, shall receive access to Emergency Services through calls, sessions and events sent to the 3-digit emergency telephone number 9-1-1 through use by the LGA of 9-1-1 Service.

³ Pursuant to Telecom Regulatory Policy CRTC 2017-182, paragraph 233.

⁴ Pursuant to Telecom Regulatory Policy CRTC 2020-150, paragraph 22.

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5 PROPERTY RIGHTS

5.1 Title to, ownership of, and all intellectual property rights in any facilities, equipment, software, systems, processes, and documentation used by TELUS to provide the TELUS Next Generation 9-1-1 Service and all enhancements on them shall be and remain with TELUS or its suppliers. Except as expressly set forth elsewhere in this Agreement, this Agreement does not grant the LGA any intellectual property or other rights or licenses in or to any service components listed above.

6 TRUSTED ENTITIES

6.1 Trusted entities are entities that have been qualified, certified and authorized by either TELUS and/or CRTC to connect to the TELUS Next Generation 9-1-1 Network.

7 CONFIDENTIAL INFORMATION

- Unless the LGA provides express consent or disclosure is pursuant to a legal power, all information kept by TELUS regarding the LGA, other than the LGA's name, address and listed telephone number, is confidential and may not be disclosed by TELUS to anyone other than: i) the LGA; ii) a person who, in the reasonable judgment of TELUS, is seeking the information as an agent of the LGA; iii) another telephone company, provided the information is required for the efficient and cost-effective provision of telephone service and disclosure is made on a confidential basis with the information to be used only for that purpose; iv) an agent retained by TELUS in the collection of the LGA's account, provided the information is required for and is to be used only for that purpose; v) public authority or agent of a public authority, for emergency public alerting purposes, if a public authority has determined that there is an imminent or unfolding danger that threatens the life, health or security of an individual and that the danger could be avoided or minimized by disclosure of information; vi) an Affiliate involved in supplying the LGA with the Services, provided the information is required for that purpose and disclosure is made on a confidential basis with the information to be used only for that purpose.

7.1 TELUS is responsible for complying with Canadian privacy legislation (including the Personal Information Protection and Electronic Documents Act (PIPEDA) and substantially similar Canadian provincial privacy legislation) as such is applicable to TELUS in the provision of the Services under this Agreement. TELUS' commitment to the protection of personal information is further detailed in the TELUS Business Customer Privacy Policy available at www.telus.com/businessprivacy. TELUS' provision of the Services is subject to this policy. This policy may be updated by TELUS from time to time. The amended policy will be posted at the location above, and notice of the change will be provided by invoice notification, email, or otherwise. Unless otherwise indicated, the effective date of the amended policy will be the date of posting. The continued use of the Services by the Customer after such date will be deemed to constitute the acceptance of the amended policy. As TELUS does not have a direct contractual relationship with the PSAPs and the End-Users, TELUS relies on and the LGA shall ensure that the LGA (directly or through the PSAPs) has obtained all necessary consents from such End-Users, provided all necessary notices to End-Users, and otherwise have all necessary authority to permit the collection, use or disclosure of personal information by and between LGA and TELUS (if any).

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- 7.2 Any information including any and all written documentation provided by TELUS to the LGA, its employees, servants, agents, assigns and/or contractors pertaining to the design, development, implementation, the operation and the maintenance of TELUS the Next Generation 9-1-1 Service is confidential, and will be provided only to such persons who have a need to know for the purposes of this Agreement. The LGA will not permit any of its employees, servants, agents, assignees and/or contractors to duplicate, reproduce, or otherwise copy any such confidential information for any purpose whatsoever, except as may be required by any such employees, servants, agents, assigns and/or contractors with a need to do so for the purposes of this Agreement.
- 7.3 Use all information or data that is provided by an End-User for the sole purpose of responding to 9-1-1 related communications, unless the End-User provides express consent for other use or disclosure, or disclosure is ordered pursuant to a legal power. For greater clarity, information or data related to a specific emergency occurrence shall be used only for the purpose of responding to that emergency, unless the End-User provides express consent for other use or disclosure, or disclosure is ordered pursuant to a legal power.⁵ For greater clarity, such obligation also applies to the information or data that are provided on behalf of the End-User, for purposes associated with emergency services accessed through TELUS' NG9-1-1 network. For greater clarity, such obligation also applies when the information or data is stored or otherwise under the custody or control of the PSAP.
- 7.4 The LGA will retain the confidential End-User data, including any audio or video or text files provided and associated information in confidence and will treat the confidential information with the same degree of care that it employs for the protection of its own confidential information and, at a minimum, a reasonable degree of care, and will not use or copy such confidential information except as necessary to perform its obligations under this Agreement, and will not permit disclosure of such confidential information except to employees, servants, agents, assigns and/or contractors, including the PSAP (provided such employees, servants, agents, assigns and/or contractors are bound by similar confidentiality obligations as the one contained in this Agreement and provided such can be evidenced) where there is a need to know for purposes of this Agreement.
- 7.5 The LGA agrees that it will indemnify TELUS against any and all liabilities, losses, damages, costs, and expenses (including legal fees and disbursements on a solicitor and own client basis) resulting from the unauthorized disclosure or use of information identified in paragraphs 7.1 to 7.3 on the part of the LGA, its employees, servants, agents, assigns and/or contractors.
- 7.6 Furthermore, the LGA agrees to abide by all applicable federal and provincial legislation with respect to the protection of privacy and confidential information in effect from time to time.

8 QUALITY OF THE LGA'S SERVICE

- 8.1 The LGA agrees to implement and ensure the operation of its PSAP(s) in a manner that meets the quality standards generally accepted in Canada for such services.
- 8.2 The LGA acknowledges the importance under this Agreement that all PSAPs connected to the TELUS' Next Generation 9-1-1 Network meet at all times the requirements set out under this Agreement and promptly whenever those are changed by TELUS from time to time to assure the operation of TELUS' Next Generation 9-1-1 Network, in accordance with quality standards generally accepted in Canada and that the default of a PSAP to comply with such requirement can compromise the TELUS' Next Generation 9-1-1

⁵ Pursuant to Telecom Regulatory Policy CRTC 2017-182, paragraph 232.

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Network and affect all End-Users.

9 FORCE MAJEURE

- 9.1 Neither TELUS nor the LGA will be held responsible for any damages or delays as a result of war, invasion, insurrection, demonstrations, or as a result of decisions by civilian or military authorities, fire, floods, strikes, decisions of regulatory authorities, and, generally, as a result of any event that is beyond the LGA's or TELUS' reasonable control ("Force Majeure").
- 9.2 TELUS and the LGA agree that in the event of a Force Majeure, the Parties will cooperate and make all reasonable efforts to provide temporary replacement service until permanent service is completely restored.
- 9.3 The costs required to provide temporary replacement service will be borne according to the sharing of obligations between TELUS and the LGA, as indicated in Articles 3 and 4 of this Agreement.

10 IMPLEMENTATION SCHEDULE

- 10.1 TELUS and the LGA agree that the implementation of TELUS Next Generation 9-1-1 Service within the Serving Area, and based on the requirements set out in Schedule B, will be carried out pursuant to an implementation schedule to be mutually agreed to by the Parties in writing and which may be changed from time to time by agreement of the Parties.

11 LIMITATION OF LIABILITY

- 11.1 TELUS' liability for the performance of its obligations pursuant to this Agreement shall be the one set out in TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001). It is understood that TELUS' limited liability under this Agreement is a condition without which TELUS would not have entered into this Agreement, and therefore, TELUS' liability for the performance of its obligations pursuant to this Agreement shall not exceed any limitation of liability set out under TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) even if such limitation of liability does not specifically apply or refer to the LGA.
- 11.2 The LGA and TELUS shall, during the Term, maintain sufficient insurance to cover their respective obligations under this Agreement and shall provide evidence of same to the other party or, if either the LGA or TELUS is self-insured, provide to the other party evidence that is satisfactory to that party that the LGA and/or TELUS, as the case may be, is and will be, at all relevant times, in a position to face successfully its monetary obligations stemming from liability under this Agreement.
- 11.3 This Article 11 will survive the present Agreement even if it is annulled, in part or in whole, or even if it is terminated for any other reason.

12 TERM

- 12.1 **Term:** This Agreement will be effective as of the Effective Date, and will be valid for a period of five (5) years, with an automatic renewal for a successive period of five (5) years, unless one party gives to the other at least six (6) months' written notice of termination before the end of the then current five (5) years term.

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- 12.2 **Termination or Suspension of a Service:** Notwithstanding Article 13.1, TELUS may immediately suspend the entirety or a portion of the NG9-1-1 Service where TELUS has reasonable cause to believe that the LGA's traffic is compromised or otherwise poses a risk to the NG9-1-1 Service. For any reason other than the integrity of NG9-1-1 Service, the LGA may terminate the NG9-1-1 Service, or TELUS may terminate or suspend the NG9-1-1 Service, in accordance with the terms of the relevant Tariffs with six (6) months prior written notice.

13 REGULATORY APPROVAL

- 13.1 It is expressly understood that TELUS Next Generation 9-1-1 Service is provided pursuant to the terms and conditions of the TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) as amended from time to time and as approved by the Commission, and this Agreement as amended from time to time and as approved by the Commission.
- 13.2 This Agreement (excluding the Schedules) will be subject to approval by the Commission, and is subject to changes imposed by directions or orders of the Commission. Any future amendments to this Agreement (excluding the Schedules) will also be subject to approval by the Commission.

14 WAIVER

- 14.1 The failure of either party to require the performance of any obligation hereunder, or the waiver of any obligation in a specific instance, will not be interpreted as a general waiver of any of the obligations hereunder, which will continue to remain in full force and effect.

15 RELATIONSHIP OF THE PARTIES

- 15.1 This Agreement will not create nor will it be interpreted as creating any association, partnership, any employment relationship, or any agency relationship between the Parties.

16 ENTIRE AGREEMENT

- 16.1 Except as otherwise stated herein, this Agreement, together with the terms of TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) constitutes the entire agreement of the Parties and supersedes any previous agreement, whether written or verbal. Should any provision of this Agreement be declared null, void, or inoperative, the remainder of the Agreement will remain in full force and effect. In the event of a conflict between this Agreement and TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001), the terms of TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) will prevail.

17 NOTICES

- 17.1 Except if expressly specified otherwise elsewhere in the Agreement, all notices necessary under this Agreement shall be given in writing. In the case of TELUS, the notice shall be sent by e-mail and in the case of the LGA, the notice can be either personally delivered, or sent by registered mail or facsimile, or by e-mail at the addresses indicated below, Notices, if personally delivered or sent by facsimile, will be deemed to have been received the same day, or if sent by registered mail, will be deemed to have been received four days (excluding Saturdays, Sundays and statutory holidays) after the date of mailing. Notices delivered by e-mail shall include the following, and shall only be effective if the recipient provides by e-mail a confirmation of delivery and the date of acceptance of the delivery: (i) sender's name, address, telephone number, and e-mail address; and (ii) date and time of the transmission.

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17.2 TELUS can change the telecommunication services provided to a PSAP by providing the LGA at least thirty (30) days prior written notice, without the necessity of the Parties signing a formal amendment to this Agreement. By continuing to use the TELUS' Next Generation 9-1-1 Network after TELUS has changed the telecommunication services provided to a PSAP, the change is deemed to have been accepted by the Parties.

Local Government Authority

TELUS Communications Inc.

TELUS

Regulatory Affairs

Attn: TELUS NG9-1-1 Leadership Team

Regulatory.affairs@telus.com

Or to such other address as either party may indicate in writing to the other.

IN WITNESS WHEREOF the Parties have caused this Agreement to be executed by their duly authorized representatives, such execution effective on the Effective Date.

Local Government Authority

TELUS Communications Inc.

Per: _____

Per: _____

Printed: _____

Printed: _____

Title: _____

Title: _____

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

Schedule A

1 DEFINITIONS

For the purposes of this Agreement, in addition to other terms defined elsewhere in the Agreement, the following terms have the meanings ascribed below:

1.1 "Automatic Number Identification" or "ANI":

TELUS' NG9-1-1 Network's capability to automatically identify the calling telephone number and to provide a display of the number at the PSAP.

1.2 "Border Control Function" or "BCF":

Provides a secure entry into the ESInet for emergency calls presented to the network. The BCF incorporates firewall, admission control, and may include anchoring of session and media as well as other security mechanisms to prevent deliberate or malicious attacks on PSAPs or other entities connected to the ESInet.

1.3 "Business Continuity Plan":

A plan outlining how to continue operating during an unplanned service disruption; i.e.: technology or relocation.

1.4 "Commission":

The Canadian Radio-television and Telecommunications Commission ("CRTC") and its successors.

1.5 "Default Routing":

Default Routing is a contingency routing scheme whereby 9-1-1 calls, sessions and events are directed to an alternative PSAP or PSAPs due to network issues or missing/invalid location information.

1.6 "Demarcation Point":

The furthest physical point of NG9-1-1 interconnection for the PSAPs. The location of the PSAP is designated by the LGA; however, the PSAP shall determine where the termination equipment/demarcation points are to be located.

1.7 "Emergency Services":

The first responders to situations that require immediate assistance, such as law enforcement, fire department, ambulance service, or other emergency medical assistance service.

1.8 "Emergency Services IP Network" or "ESInet":

An ESInet is a managed, private, dedicated IP network used for Emergency Services communications. The ESInet provides the transport and interconnectivity for trusted entities designated by the CRTC such as NENA i3-compliant PSAPs within the Serving Area, as well as CRTC-registered ONPs supporting 9-1-1 calling over IP-capable networks. For PSAPs, the ESInet is delivered using the Company's IP VPN service to the PSAPs' operations premises authorized by the LGA. ONPs interconnect to the ESInet through designated physical Points of Interconnection (POIs).

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1.9 "End-User":

An end-user with NG9-1-1 Network Access within the boundaries of the LGA, as determined by the Company and the LGA.

1.10 "Emergency Service Zone" or "ESZ":

A defined area within a Serving Area consisting of a specific combination of LGA, law enforcement, fire, emergency medical, and PSAP coverage areas.

1.11 "i3 PSAP":

A PSAP that is capable of receiving IP-based signaling and media for delivery of emergency calls conformant to the i3 standard.

1.12 "Local Government Authority" or "LGA":

An LGA is the relevant government authority, at the provincial, indigenous, territorial, regional and/or municipal level, that governs the PSAPs. For greater clarity, the PSAP is selected or designed by the LGA and is under the responsibility of the LGA.

1.13 "Master Service Addressing Guide" or "MSAG":

The MSAG/SAG is a database of street names and house number ranges; it defines emergency service zones within a community and the emergency service numbers associated to them in order to enable proper routing of basic 9-1-1 and enhanced 9-1-1 calls.

1.14 "Network Access":

A connection that allows calls, sessions, or other types of events intended to be delivered to the Company's NG9-1-1 Network.

1.15 "Next Generation Core Services" or "NGCS":

The base set of services needed to process an NG9-1-1 call, session or event on an ESInet. NGCS includes the Emergency Service Routing Proxy (ESRP), Emergency Call Routing Function (ECRF), Location Validation Function (LVF), Border Control Function (BCF), Bridge, Policy Store, Logging Services and typical IP services such as Domain Name System (DNS). The term NGCS includes the services but not the network on which they operate.

1.16 "NG9-1-1 Network Provider":

The carrier that provides connectivity, services, and management for Next Generation 9-1-1 service to LGAs and their PSAPs.

1.17 "Offnet Agency":

An agency outside of the NG9-1-1 network, such as a poison control centre or a hospital, which the LGA may designate to be able to receive PSTN calls transferred by a PSAP through the ESInet.

1.18 "Originating Network Provider":

A CRTC-approved authorized telecommunications service provider, wireless service provider, or other service provider which delivers traffic to the Company's NG9-1-1 Network for routing to a PSAP.

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1.19 "Policy Routing Rules" or "PRRs":

Policy Routing Rules (PRRs) allow PSAP to enable multi-layered treatment policies for diversion within the NG9-1-1 Network, providing more options to a PSAP to divert 9-1-1 calls, sessions and events to another destination based upon multiple conditions defined in the PRRs.

1.20 "Public Safety Answering Point" or "PSAP":

A primary PSAP is a PSAP to which 9-1-1 calls, sessions and events are routed directly as the first point of contact. In some cases, the primary PSAP then contacts the appropriate agency to dispatch emergency responders. However, in cases where local authorities determine that specialized expertise, such as emergency medical services, is required, 9-1-1 calls, sessions and events are then transferred from a primary PSAP to a secondary PSAP.

A secondary PSAP, also known as an Emergency Response Agency dispatch centre, is a PSAP to which NG9-1-1 calls, sessions and events are transferred from a primary PSAP. A secondary PSAP is directly interconnected to an NG9-1-1 Network, allowing for the receipt and display of NG9-1-1 information.

1.21 "PSAP Contingency Plan":

It is a plan prepared by the PSAP, in collaboration with TELUS, to provide Default Routing to ensure 9-1-1 calls are answered. PSAP Contingency Plan is about alternative routing and configuration options related to the NG9-1-1 Network and is more specific than the overall PSAP Business Continuity Plan.

1.22 "Selective Routing and Transfer":

A feature that automatically routes traffic destined for emergency services to the appropriate PSAP based on the location data provided during the setup of the 9-1-1 call, session or event (Automatic Identification information or Geodetic) and facilitates inter-agency transfer.

1.23 "Serving Area":

The area within the LGA's boundaries, as determined by TELUS and the LGA, from which calls, sessions and events sent to the 3-digit emergency telephone number 9-1-1 will be directed to a particular primary PSAP which has a contract with the LGA.

1.24 "TELUS' Next Generation 9-1-1 Network":

A standards-based, all IP emergency communications infrastructure enabling highly reliable and secure voice and multimedia communications.

1.25 "Operator Service":

Operator Service for NG9-1-1 is a last resort routing scheme whereby calls, sessions and events that cannot be routed by the NG9-1-1 network on the ESInet to the PSAP will be routed to an operator service contracted by the NG9-1-1 Service Provider as mandated in Telecom Decision 2019-66.

1.26 "User-to-Network Interface (UNI) Interconnection Design Specifications":

User-to-Network Interface (UNI) Interconnection Design Specifications means the authoritative document which sets the technical specifications an i3-PSAP must comply with.

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Schedule B (for TELUS internal resource planning purposes only)

SCHEDULE B - v.1 List of NG9-1-1 PSAPs, locations & targeted migration

Current Emergency Zones & PSAP migration identification

Schedule B is a current list of PSAPs that provide services to the LGA. Please review and confirm accuracy (initial) of all contracted PSAPs. Post transition changes or updates to Schedule B will be communicated to TELUS via current TELUS operations change process.

LGA initial _____

PSAP Serving Information			
PSAP Name (*1 & *2)	PSAP Address	PSAP Address - Backup Site	Targetted Migration Date
Camrose Police	6220 - 48th Avenue Camrose, AB		Q4, 2022

Notes:

*1 – LGA shall ensure all PSAP sites meet the NG9-1-1 requirements.

*2 – LGA shall ensure that if a PSAP changes during the Term, the replacement is aware of the LGA obligations re: PSAPs under this Agreement, and TELUS is notified of the change.

ESZ	Community	Municipality	9-1-1 Answer	Fire
953	Bashaw	Town of Bashaw	Camrose Police	Camrose Police

Notes:

*1 – LGA shall ensure all PSAP sites meet the NG9-1-1 requirements.

*2 – LGA shall ensure that if a PSAP changes during the Term, the replacement is aware of the LGA obligations re: PSAPs under this Agreement, and TELUS is notified of the change.

*3 – “Offnet” Agencies are not connected to the ESInet over an IP-UNI

*4 – This PSAP is only required if there is a PSAP designated as a safety net for a specific Province or Territory.

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Schedule C

Technical requirements\ESInet Access Criteria

Next Generation 9-1-1 is comprised of complex and interactive systems. In order to ensure proper network security, resiliency, diversity, and reliability, the LGA must ensure that all of their PSAPs meet the following technical criteria. A PSAP cannot interconnect to the NG9-1-1 network without meeting these requirements.

PSAPs utilizing networks to process and deliver NG9-1-1 calls outside of the ESInet do so at their own risk and assume all liabilities, including prolonged restoration times in the event of an outage.

LGA must ensure that the PSAP(s):

- 1 Deploy Dual Stack as the preferred method for simultaneous use of IPV4 & IPV6 address space OR to individually perform NAT-PT (Network Address Translation - Protocol Translation) for their Network Domain as defined in the NG9-1-1 network provider's UNI Interconnection Design Specifications, as a mandatory condition to interconnect to the NG9-1-1 network.
- 2 Support a set MTU (Maximum Transmission Unit) value of 1500 bytes for their network domain.
- 3 Utilize the Border Gateway Protocol (BGP) for dynamic routing between peering networks, using registered Autonomous System (AS) numbers, when available.
- 4 Assign a Local Registration Authority ("LRA"). The LRA will be responsible for determining and managing which users will be authorized to access the ESInet. An LRA can be assigned for a specific PSAPs or may be assigned for all PSAPs in an entire serving territory. The PSAP must notify TELUS at least 30 days prior to onboarding to the NG9-1-1 network of its selection and provide TELUS with 60 days' notice prior to any changes to its LRA structure. The LRA will have to enter into a distinct agreement with TELUS regarding the rights and obligations specific to the LRA and agree to TELUS Certificate Policy. For greater clarity, if access to the ESInet is needed for devices, the PSAP must assign an Authorized Organization Representative ("AOR"), which shall also enter into a distinct agreement with TELUS. For greater clarity, LRA and AOR doesn't need to be the PSAP itself.
- 5 Utilize the PCA service provided by the NG9-1-1 network provider, as defined in the UNI Interconnection Design Specifications, as a mandatory condition of interconnection with the NG9-1-1 network until a nation-wide PSAP Credentialing Agency is established.
- 6 Comply with the UNI and any other bulletins or technical documents communicated by TELUS to all LGAs and PSAPs from time to time. Employ a NENA i3 compliant BCF (Border Control Function), as defined in the NG9-1-1 network provider UNI Interconnection Design Specifications, as a mandatory condition of interconnection with the NG9-1-1 network. In addition, the BCF must be deployed in a manner that prevents single points of failure.
- 7 Employ the QoS requirements as defined in the NG9-1-1 network provider UNI Interconnection Design Specifications as a mandatory condition of interconnection with the NG9-1-1 network.
- 8 Implement the mandatory list of audio CODECs as provided by the NG9-1-1 network providers as part of the Onboarding Process, and as updated through the proposed change management process managed by CISC.
- 9 Use the two (2) redundant 9-1-1 IP-VPN circuits and routers provided by TELUS to deliver 9-1-1 calls, sessions and events, and associated data as per TELUS acceptable use policy available at www.telus.com/aup. The PSAPs shall not modify, repair, reinstall, or tamper with the 9-1-1 IP-

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VPN circuits and routers, or use them in a manner that interferes with any service components used to provide them, TELUS' networks, or with the use of TELUS services by other persons, or in a manner that avoids the payment of any charges, or use the 9-1-1 IP-VPN circuits in violation of any law or regulation. TELUS recommends that the PSAP use both 9-1-1 IP-VPN circuits to avoid service impacts in the event of an 9-1-1 IP-VPN circuit or terminating router failure.

- 10 Design and operation the PSAPs WAN/LAN, including resiliency, capacity, management, quality of service and security.
- 11 Support end-to-end encryption of traffic from and towards the ESInet as defined in the TELUS NG9-1-1 UNI Interconnection Design Specifications. PSAPs are strongly encouraged to utilize the TELUS NGCS-based DNS service to ensure the resiliency of DNS functions and seamless PCA functionality. If a PSAP opts to use its own DNS service, it will be the sole responsibility of that agency to design, maintain and administer this element.
- 12 Use the provided ESInet connections strictly for the delivery of NG9-1-1 calling and associated data and not to use any private VPN tunnels across the ESInet.
- 13 Create Policy Routing Rules for NG9-1-1 and communicate their Default Routing, if any, as part of their PSAP Contingency Plans to ensure that 9-1-1 calls are answered in the event of a PSAP outage.
- 14 Synchronize their network elements with those of the NGCS based on the Network Time Protocol resource provided by TELUS.
- 15 Apply on an ongoing basis, the required security updates (including any security patches) promptly, on the schedule communicated by TELUS.

The failure of a PSAP to comply with the technical requirement and access criteria may result in having such PSAP removed from the TELUS Next Generation 9-1-1 network. In the event where a PSAP does not meet the above technical requirements and access criteria to the ESInet, TELUS will inform the LGA before removing the PSAP from the TELUS Next Generation 9-1-1 network.

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Schedule D

MULTIPLE REGION PSAPs

This Schedule, or an alternative format agreed to by both the LGA and the Company, must be filled out by the LGAs with their respective PSAPs covering multiple regions and managed by a provincial or federal authority (e.g. Alberta Health Services, British Columbia Health Care Services, Royal Canadian Mounted Police.)

Operating as a provincial or federal secondary PSAP, the following provisions within this agreement does not apply: 4.1.1; 4.3; 4.8.1; 4.8.2; 4.8.3; 4.8.9; 4.21;

The following provisions of this agreement (4.6; 4.8.4; 4.8.5; 4.9) that relate to "all PSAPs" for the purposes of this LGA, shall apply only to the single Multiple Regions PSAP.

Communication Centre Sites	Official Name	LGA (municipalities, counties, etc.)

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Schedule E

NG9-1-1 GIS REQUIREMENTS * Provided to TELUS upon introduction 2021-2024

Municipality, County or Other Government Entity name	GIS Data Provider or *Provincial/ Territorial Designated Data Aggregator name	Provincial /Territorial Legislation (Y/N)

In the absence of Provincial or Territorial legislation defining a Data Aggregator body, by default, the NG9-1-1 Network Provider will be the defined GIS and addressing Data Aggregator (Telecom Decision CRTC 2020-150 | CRTC)

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SCHEDULE F - v.1

LGA must verify with each PSAP and PSAP location listed in Schedule B has a 9-1-1 Contingency Plan and Policy Routing Rules documented and identified to TELUS. TELUS' requirement is to obtain documented contingencies and does not imply imposing mutual aid, backup sites, or any actual contingency options.

PSAP Serving Information			
PSAP Name (*1 &*2)	PSAP Addresses	PSAP Address-Backup Site	Contingency Plan & Policy Routing Rules LGA verified (initial)
Camrose Police	6220 - 48th Avenue Camrose, AB		

Notes:

- *1 – LGA shall ensure all PSAP sites meet the NG9-1-1 requirements.
- *2 – LGA shall ensure that if a PSAP changes during the Term, the replacement is aware of the LGA obligations re: PSAPs under this Agreement, and TELUS is notified of the change.
- *3 – “Offnet” Agencies are not connected to the ESInet over an IP-UNI
- *4 – This PSAP is only required if there is a PSAP designated as a safety net for a specific Province or Territory.

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SCHEDULE G - v.1

**LGA must designate a Local Registration Authority ("LRA")
* reference Schedule C, #4.**

Digital Subscriber Certificate Agreement and Application Form - submitted by LGA's Local Registration Authority designate upon TELUS onboarding			
PSAP Serving Information			
PSAP Name (*1 &*2)	PSAP Addresses	PSAP Address-Backup Site	LGA designated Local Registration Authority ("LRA")
Camrose Police	6220 - 48th Avenue Camrose, AB		

Notes:

- *1 – LGA shall ensure all PSAP sites meet the NG9-1-1 requirements.
- *2 – LGA shall ensure that if a PSAP changes during the Term, the replacement is aware of the LGA obligations re: PSAPs under this Agreement, and TELUS is notified of the change.
- *3 – "Offnet" Agencies are not connected to the ESInet over an IP-UNI
- *4 – This PSAP is only required if there is a PSAP designated as a safety net for a specific Province or Territory.

Approved: yes /no Motion # _____

Account Code: _____

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	July 11, 2022
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.4 Personnel Policy Revision 2.10

Background/Proposal:

Personnel Policy 2.10 required revision. There were outdated aspects to the policy.

Discussion/Options/Benefits/Disadvantages:

Outdated aspects:

3.b. Town Foreman not qualifying for overtime and being paid \$30.00 for attending council meetings.

8.a Payment of Wages changed to what is being implemented.

9. c. Definition of Personnel Committee

11. c. Changed from Employee/town advisory committee to Personnel Committee

Step 3 – inclusion of References to Personnel committee, etc. Removal of references to Town Council and council meetings.

14.a. and d. removal of salary continuation and inclusion of Short-Term Disability

16 Removal of complete section – Joint Labor/Management Committee.

In the event the policy conflicts with Labor Standard; labor standard is implemented to ensure ongoing compliance.

Costs/Source of Funding (if applicable)

Annual Operating budget

Applicable Legislation:

MGA – 153 – General Duties of Councillors

153 (d), 153.1

201.(2) A council must not exercise a power or function or perform a duty that is by this, or another enactment or bylaw specifically assigned to the chief administrative officer or a designated officer.

205 (1), 207, 208

Bylaw 800 – 2020 – Chief Administrative Officer Bylaw.

Community Engagement Consideration:

Not Applicable.

Recommended Action:

MOVED BY _____ to approve the revisions to Town of Bashaw

Personnel Policy 2.10 on July 11, 2022.

Discussion Result:

Additional research Requested:

TOWN OF BASHAW

TITLE: Personnel Policy

POLICY#: 2.10

EFFECTIVE DATE APPROVED BY COUNCIL: December 7, 2004. Revised March 4, 2008; Section 5 and Section 10. Revised May18, 2010; Section 3 Overtime, Section 4 General Holidays, Section 5 Vacations, Delete Section 12 Conditions of Employment, Section 13 Staff Discipline and Termination for Just Cause, Appendix A Warning Notice, Appendix B Recommendation to Terminate, Appendix C Termination Checklist. Revised July 16, 2013; Section 6c Sick Leave and Section 10b Weekly Income Benefits. December 20, 2018; Section 6 Sick Days, interest free loans and personal leave. November 12, 2020; Section 10c & 10d Long Term Disability & Extended Health Coverage rewording.

RESOLUTION: 605-2004, Revision Motions 093 & 094-2008, 175-2010, 182:2013, 009-2014, 247-2018, 248-2018, 219-2020

POLICY STATEMENT:

This policy shall apply to all personnel of the Town of Bashaw.

PURPOSE:

The purpose of this Personnel Policy is to establish the terms and conditions of employment, and to provide a method of resolving grievances.

PROCEDURES:

1. **DEFINITIONS**

For the purpose of this Personnel Policy, the following definitions shall apply:

Permanent Employee	shall mean any employee filling a permanent position established by Council and who has successfully completed the required probationary period.
Probationary Employee	shall mean any employee filling a permanent position and serving the required probationary period.
Part-Time Employee	shall mean an employee who works less than the regular hours of work of a permanent employee in the same class in the same department, section or section thereof
Temporary/Casual Employee	shall mean an employee who is filling a seasonal or established temporary position.
Administration Employee	shall mean any employee (Permanent or Casual)

	whose primary duties consist of, but not limited to administrative, technical or clerical duties.
Public Works Employee	shall mean any employee (Permanent or Casual) whose primary duties consist of but not limited to public works, utilities, construction, maintenance, mechanical duties and outside manual labor.
Management	shall refer to a person whose duties mainly comprise of management of Town affairs and supervision of staff and shall include the Town Manager and Town Foreman
Job Descriptions	shall refer to an outline of the basic duties of any employee of the Town of Bashaw, and shall be on the basis on which the evaluation of the performance of an employee is conducted.
Immediate Family Member	Means spouse, parent, child, sibling, parent-in-law, sibling-in-law, child-in-law, grandparent and grandchild.

No term or definition shall mean a guarantee of tenure.

2. REGULAR HOURS OF WORK

- a. The average normal number of hours worked in a week shall be forty (40) except as herein provided. This may be on a shift basis that will be determined by the Chief Administrative Officer.
 - i. Office Staff personnel normal number of hours shall be thirty-five (35) per week or less.
 - ii. Public Works personnel normal number of hours shall be forty (40) per week or less.
- b. The above hours shall be exclusive of meal breaks, where employees shall receive a meal break each day, the time and duration of which shall be set by the supervisor.
- c. Subject to work load and needs within the Town, the employer will provide the employee with two (2) days off per week, wherever possible.
- d. **Paid Rest Period** – An employee shall be permitted a rest period of fifteen minutes in both the first and second half of a shift.
- e. **Reporting Pay Guarantee** – A permanent employee reporting for work shall be paid his or her regular rate of pay for the actual time worked with a minimum of three hours pay unless an employee is sick or unable to work of his or her own volition. Temporary or casual employees shall be subject to Alberta Labor Standard.

3. OVERTIME

- a. Overtime rates shall be paid to the Administrative Employees after thirty-five hours and the Public Works Employees after forty hours for any work performed by permanent employees during any hours other than regular hours, when such hours are authorized.
- b. ~~The Town Foreman is included in the terms of Management and therefore not entitled to overtime unless such overtime is authorized by the Town Manager, or the Council (or Committee thereof). The Town Foreman shall not be entitled to payment or time off in lieu of payment for overtime unless that overtime is authorized by the Town Manager of Council. Attendance at Council meetings and other meetings as directed by Council or the CAO shall not be considered to be overtime, and as such shall be paid at the rate of thirty (\$30.00) dollars per meeting provided such meeting is not held during regular working hours.~~

The Town Foreman is required to attend council meetings and other meetings as directed by CAO. The time will be banked, and the Foreman can access it as time off; as authorized by CAO. The CAO has the ability to authorize payment if the situation warrants it.

- c. Authorized overtime shall be paid at the rate of one and one-half times the regular salary for the first four hours overtime worked in one day and at two times the regular salary for five hours or more worked during the same day.
- d. Authorized overtime at the rate of two times the regular rate of pay shall be paid for time worked on Sundays and Statutory Holidays.
- e. Time off in lieu of overtime worked may be given to a maximum of 35 hours for office staff and 40 hours for public works staff in each year.

4. STATUTORY GENERAL HOLIDAYS

- a. The Town of Bashaw recognizes the following as paid Statutory Holidays:

News Year's Day	Victoria Day	Thanksgiving Day
Alberta Family Day	Canada Day	Remembrance Day
Good Friday	Civic Holiday	Christmas Day
Easter Monday	Labour Day	Boxing Day

When any of the above noted holidays falls on a Saturday or Sunday, the following Monday and/or Tuesday shall be deemed to be the Statutory Holiday.

5. **VACATIONS** (Amendments approved by Council Motion #009-2014, effective January 1, 2014 and not retroactive)

- a. For the purpose of this Section a “vacation year” is defined as the twelve (12) month period commencing on the first (1st) day of January and concluding on the thirty-first (31st) day of December in the same year.
- b. Vacation entitlement is earned during each calendar year of continuous service and taken during the following calendar year.
- c. For full time employees, all of the vacation entitlement shall be taken during the vacation year; however, should extenuating circumstance prevent the employee from taking vacation leave then prior approval in writing from the Chief Administrative Officer must be obtained
 - I. to carry over vacation entitlement to the next year OR
 - II. to request any remaining vacation entitlement be paid out at year end
- d. For part time employees, pay in lieu of vacation leave shall be permitted if the employee chooses to be paid out vacation entitlement on each payroll cheque; if the part time employee chooses to accrue vacation pay then refer to Section C.
- e. In the event of termination of an employment vacation entitlement earned shall be paid out in full with the final payroll in accordance with the Alberta Labor Act and Regulations thereto.
- f. Vacation Entitlement (*applicable to all employees but the CAO*):

I	After one (1) year and up to the conclusion of three (3) years of complete continuous service up to and including December 31 st of a calendar year = ten (10) days of vacation entitlement
II	After three (3) years of complete continuous service up to and including December 31 st of a calendar year = fifteen (15) days of vacation entitlement
III	After eight (8) years of complete continuous service up to and including December 31 st of a calendar year = twenty (20) days of vacation entitlement
IV	After eighteen (18) years of complete continuous service up to and including December 31 st of a calendar year = twenty five (25) days of vacation entitlement
V	After twenty eight (28) years of complete continuous service up to and including December 31 st of a calendar year = thirty (30) days of vacation entitlement; the maximum allowable days of vacation entitlement

- g. To facilitate the above allocation of vacation entitlement, no vacation time shall be taken until fully earned.
- h. Vacation requests shall be submitted to the Chief Administrative Officer prior to March 31st of the vacation year; delays in providing vacation choices may result in preferences not being able to be accommodated as seniority rights shall be waived.
- i. Accommodation can be made for those wishing to take vacation leave prior to the end of March.
- j. The Town Foreman shall organize his vacation leave in such a manner that at least two (2) other Members of the Public Works Staff are present and working during his absence.
- k. The Town Foreman may be required to reorganize his vacation leave to attend to emergent matters or in a case of emergency.
- l. In cases where the Town Foreman requests vacation leave in excess of fifteen (15) days, the Town Foreman may be required to obtain prior approval in writing from the Chief Administrative Officer to have special permission granted to be away in excess of three (3) weeks at any given time.
- m. Upon the employee's request, and provided the employee gives at least one (1) weeks' notice prior to the regular pay day, vacation pay may be payable in advance and issued on the regular pay day prior to the commencement of the vacation period.

6. **SICK DAYS**

- a. **Definition** –Sick Day – means paid time off for personal sickness, out of - town medical appointments, or short-term care of an immediate family member who is ill.
- b. Permanent full-time employees are eligible for 12 paid sick days per calendar year.
- c. Sick days are prorated in the first year of employment.
- d. Sick days are only available in the year in which they are allocated, and do not carry over to subsequent calendar years.
- e. A medical certificate may be requested at the discretion of the Chief Administrative Officer.

7. **LEAVE OF ABSENCE**

- a. An employee shall be entitled to **Compassionate Leave** up to a maximum of three (3) working days with pay for serious illness, accident, or for the purpose of attending the funeral and/or making funeral arrangements on the death of an immediate relative as follows:

Spouse	Sister	Son	Brother in Law
Parent	Daughter	Brother	Sister in Law

Grandparent	Niece	Nephew	Father in Law
Grandchild			Mother in Law

Additional leave of absence may be granted for special circumstances as approved by *the Chief Administrative Officer*.

- a. Mourner's Leave – One-half day per year, accumulative to a maximum of ten (10) days, with two days maximum allowable at one time.
- b. Jury or Court Witness Duty Leave – One day per year, with no maximum days. Staff will receive the difference between regular pay and court attendance fees.
- c. Maternity Leave – The Employment Standards Code provides mothers, fathers and adoptive parents with parental leave. In addition, birth mothers are eligible for maternity leave. These leaves are available to parents of children born or adopted on, or after December 31st, 2000.
Employees must have 52 consecutive weeks of employment with their employer to be eligible for maternity and/or parental leave under the Code. This applies both to full-time and part-time employment.

Length of Leave

Birth mothers can take up to 52 weeks of unpaid, job-protected leave from employment, made up of 15 weeks of maternity leave and 37 weeks of parental leave.

Fathers and adoptive parents are eligible for 37 weeks of unpaid, job-protected parental leave. Adoptive parents can take parental leave when they adopt a child under the age of 18.

If both parents are employees, the 37 weeks of parental leave may be taken entirely by one of the parents, or can be shared between the mother and father. If the leave is to be shared, the employer must be notified.

Notice Requirements

Employees must give their employers at least six weeks' written notice to start maternity leave or parental leave.

Employees must provide at least 4 weeks' written notice to return to work or to change the date they will be returning to work. This notice must be provided at least four weeks before the end of the leave to which employees are entitled.

If an employee fails to provide the required notice or fails to report to work the day after the leave ends, the employer does not have to reinstate the employee unless the failure to notify the employer is due to unforeseen or unpreventable circumstances.

8. PAYMENT OF WAGES

- a. ~~Permanent employees shall be paid on the last day of the month, with an advance up to 40% on the fifteenth (15th) day of the month. If the 15th or the last day of the month falls on a Saturday, Sunday or Statutory Holiday, pay day will be on the last working day prior to the same.~~

Permanent employees shall be paid twice per month, part time/contract employees will be paid once per month.

9. PERSONNEL COMMITTEE

- a. Pay increases shall be based on job performance evaluations and, additional skills acquired as a result of training and education.
- b. Management shall meet yearly to complete staff evaluations, which will be submitted to the Personnel Committee for their use in determination of pay increases. Such evaluations shall be forwarded to the Personnel Committee and copied to each employee for their perusal and comments.
- c. The Personnel Committee will consist of the CAO, Public Works Foreman, and Municipal Treasurer/Assistant CAO. (as appropriate) Additional consultants may be accessed as situation warrants.

10. EMPLOYEE BENEFITS

Permanent employees shall be entitled to the following benefits:

- a. Pension Plan: In addition to Canada Pension Plan, every permanent full-time employee shall join the Local Authorities Pension Plan after completion of their probationary period. The employer and employee shall make contributions in accordance with the provisions of the plan.

Full time temporary employees and part-time permanent employees are not eligible for enrollment in the Local Authorities Pension Plan.

- b. Weekly Income Benefit: The employer shall pay 60% and the employee 40% of the Weekly Income Benefit plan premiums through the Alberta Urban Municipalities Association which provides 66% of wages paid in case of illness or disability from the first day of accident or **hospitalization or after a seven-day period of illness (including weekends)** to a maximum benefit period of 17 weeks. (85 working days).
- c. Long Term Disability: The employee shall pay 100% of the Long-Term Disability Plan premiums through the Alberta Urban Municipalities Association which provides for 66 2/3% of wages paid in case of illness or disability from the 120th day to age 65 or recovery, whichever occurs first, or upon death.

- d. Extended Health Coverage: The employer shall pay the 80% of health coverage premiums for the employee and his/her family for benefits that are not covered by the AHC Plan. If the employee no longer qualifies for Long-Term Disability the employer shall pay 60% of the health coverage premium for the employee and his/her family for benefits that are not covered by the AHC Plan.
- e. Group Life Insurance: The employer shall pay 60% and the employee 40% of the Group Life Insurance premiums through the Alberta Urban Municipalities Association, which provides double indemnity, accidental death and dismemberment and dependent coverage insurance.
- f. Education: The Town recognizes that educational development is becoming increasingly important and should be encouraged. Therefore, in order that permanent employees may obtain additional education or training which would improve their competence in present jobs and/or prepare for advancement with the Town, upon prior approval of the Chief Administrative Officer, the Town will reimburse costs such as tuition, materials, subsistence, and mileage. Employees must guarantee at least one-year employment following completion of the course. If the employee resigns prior to completion of one-year employment, the employee will be required to reimburse the Town of Bashaw a portion of the costs incurred as a result of taking a course on a pro rata basis.
- g. Healthy Lifestyle Allowance: The Town recognizes that healthy lifestyles and support of personal well being is becoming increasingly important to a productive workplace environment and should be encouraged. Therefore, in order that permanent employees may access courses, seminars, or initiatives which would support and improve their personal health and well being, upon prior approval of the Chief Administrative Officer, the Town will reimburse costs on the submission of a receipt to a maximum of \$200.00 for courses, seminars, or classes that promote healthy lifestyle and personal wellness. Employees must guarantee at least one-year employment following completion of the program. If the employee resigns prior to completion of one-year employment, the employee will be required to reimburse the Town of Bashaw a portion of the costs incurred as a result of taking a course on a pro rata basis.

11. COMPLAINT AND GRIEVANCE PROCEDURE

- a. A grievance is defined as any difference arising out of the interpretation, application, administration or alleged violation of this policy.
- b. The time limits specified in this policy shall not include Saturdays, Sundays, and named holidays. Time is of the essence although; the time limits may be extended by the consent of both parties in writing.
- c. The grievor shall be present at each step of the grievance procedure, and may request the aid of a member of the Employee/Town Advisory Personnel Committee at Step #2.
- d. The purpose of the grievance provisions is to ensure that any grievance is processed in an expeditious manner; therefore, compliance of the

provisions is mandatory. If the employer fails to comply with the provisions, the grievance may be processed to the next step by the griever. If the griever fails to comply with the provisions the grievance shall be considered abandoned. An abandoned grievance will not prejudice employees in any future grievance of a similar nature.

- e. An earnest effort shall be made to settle grievances fairly and promptly in the manner hereinafter described:

Step 1

The griever will first seek to settle the dispute with the employee's immediate supervisor on an informal basis within ten (10) days following the date of the occurrence-giving rise to the grievance. The supervisor shall have three (3) days in which to respond to the grievance.

Step 2

Failing satisfactory settlement, and within five (5) days after the response in Step 1 from the supervisor, the grievance may be submitted to the Chief Administrative Officer.

The grievance shall be in writing and must include a statement of the following:

- a. The name(s) of the aggrieved;
- b. The nature of the grievance and the circumstances out of which it arose;
- c. The remedy or correction the Employer is requested to make, and;
- d. The Section(s) where the Policy is claimed to be violated.

A meeting between the parties shall take place, with the decision of the Department Head being rendered in writing within ten (10) days from the receipt of the submission at this step.

Step 3

Failing settlement at Step 2, and within five (5) days after the receipt of the written response from the Chief Administrative Officer in Step 2, the grievance may be submitted to the Personnel committee of Council, in writing, as aforementioned. In the event the grievance is against a member of the Personnel committee, the person directly involved will not be a member of the Personnel Committee. The remaining two Committee members can access additional consultant as deemed necessary.

A meeting between the parties and this committee shall take place, with the decision being rendered in writing within ten (10) days following the receipt of the submission at this step. The written decision shall be forwarded to the Town Council and the Chief Administrative Officer and the griever(s).

- ~~a. The Town Council will, at its next regularly scheduled meeting, decide whether or not to uphold the decision of the committee. Council's decision is final and binding upon the town and the grievor.~~
- ~~b. The Personnel committee of Council and the Town Council may vary any penalty as it deems wise and prudent. Implement outcomes as necessary/recommended by external consultant.~~
- c. A discharge or discipline grievance may be filed in writing within ten (10) days of the event-giving rise to the same and shall commence at Step 2.

12. PROBATIONARY PERIOD

- a. Any new employee shall serve a probationary period of three (3) continuous months from the date of his or her commencement of service; the Chief Administrative Officer and the Town Foreman shall serve a probationary period of six (6) months from the date of his or her commencement of service.
 - i. Notwithstanding anything contained elsewhere in this policy, if a new employee is unsatisfactory ~~in the opinion of the Council~~, he or she may be discharged at any time during their probationary period, and such discharge shall not have recourse to the substantive provision of this policy.
- b. A probationary employee, who is absent on a normally scheduled day of work during their probationary period, shall have such days added to the probationary period.
- c. If a probationary employee is transferred in lieu of discharge, he/she will be required to serve a three-month probationary period in the new position to which he/she is transferred.
- d. A regular employee on full time service, who has completed his/her probationary period, and who changes his/her status to that of a permanent part-time employee shall not have to serve a further probationary period.
 - i. A part-time employee who changes his/her status to that of a regular employee, and who has previously completed a probationary period with the Town, shall not be required to serve any additional probationary period, provided he/she has only been away from full time service for less than one year.

13. STAFF DISCIPLINE PROCEDURE & TERMINATION FOR JUST CAUSE

General: A lawyer is to be contacted to ensure insurance coverage.

Staff Discipline Procedure

Stage 1	First Offence	<i>Supervisor addresses discipline issue with the individual and seeks conformity. Personnel Committee meeting called and a letter issued with provision for proof of receipt either on the letter or a separate document or modification. This is a "freebie" but detailed notes are put in the personnel file.</i>
Stage 2	Second Offence	Verbal warning with detailed notes put in personnel file.
Stage 3	Third Offence	<i>Written warning. (Appendix A)</i>
Stage 4	Fourth Offence	Terminated. (Appendix B&C)
<p>The system of discipline is compound discipline. That is, the same deviance does not have to re-occur in order to advance to the next level of discipline. Rather, each separate and individual occurrence will build on one another to advance through the discipline levels with the person in question.</p>		

Termination of Employment – Just Cause

An employee may be terminated for just cause, without notice or pay in lieu of notice. An employee dismissed for just cause will not be allowed to return to the employment of the Town of Bashaw.

- a. It is not possible to list all the forms of behavior that are considered unacceptable in the work place, but the following are examples of infractions or rules of conduct that will result in disciplinary action, including suspension or termination of employment:
- Unsatisfactory performance or conduct
 - Unauthorized disclosure of confidential information
 - Theft or inappropriate removal or possession of Town property
 - Falsification of time-keeping records
 - Working under the influence of alcohol or illegal drugs
 - Boisterous or disruptive activity in the work place
 - Insubordination or other disrespectful conduct
 - Smoking in prohibited areas per Policy 3.10
 - Sexual or other unlawful harassment
 - Excessive absenteeism or absence without notice
 - Unauthorized disclosure of intellectual property
 - Misuse or abuse of Town vehicles or machinery
 - Non-conformance to the Policy Manual or Government Statutes

- Purchase of personal items with payment by Town credit cards or Town cheques or Town cash funds
- b. No notice of employee termination is required
- c. No pay lieu of notice is required
- d. An employee shall be advised in writing of all reasons for dismissal
- e. An employee must receive all monies owing within ten (10) days of the date of dismissal
- f. An employee must receive a completed Record of Employment
- g. A Recommendation to Terminate Employment should be completed by the supervisor and approved by the Chief Administrative Officer (Appendix B)
- h. A Termination Checklist should be completed. (Appendix C)
- i. It is a condition of wrongful dismissal insurance Coverage, that a written legal opinion is obtained from a law firm prior taking steps toward dismissal.

APPENDIX A
WARNING – SAMPLE

Date: _____

Present: _____

Location of Meeting: _____

Employee: _____

Department: _____

Reason For Warning:

Action Taken:

This form will be placed in the above-named employee's personnel file and will be used as required in the future.

Manager's Signature

Employee's Signature

Signatures of persons present in addition to manager and employee:

APPENDIX "B"

RECOMMENDATION TO TERMINATE

EMPLOYEE	START DATE ON PRESENT JOB
POSITION	DATE OF HIRE
DEPARTMENT	DATE OF BIRTH
PRESENT WAGE	RECOMMENDED TERMINATION DATE
WHAT ACTIONS HAVE CAUSED THE TERMINATION?	
LIST THE STEPS TAKEN TO CORRECT THE ACTIONS NOTED ABOVE & THE DATES OF EACH STEP	
WHAT OTHER ALTERNATIVES TO TERMINATION HAVE BEEN CONSIDERED? WHY HAVE THEY NOT BEEN ADOPTED?	
HAS THIS PERSON RECEIVED WRITTEN NOTICE OF UNSATISFACTORY PERFORMANCE (Attach copy)	
HAS THIS RECOMMENDATION BEEN REVIEWED WITH OTHERS? IF SO, WHO AND WHEN?	
WHAT NOTICE AND/OR SEPARATION PAY, IF ANY, IS RECOMMENDED? (Show calculations and reasons for recommendation)	
RECOMMENDED BY:	AUTHORIZED BY:
DATE:	DATE:

APPENDIX "C"
TERMINATION CHECKLIST

RECALL AND/OR OBTAIN THE FOLLOWING:

Tools and Equipment	<input type="checkbox"/>
Cell Phone	<input type="checkbox"/>
Computers/Laptops	<input type="checkbox"/>
Personal Protective Equipment	<input type="checkbox"/>
Credit, Telephone, Identification, Security Cards	<input type="checkbox"/>
Building Entrance Keys	<input type="checkbox"/>
Desk and file Keys	<input type="checkbox"/>

ARRANGE FOR THE RETURN OF THE FOLLOWING:

Company Vehicles	<input type="checkbox"/>
Customer lists, files, invoices, manuals in employee possession	<input type="checkbox"/>
Cash Advances	<input type="checkbox"/>

DETERMINE THE FOLLOWING:

Outstanding expenses, if any	<input type="checkbox"/>
Outstanding vacation, if any	<input type="checkbox"/>
Other payments owed to the employee	<input type="checkbox"/>

REVIEW IMPACT OF TERMINATION ON BENEFIT PLANS & ISSUE:

Record of Employment	<input type="checkbox"/>
Final Pay	<input type="checkbox"/>
Group Life Conversion Letter	<input type="checkbox"/>

ADVISE THE FOLLOWING PEOPLE OF TERMINATION

Switchboard/Reception	<input type="checkbox"/>
Answering Service, if any	<input type="checkbox"/>
Benefit Plans Insurance Carriers	<input type="checkbox"/>
Computer Security Clearance	<input type="checkbox"/>

DETERMINE EMPLOYEE'S FORWARDING ADDRESS AND TELEPHONE NUMBER

14. SENIORITY

- a. Service Seniority relates to the total continuous length of service with the Town, ~~beginning at the last date of hiring and is used for the computation of salary continuation during illness benefits (sick leave)~~, for vacation entitlements, and for all other benefits.
- b. Functional Seniority is the total length of service with the Town, beginning at the last date of inclusion within a functional unit.
 - i. A functional unit is one of two groups of employees roughly defined as Administrative Employees and Public Works Employees.
- c. Functional Seniority is used as:
 1. a consideration for the right or preference for vacation periods within a functional unit.
 2. a consideration for promotion within the functional unit; lay off; recall; demotion because of lay off; and transfer within a functional unit.
- d. Service Seniority and Functional Seniority will continue to accrue during:
 - Compassionate leave;
 - Vacation period;
 - Leave of absence under thirty (30) days;
 - Workers Compensation absence under thirty (30) days;
 - Jury Duty or Court Service; and
 - **Short Term Disability Benefit**
 - ~~— Salary continuation benefits being paid.~~
- e. Service and Functional Seniority will not accrue, and continuity will be interrupted without loss of accrued seniority during:
 - Periods of lay off under one (1) year duration;
 - Workers Compensation in excess of thirty (30) days, but not over three hundred sixty-five (365) days;
 - Non-paid sick time; and
 - Periods of long-term disability of two (2) years duration or less.
- f. Functional Seniority will accrue during temporary transfer or promotion outside the department.
- g. Functional Seniority will not accrue during periods of service outside the functional unit, or during unapproved absences.
 1. Functional Seniority will be resumed if an employee who was transferred or promoted to a position outside the department is

returned to that department, he/she was transferred or promoted from.

- h. Service Seniority and Functional Seniority shall be lost by reason of:
- Termination of employment by the employee or employer;
 - Discharge for cause;
 - If the employee fails to report for work after lay off with five (5) days of recall;
 - If the employee fails to report for work without permission to be absent for a period exceeding forty-eight (48) hours;
 - On the expiration of one (1) year following a lay off during which time the employee has not been recalled;
 - In cases where the long-term disability exceeds two (2) years; and
 - On retirement.
- i. The Town shall maintain a seniority list for both Administrative and Public Works workers showing the date upon which each employee's service commenced with the Town, and within a functional unit.

15. LAY-OFFS AND RECALLS

- a. Lay off is not a normal occurrence but may be necessary in certain circumstances.
- b. The Town will notify employees who are to be laid off, five (5) working days prior to the lay off period.
- c. Due to the nature of the work performed by the Town, the Town will have the final decision as to which employees have the required knowledge, ability and skills to perform the remaining functions. When these attributes are deemed to be relatively equal, Functional Seniority will apply.
1. Functional Seniority in this context means that the last person hired within a department shall be the first person laid off and similarly, recall will be done on the basis of the first person within a department laid off, shall be the last person recalled.
- d. In the event that the Town is unable to contact the employee personally recall shall be deemed to have been carried out five (5) days after receipt of a double registered letter to the last known address of the employee as shown on the Town's records and if returned to the Town, recall shall be deemed to have been carried out.
1. An employee who does not return from lay off as required or has been laid off for a period of six (6) months, shall be considered having terminated his or her employment with the Town.

16. JOINT LABOR/MANAGEMENT COMMITTEE

- a. ~~In order to promote harmony and efficiency of our municipality, the Chief Administrative Officer will conduct Joint Labor/Management Committee (JLM) meetings.~~
- b. ~~The purpose of these meetings are to exchange ideas that:~~
- ~~— may lead to greater efficiency~~
 - ~~— assist in resolving problems~~
 - ~~— provide a framework for harmonious relations~~
 - ~~— assist in the resolutions of complaints (except grievances)~~
 - ~~— promote matters of safety, and~~
 - ~~— deal with other matters which may be within its purview.~~
- c. ~~Recommendations of the Joint Labor/Management Committee may be forwarded to an appropriate committee of Council in writing.~~
- ~~1. Deliberations and any recommendations of the Joint Labor/Management Committee meetings shall be without prejudice to the Town, its management staff, or any member of the committee.~~
- d. ~~An employee may request the Joint Labor/Management Committee to assist him in processing a grievance. The non-management members may appoint one of their numbers to assist a grievor, commencing at Step 2 of the Grievance Procedure.~~
- ~~1. Management members shall divorce themselves of any such grievance processing.~~
 - ~~2. Grievance shall not be considered at the regular meetings of the Joint Labor/Management committee.~~
 - ~~3. Joint Labor/Management Committee meetings will be set to occur on a specified day each week, as long as time, working conditions and commitments permit. If a meeting is postponed or cancelled it will be held over to the following week at the next regularly scheduled meeting date.~~
- e. ~~Either management or non-management staff may propose that a meeting occur, however agenda items shall be submitted to the Town Manager at least five (5) working days prior to the suggested date of the meeting.~~

17. EMPLOYEE JOB DESCRIPTIONS

- a. Employee Job Descriptions shall serve as a basis upon which the Town shall determine the duties, with which each employee shall be required to perform.

- b. The Employee Job Descriptions shall also serve as a means of determining job performance, which shall in turn be used to determine applicable performance increases (See 9. Personnel Committee).
- c. The Job Descriptions shall not serve as the total guide for all duties, which shall be required by the Town, and, on its behalf, Department heads or management staff, for each employee to complete.
 - i. Disagreements which shall arise concerning the extent of duties required to be completed by an employee shall be handled in the manner herein described (See 11. Complaint and Grievance Procedure)

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

DESCRIPTION	GENERAL ACCOUNT	TERM DEPOSIT	TOTAL
BALANCE AT END OF PREV MONTH	\$ 356,661.52	\$ 1,016,550.66	\$ 1,373,212.18
RECEIPTS FOR THE MONTH	\$ 100,274.11		\$ 100,274.11
ALBERTA DIRECT DEPOSIT	\$ 55,741.83		\$ 55,741.83
VOID	\$ 504.47		\$ 504.47
CCUBC /ROYAL/ATB /DEBIT- PAYMENTS	\$ 89,245.86		\$ 89,245.86
SERVUS CREDIT UNION - INTEREST	\$ 616.28		\$ 616.28
			\$ -
TERM INTEREST		\$ 899.65	\$ -
TERM DEPOSIT		\$ -	\$ -
TRANSFER FROM GENERAL TO TERM		\$ -	
TRANSFER FROM TERM TO GENERAL	\$ 5,000.00		\$ 5,000.00
SUB-TOTAL	\$ 608,044.07	\$ 1,017,450.31	\$ 1,625,494.38
DISBURSEMENTS FOR THE MONTH	\$ 196,774.05		\$ 196,774.05
TRANSFER TO/FROM TERM	\$ -	\$ 5,000.00	\$ -
BANK ERROR INTEREST			\$ -
			\$ -
DEBIT MACHINE & TRANSACTIONS	\$ 39.77		\$ 39.77
BANK CONFIRMATION FEE	\$ -		
			\$ -
SCHOOL PAYMENT	\$ 55,387.11		
			\$ -
TRANSFER TO RECREATION BRD	\$ -		
BALANCE AT END OF MONTH	\$ 355,843.14	\$ 1,012,450.31	\$ 1,368,293.45
BANK BALANCE AT MONTH END	\$ 363,805.23	\$ 1,012,450.31	\$ 1,376,255.54
OUTSTANDING DEPOSITS	\$ 24,892.10		\$ 24,892.10
OUTSTANDING DEPOSITS - Servus	\$ 8,071.55		\$ -
OUTSTANDING DIR DEPOSITS			
SUB-TOTAL	\$ 396,768.88	\$ 1,012,450.31	\$ 1,409,219.19
LESS OUTSTANDING CHEQUES	\$ 40,925.74		\$ 40,925.74
OUTSTANDING AUTO WITHDRAWALS			\$ -
BANK ERROR			
	\$ -		
	\$ -		
			\$ -
BALANCE AT END OF MONTH	\$ 355,843.14	\$ 1,012,450.31	\$ 1,368,293.45

THIS STATEMENT SUBMITTED TO COUNCIL

July 11, 2022

MAYOR

TOWN MANAGER

System: 2022-07-05 9:02:12 AM
User Date: 2022-06-30

Town of Bashaw
RECONCILIATION POSTING JOURNAL
Bank Reconciliation

Page: 1
User ID: Finance

Audit Trail Code: CMADJ00000290
Chequebook ID: CREDIT UNION
Description: Credit Union General Account

Bank Statement Ending Balance: \$363,805.23
Bank Statement Ending Date: 2022-06-30
Cutoff Date: 2022-06-30

Statement Ending Balance	\$363,805.23
Outstanding Cheques (-)	\$40,925.74
Deposits in Transit (+)	\$32,963.65

Adjusted Bank Balance	\$355,843.14

Chequebook Balance as of Cutoff	\$355,843.14
Adjustments	\$0.00

Adjusted Book Balance	\$355,843.14

Difference	\$0.00
	=====

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
Water Related							
Water Meter Replacement	X			ASAP		Anticipate proceeding upon staff availability	
#3 Vertical Turbine rebuild	X			01-Jun-22		Sterling has responded to complete the work. We currently are having issues with the fire pump at the Water Treatment plant. It is being worked on as well.	
Hydrant Repairs		X				TBD	
Shut off Valve checks and replacements						TBD	
CC Valve Replacement		X		ASAP		Pavement ,sidewalk and lawn repairs. Quotes being obtained. It has been too wet to proceed with ground work.	
Water leak site cleanups		X		ASAP			
Recreation/Arena							
Gutter Repairs	X			ASAP			
Ball Diamonds	X			April 6 2022	Complete, ongoing for season	Ongoing as ball continues. It has been a busy season. We are evaluating processes, and interactions with Ball volunteers. Fully functional. People continue to wedge them open.	Jun-22
RV stations		X		May 27/2022	2 Days	Ongoing	Jun-22
Exterior Building repairs			X	Jul-22	2 Weeks	Completed.	
Install a Latch on the wood shed.			X			Ongoing.	
Garbage cleanup			X	ASAP		Repairs the Siding	
Repairs to the Curling Club Shed			X	ASAP		Completed during rain days.	
Arena floors and Maintenance		X		May-22	2 Weeks		
Parks, trees, Cemetery							
Install the water fountain at the fish pond				May-22		The water fountain is no longer functional.	End of May
Pond Treatment Program		X		June 15/22	Sept 15/22	First phase complete.	
Tree Trimming Maintenance program						Pruning completed.	
Weed Control			X			Ongoing, trails have been completed.	
Pest control		X		April 15/22	on going	Gopher control has been continuing.	
Put the dock back in the fish pond				May-22	1 day	The anchors have gone missing.	
Lawn Maintenance			X	May 1 2022	As needed	W:\Parks\Lawn Maintenance List.xls Being completed as scheduled	
Cemetery						Community Clean up - June 10, 2022	
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		
Streets							
Street Cleaning	X			Jun-22		Started in various areas of town.	
Remove Tree Behind Community Church Mainstreet							
Mow and whipper-snip trees behind Robinson Place						Ongoing	
Hydrant control valve repairs	X			ASAP	2 Weeks	Repair completed	May-22
Lawn Maintenance		X				W:\Parks\Lawn Maintenance List.xls	

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

Culvert Drain maintenance					Jun-22	3 Weeks		
Paint Hydrants on Main Street		x						
Road repairs main St		x			May 23/2022	2 Weeks	Patching areas has started.	
Town Garbage Pick up and weed-wacker		x						
Garbage cleanup			x				Emptied weekly or sooner.	
Sidewalk Repairs Main St		x			Jun-22			
Main St Line Painting		x			ASAP	2 weeks		
Plant 4" pine Trees with water bags 51Ave								
Catch Basin Clean out	x				June	2 weeks		
Manhole checks		x			June	1 Week		
Install new sign for Sitting Stone Lake	x					1 Week	Pending completion	
Airport								
Lawn Maintenance						As needed		
Building Maintenance			x					
Sewer								
Lift Station 1 Cleaning			x		April 29/22	1 day	Grease buildup control	Monthly
Lift two Backup motor rebuild		x				Apr-22 4 day	Approved within capital budget, proceed with repairs.	
Lagoon maintenance			x			May-22 As needed	Ongoing	
lines flushed		x			June 20/2022	1 Week	Completed on schedule; due again in September.	
Shop								
Equipment maintenance			x				Ongoing	
Inventory					Jun-22		Over the summer months	
Beautification								
Campsite								
Weed wacking around the Ball diamond							Complete.	
Weed wack the fence line								
Scrape Blue Park bench & Paint								
Pull weeds and Scrapings around little slide								
Garbage cleanup								
Picnic Table paint and repairs								
Cemetery								
remove Deadfall					Jun-22		All powder coating completed.	
Weed Control							Clean up booked June 10, 2022	
remove deadfall on the way to the cemetery								
Pressure wash								
West fence line path cut in								
Pest control								
Weed wacking								
Fish Pond								
Weed control around the trees, concrete blocks and trash clean up								
Sweep and wash down the outhouses								
Paint Park bench Sproule Place		x						



CHIEF ADMINISTRATOR'S REPORT
Submitted for July 11, 2022, Regular Meeting of Council

➤ Action List Items from June 14, 2022:

Waste Bylaw 639 – 99 – Review and/or locate suitable replacement.
MP. Kurek – contacted to arrange meeting with Council
Development Application 2022 -1 – Report for council is being generated

Outstanding from Prior Meetings:

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

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 – Book Meeting.

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

Highway 12/21 Regional Water Commission – Generated a letter to the commission outlining the issue we had with our Water Treatment Plant. Discussion with Commission Manager regarding line checks and implementing changes.

➤ CAO Activities/Meetings:

June 15, 2022 – Chamber Meeting

June 16, 2022 – HR Meeting

June 21, 2022 – Meeting with Telus

June 21, 2022 – Meeting with Highway 12/21 Regional Water Commission Manager – Dion Burlock

June 28, 2022 – CAO out of the office

June 29, 2022 – Website design

June 30, 2022 – Voyent Alert demonstration

July 1, 2022 – Canada Day

July 6, 2022 – Beautification Meeting

➤ Day to Day:

Items worked on:

Agenda preparation, Waste Disposal Bylaw research, Human resources activities, staff training, development inquiries/follow up, staff interaction; and ongoing communication. Walk in and telephone inquiries, following up on phone messages.

Respectfully submitted,


Theresa Fuller, Chief Administrative Officer

AR105741

June 2, 2022

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

Dear Ms. Fuller:

Thank you for the emails of May 24 and June 1, 2022, regarding the completion of non-compliant items identified in the 2021 Municipal Accountability Program (MAP) report for the Town of Bashaw.

I commend the town for the work done to date in addressing the majority of the gaps identified in the MAP report. With respect to the remaining four items, I understand that the town requires some additional time to resolve the requirements noted for the following items:

- bylaw enforcement officer bylaw;
- operating and capital plans;
- listing and publishing policies used for planning decisions; and
- municipal emergency management.

While the town was required to resolve all legislative gaps by June 21, 2022, I have approved an extension to the village's MAP deadline to December 21, 2022.

I look forward to receiving an update by December 21, 2022, with confirmation that the final four outstanding items have been completed.

Thank you for your continued cooperation.

Yours truly,



Gary Sandberg
Assistant Deputy Minister

cc: Brandy Cox, Deputy Minister, Municipal Affairs
Kevin Miller, Municipal Accountability Advisor, Municipal Affairs



June 28, 2022

Town of Bashaw
5011 52 Ave
Bashaw AB T0B 0H0

Email: cao@townofbashaw.com

RE: Bylaw 1422 – Intermunicipal Development Plan Review – Town of Bashaw

Please be advised that the Town of Bashaw Intermunicipal Plan review for Bylaw 1422 was accepted by Camrose County Council on June 28, 2022.

Should you have any questions please do not hesitate to call our office at (780)678-3070 or email planning@county.camrose.ab.ca.

Sincerely,

Camrose County

Anjah Howard, RPP, MCIP, CLGM
Manager of Planning & Development

/ALH

CAO

From: SV-SF-CSOS <no-reply-aucune-reponse@hrsdc-rhdcc.gc.ca>
Sent: June 29, 2022 12:37 PM
To: CAO
Subject: Result of the assessment of your Canada Summer Jobs application

2022/06/29

Theresa Fuller
Town of Bashaw
BOX 510
BASHAW AB T0B 0H0

Project Number: # 018251934

Constituency: Battle River-Crowfoot

Subject: Result of the assessment of your Canada Summer Jobs application

We have completed the assessment of your application. I regret to inform you that, while your project is eligible, Service Canada is unable to offer you Canada Summer Jobs funding at this time.

Each year, the applications received by the Canada Summer Jobs program exceed the program budget. Available funds are distributed among the applicant organizations following a prioritization of the projects based on project review and assessment.

The list of employers that have been approved for funding is available [online](#).

We encourage you to visit www.canada.ca/canada-summer-jobs for future funding opportunities.

We appreciate your interest in the Canada Summer Jobs program.

If you have any questions, please contact us at (403) 462-2086.

Sincerely,

Paglinawan, Dennis
Service Canada
220 4TH AVENUE SOUTHEAST
CALGARY AB T2G 4X3
dennis.paglinawan@servicecanada.gc.ca