



REGULAR MEETING OF COUNCIL

A G E N D A

Monday, August 8, 2022 @ 6:00 pm.

Blended Meeting: Council Chamber & Zoom Access

1. CALL TO ORDER
2. PUBLIC HEARING
3. ADDITIONS & AGENDA APPROVAL
4. MINUTES
 - 4.1 Minutes of the July 11, 2022, Regular Meeting of Council
5. DELEGATIONS
6. BYLAWS
7. NEW & UNFINISHED BUSINESS
 - 7.1 Voyent Alert Presentation – Liana Munroe
 - 7.2 Arena & Recreation Facility Use and Allocation Policy 24.10 – Council to discuss/create the revisions to include home Schooling patrons to access the facility for free; similar to the area School Division.
 - 7.3 Strategic Plan Review & next Steps
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 Call to Action – National Police Federation
10. CLOSED MEETING OF COUNCIL

None.
11. NEXT MEETING:
 - Second Meeting in August?
 - September 5, 2022 – 6:00 pm, Regular Meeting of Council (This is the stat holiday.)
 - September 19, 2022 – 6:00 pm, Regular Meeting of Council
12. ADJOURNMENT



REGULAR MEETING OF COUNCIL MINUTES

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

Blended Meeting: Council Chambers & Zoom Electronic Conference

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

Zoom Connection: None.

Public Zoom: None.

Recording Secretary: Theresa Fuller (5:45 pm)

Absent: None

Press: Stu Salkeld (5:55 pm),

Public: None.

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

2. PUBLIC HEARING – None.

3. ADDITIONS & AGENDA APPROVAL

MOVED by Deputy Mayor Bryan Gust to approve the July 11, 2022, Regular Meeting of Council Agenda.
MOTION #153-2022 CARRIED.

4. MINUTES

4.1 Minutes of the June 14, 2022, Regular Meeting of Council

MOVED by Councillor Orom to approve the minutes of June 14, 2022, Regular Meeting of Council.
MOTION #154-2022 CARRIED

5. DELEGATIONS

6. BYLAWS

7. NEW & UNFINISHED BUSINESS

7.1 Hometown Day Street Closure Request – Saturday August 27, 2022

MOVED by Deputy Mayor Gust to approve the request for Street Closure for Hometown Days.
MOTION #155-2022 CARRIED

7.2 Public Auction – Reserve Bid

MOVED by Deputy Mayor Gust to approve reserve bid of \$10,000 for Roll number 001522 located at 5035-49 Avenue, Bashaw, Alberta.
MOTION #156-2022 CARRIED

MOVED by Councillor Orom to approve reserve bid of \$50,000 for Roll number 001523 located at 5037-49 Avenue, Bashaw, Alberta.

MOTION #157-2022

CARRIED

7.3 Telus Next Generation 911 Local Government Service Agreement

MOVED by Councillor McIntosh to approve the agreement for the provision of Telus Next Generation 911 service between the Town of Bashaw and Telus Communications Inc.

MOTION #158-2022

CARRIED

7.4 Personnel Policy Revision 2.10

MOVED by Councillor McIntosh to approve the revisions to Town of Bashaw Personnel Policy 2.10 on July 11, 2022

MOTION #159-2022

CARRIED

7.5 Town of Bashaw Monthly Statement – June 30, 2022

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

MOTION #160-2022

CARRIED

8. COMMITTEE & STAFF REPORTS

8.1 Committee Reports

- a. Mayor McDonald – No meetings to report.
- b. Deputy Mayor Gust – No meetings to report.
- c. Councillor Northey – No meetings to report.
- d. Councillor Orom – June 24, 2022, Camrose & Area Lodge Authority meeting, they approved their business plan. July 6, 2022, Beautification meeting. The Cemetery clean up was successful, and things are looking good around town. July 15, 2022, the Highway 12/21 Regional Water commission meeting is occurring. Discussion occurred as to who was available to attend.
- e. Councillor McIntosh – June 15, 2022, assisted with boil water advisory, circulated notices and communicated with residents.

8.2 Staff Reports

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

MOVED by Councillor Northey to accept July 11, 2022, Council and Staff reports as information.

MOTION #161-2022

CARRIED.

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

MOVED by Councillor McIntosh to accept the July 11, 2022, Correspondence as information.

MOTION #162-2022

CARRIED

10. CLOSED MEETING OF COUNCIL – None

11. NEXT MEETING: August 8, 2022 – 6:00 pm, Regular Meeting of Council

MOVED by Deputy Mayor Gust to approve August 8, 2022, 6:00 pm for the Regular meeting of Bashaw Town Council.

MOTION #163-2022

CARRIED

12. ADJOURNMENT – Deputy Mayor at 6:30 pm.

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER



**TOWN OF BASHAW
MASTER RATES AND SCHEDULES BYLAW 760-2014**

TITLE: ARENA USER FEES

SECTION: 4 RECREATION

APPENDIX: A

REFERENCE MOTION # 170 – 2017, 060-2019

DATE Sept 7, 2017

SECTION 1: ARENA FEES (all fees include GST)

A. School Program	NO CHARGE *
B. Public Skate	NO CHARGE
C. Ice Rental	
i. Youth Organizations (18 & under)	\$ 90.00 per hour
ii. Adult Organizations (19 & older)	\$ 110.00 per hour
iii. Non Local Youth User Group (18 & under)	\$ 100.00 per hour
iv. Non Local Adult Sport Organization (19 & older)	\$ 120.00 per hour
D. Drop In Shinny / Pick-up Hockey	NO CHARGE
E. Skate Sharpening	
i. Per pair	\$ 5.00
ii. Pass for 12 sharpening services	\$ 50.00
F. Off Season Floor Rental – no ice	\$ 30.00 per hour
G. Event Rental (banquets, dances, rallies, etc.) – no ice	
i. Adult	\$ 450.00
ii. Youth	\$ 360.00
iii. Security Deposit	50% of fee charged
H. Concession Rental	as per Contract
I. Encana Dining Hall Rental	\$ 25.00 per hour
J. Centennial Room Rental	
i. Patrons with Arena User Agmt. & BARB	NO CHARGE
<i>(Patrons paying the hourly rate will be priority booking, unless tournaments/special events.)</i>	
ii. Hourly Rate	\$ 20.00
iii. Daily Rate (after four hours)	\$ 80.00

***NOTE:**

Skaters and Helpers Attending School Program, during school hours as part of the school curriculum - FREE



TOWN OF BASHAW

Arena and Recreational Facility Use and Allocation Policy

POLICY NUMBER 24.10

APPROVAL DATE:	Nov. 19, 2015	REVISE DATE:	Aug. 20, 2020
MOTION NUMBER:	261-2015	REPEAL DATE:	
NEW MOTION #	145-2020	REVIEW DATE:	

1.0 Policy Intent

The intent of the Town of Bashaw Arena and Recreational Facilities use and Allocation Policy is to:

- 1.1 Operate Arena and Recreational Facilities in an equitable, cost effective and fiscally sustainable manner
- 1.2 Balance local services and needs with those of the Town as a whole
- 1.3 Meet current and future demands for both organized and casual participation

2.0 Purpose

The following principles serve as the framework for the purpose of the Arena and Recreational Facilities Use and Allocation Policy and should continue to be considered when implementing and/or interpreting the various policy statements:

- 2.1 Access and Equity: Promote fair and equitable access to Arena and Recreational facilities in terms of allocation
- 2.2 Efficient Use: Promote efficient use of Arena and Recreational facilities by maximizing usage and creating clear and consistent booking procedures
- 2.3 Diversity: Promote a wide range of program opportunities
- 2.4 Youth Sport Development: Promote the role that Arena and Recreational Facilities play in the development of minor sports
- 2.5 Partnership: Promote the importance of partnerships in the delivery of activities (minor sport and community associations).
- 2.6 Ease of Use: The policy should be practical - easy for User Groups to understand and for the Town to implement.

3.0 Policy Statement

The Town of Bashaw strives to provide quality, well maintained facilities for use by community organizations and the public. In doing so, Town staff will, based on the directions in this policy, schedule the facilities in a manner that is determined by the Town to best serve the interests of the community.

4.0 Definitions

- 4.1 "Additional Municipal Services" shall refer to all facility services provided by the Town of Bashaw, which are beyond those that would normally be provided to ensure the health and safety of the Public using the facility.
- 4.2 "Casual User" means a user with a total duration of less than (3) rentals in a one-month period.
- 4.3 "Contact Person" means an individual identified by a User in its Arena Use Agreement to be the primary contact person between the User and the Town.
- 4.4 "Damage Deposit" means a refundable fee assessed to a User to cover the cost of damages that may occur due to actions on the part of the User or in conjunction with an ice/recreational facility allocation or event hosted by the User.
- 4.5 "Facility Attendant/Facility Staff" means the Town personnel on duty within the facility
- 4.6 "Local Youth User Group" (18 & under) User group who resides in the Bashaw area and accesses the arena as their primary recreation location
- 4.7 "Local Adult Sport Organization" (19 & older) Adult user group who resides in the Bashaw area and accesses the arena as their primary recreation location.
- 4.8 "Non-Ice Use" means the Indoor Arena playing surface during the off season of April 1 – September 15 of each year.
- 4.9 "Non-Local Youth User Group" (18 & under) external User group that does not regularly use the Bashaw Arena as their primary recreation location.
- 4.10 "Non-Local Adult Sport Organization" (19 & older) external Adult User group that does not regularly use the Bashaw Arena as their primary recreation location.
- 4.11 "Non-Prime Time" means the period of operation open to the public at a leisure facility which is determined by the Town to be the lowest demand for use.
- 4.12 "Prime Time" means the period of operation for a given facility or program which is determined by the Town to be the highest demand and/or most desirable period of use.
- 4.13 "Public Skating and Programs" means programs managed by the Town and are open to the public or targeted group.
- 4.14 "Recreational Facility" means any sport facility owned and operated by the Town of Bashaw and is used through a rental agreement with the Town of Bashaw.
- 4.15 "Regular Season Schedule" means the period of peak demand for the Arena and Recreational facilities each year.
- 4.16 "Regular User" means a user that requests three (3) or more bookings per month.

- 4.17 "School Use" means the bookings by the school within the Town of Bashaw boundaries.
- 4.18 "Special Event" means a public or private event that is not directly associated with regular season schedules and bookings (i.e. Charity Hockey Games)
- 4.19 "Town" means the Town of Bashaw, and the Department(s) designated by the Chief Administrative Officer (CAO) to implement this policy.
- 4.20 "Town Programs, Special Events" means any program or special event operated, co-sponsored or sanctioned by Community Services Groups.
- 4.21 "Youth Sport Organization" means a sporting organization that is setup as a society, which includes minor sport activities and school programs organized primarily for youth residing in the Town of Bashaw. User groups must have 80% of membership composed of individuals younger than eighteen (18) years of age to qualify as a youth group.
- 4.22 "Use Agreement" means the Agreement signed by the Town and the User governing the use of the Arena or Recreational facilities.

5.0 Managerial Guidelines

- 5.1 Council Mandates the responsibility of administering and operating the Arena and Recreational facilities in a cost effective and efficient manner, developing appropriate rules and regulations and implementing the Arena and Recreational Facilities Policy to the Chief Administrative Officer (CAO).

5.2 Allocation

- 5.2.1 All Users
- 5.2.2 The General Arena Operation Schedules are outlined in Appendix 1.
- 5.2.3 The Recreational Facilities Operational Schedules are outlined in Appendix 2.
- 5.2.4 Arena and Recreational Facilities allocation is based on the total number of requests received, facility availability, priority ranking and cost efficiency
- 5.2.5 To confirm Arena and Recreational Facility allocations, Users must provide information as required in the signed Use Agreement. Bookings are not considered confirmed, and Users will not be authorized to access their recreational facility allocation until the Town has received all relevant documentation. (5.10 User Documentation Requirements)
- 5.2.6 Users requiring set up and/or dismantle time are requested to inform the Town Administration staff at the time of special event booking. Cancellations and/or adjustments may be subject to administration fee.
- 5.2.7 Once a User obtains allocated rental time of the Arena, this time cannot be subleased or sold to other groups.
- 5.2.8 All correspondence, bookings, and invoicing will be conducted between the Town and the contact person provided by the User. Decisions and actions of the contact person are considered decisions and actions of the User. The contact person is responsible for sharing information with their respective User Group.

- 5.2.9 The Town reserves the right to provide alternative facility allocations to users to change, cancel, or add ice allocation as it deems necessary.
- 5.2.10 A damage deposit must be provided twenty-four (24) hours from the time of booking or upon execution of the Arena Use Agreement. The Town will return the Damage Deposit so long as no outstanding fees are owed to the Town, including no amount for damages to the Arena. The Damage Deposit will be returned.
- Within thirty (30) days of the end of the season for Regular Users
Within thirty (30) days of the allocation for Casual Users

5.3 Priority Ranking ("Schedule A")

- 5.3.1 The Priority ranking will be utilized to determine the Regular Season Schedule. Priority ranking for each facility is attached and labeled "Schedule A".

5.4 Regular Users

- 5.4.1 The Town shall inform all Regular Users who had rental time the previous year that regular season Arena and Recreational Facility rentals are being accepted and shall provide them with deadlines and procedures for booking these facilities.
- 5.4.2 Regular User requests received after the specified deadlines will be considered on a "first come, first served" basis, and only after the requests of Users that met the deadline have been considered.
- 5.4.3 Any User requiring more than eight (8) hours of rental time per week may be required to schedule five (5) percent of their annual request during non-prime time hours.
- 5.4.4 Where there is a conflict in the development of the Regular Season Schedule, the User with the higher ranking may be provided the rental time. In the event of extenuating circumstance, Administration reserves the right to make the determination.
- 5.4.5 Where booking conflicts arise between Users of the same ranking, the User with the greatest membership, defined as number of registered participants, may receive the booking. In the event of extenuating circumstance, Administration reserves the right to make the determination.

5.5 Casual Users

- 5.5.1 Requests from Casual Users will be considered after the Regular Season Calendar has been set, and will be considered on a "first come, first served" basis.

5.6 Tournaments/Carnivals/Special Events

- 5.6.1 Tournaments, Carnivals, and Special Events requests must be submitted to the Town in writing before November 1 each year.

- 5.6.2 Any tournament dates that are submitted following November 1 will be considered on a first come, first served basis.
- 5.6.3 Tournaments, Carnivals, and Special Events provided to the Town as specified in 5.6.1 prior to November 1 will be approved based on the priority ranking and procedures set out in this policy.
- 5.6.4 Casual Users requesting Tournaments, Carnivals, and Special Events can do so on a first come, first served basis following the seasonal allocation for Regular Users.

5.7 Play Off Games

- 5.7.1 To reduce the occasions when ice is reserved for playoff games, and then returned to the Town when teams do not continue in the playoffs, the following procedures will be in effect: Cancellation policy remains in effect.
- 5.7.2 User groups shall not pre-book anticipated playoff games that result in the cancellation of regular ice allocations of other user groups or reserve ice that would otherwise be made available to the community.
- 5.7.3 Upon notification, the Town will book the ice time required to host the playoff game. Should that time slot be already allocated to another group or individual, the Town will contact that group to re-schedule or cancel that booking. Playoff games shall take precedence over all other bookings, except special events.

5.8 Outstanding Accounts

- 5.8.1 Users with outstanding accounts may have their user privileges removed at the discretion of the Town.

5.9 Cancellation and Refunds

- 5.9.1 All booking cancellations must be provided in writing to the Town a minimum of five (5) days in advance of the scheduled booking. A cancellation is not considered confirmed unless the Contact Person has received confirmation from the Town that it has received the request. Town reserves the right to retain 15% of fee for administration due to cancellations and/or adjustments.
- 5.9.2 No booking refund will be given for cancellations made less than five (5) days prior to the rental date. Consideration for replacement bookings will be given for cancellations due to inclement weather resulting in hazardous road conditions.
- 5.9.3 Cancellations due to inclement weather will not be charged ice rental fees
- 5.9.4 The Town reserves the right to cancel a contract or booking should there be a breach of this policy, its conditions, rules or regulations, or the Town determines that the facilities are not being used for the purposes requested.
- 5.9.5 The Town reserves the right to cancel programs of User Groups for Special Town events and or maintenance. In such instances, the Town will refund, and fees collected for the cancelled facility allocation.

- 5.9.6 In the event of a Town initiated cancellation, the Contact Person will be contacted as soon as possible and where possible informed of the cancellation verbally and in writing.
- 5.9.7 The Town is not liable for cancelled allocations.

5.10 User Documentation Requirements

The User, at its sole cost and expense, shall take out and keep in force and effect during the Term, the following insurance coverage:

- 5.10.1 Comprehensive general liability insurance, which includes a participant on participant coverage, with inclusive limits of not less than \$ 2,000,000.00; and Such other form of insurance as the Town or the User may reasonably require from time to time, in amounts and for insurance risks against which a prudent person under similar circumstances would insure.
The User shall provide a copy of the policy for any insurance to the Town prior to the beginning of the Term.
- 5.10.2 The User will always obey all laws, bylaws, regulations, and policies of the local authority within which the Arena is located as they may exist from time to time.
- 5.10.3 Information regarding the organizations contact person and alternate and email of organization treasurer where billing invoices are to be sent.
- 5.10.4 The User will provide and attach to the Arena Use Agreement, at the time of execution, a list of all its members, together with completed Informed Consent/Waiver forms signed by each individual who will participate in the use of the Licence Area pursuant to the Arena Use Agreement. The User will provide updates to the member's list and signed Informed Consent/Waiver forms to the Town as they occur.
- 5.10.5 Damage Deposit in the amount of five hundred (\$500.00) dollars. The damage deposit will be returned as outlined in section 5.2.10
- 5.10.6 Signed Arena User Agreement.

5.11 Dressing Rooms Usage

- 5.11.1 Dressing room use is at the risk of the user. The Town of Bashaw is not responsible for any lost or stolen items from the dressing rooms.
- 5.11.2 Items left in the dressing rooms and found by Town staff will be placed in the facilities lost and found container.
- 5.11.3 Users looking to use a facility dressing room will go through the following procedure to do so:
- obtain the dressing room key from the Facility Staff upon arrival at the facility
 - must return the key, in the same condition as it was received, to the Facility Staff upon completion of use.

- The User is responsible for any damage and must ensure their group cleans up any garbage such as tape, pop cans, candy and or food wrappers, from the floor and benches. The Town reserves the right to bill the User \$200.00 for each occurrence for non-compliance.
 - The Town reserves the right to bill the User \$25.00 for showers/water left running.
- 5.11.4 Dressing rooms will be made available to the User group up to one hour prior to the User's booking time and must be cleared by the User within 30 minutes following the end of the booking time. Failure to comply with these timelines may result in additional charges to the User.
- 5.11.5 If a dressing room key is lost or stolen while in the care and custody of the individuals or organization using the facility, a charge of \$50.00 will be applied to their rental
- 5.11.6 Facility Staff reserves the right to refuse access to dressing rooms at any time and have the authority to ask users to vacate a dressing room at any time for failure to comply with Facility Rules and Regulations.

5.12 Facility Rules and Regulations

The following rules and regulations always apply to all individuals and groups using the Arena :

- 5.12.1 All rentals are payable at the time of booking. Payments must be made to the Town of Bashaw by cheque, cash, debit, credit card(Activation fees apply) or etransfer. Rentals for Users who have signed an Arena Use Agreement, will be payable as set out in the Arena Use Agreement.
- 5.12.2 Possession and/or consumption of alcohol is strictly prohibited anywhere in the Arena, including dressing rooms. Alcohol is only permitted in the Arena during Alberta Gaming and Liquor Commission sanctioned events.
- 5.12.3 Smoking and chewing tobacco is strictly prohibited anywhere in the Arena, including in the dressing rooms.
- 5.12.4 Anyone under the influence of drugs or alcohol may be refused entry or removed from the premises.
- 5.12.5 Disruptive behaviour and loitering are not permitted in the Arena.
- 5.12.6 Groups/individuals are responsible for any damage to the Arena facility or equipment and will be required to pay for any damage. They may also be suspended from future entrance into the Arena and reported to the Authorities.
- 5.12.7 Use of Profanity, disrespectful or inappropriate language is not permitted in the Arena.
- 5.12.8 Hockey sticks, pucks or other objects are to be used only on the ice. Shooting of pucks, balls or other objects is prohibited in the bleachers, dressing rooms, lobby, or hallways of the Arena.
- 5.12.9 Throwing objects on the ice is prohibited.

- 5.12.10 Food or beverages are not permitted on the ice.
- 5.12.11 The wearing or changing of skates in the bleachers is not permitted.
- 5.12.12 No one is allowed on the ice during ice resurfacing unless assistance is expressly requested and authorized by Facility Staff. All persons will remain off the ice until the Zamboni has left the ice and the gate is closed.
- 5.12.13 The Town of Bashaw and Facility Staff are not responsible for lost, stolen or damaged articles.
- 5.12.14 The Town, including Facility Staff, reserves the right to ask any individual or User group, who does not adhere to the rules, to vacate the Arena. A further banning from the Arena may result pending review by the Town.

6.0 Persons Affected

All Users.

<p style="text-align: center;">APPENDIX 1 ARENA OPERATING SCHEDULE</p>
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1. Arena Ice Opening

- 1.1 The Town of Bashaw will open the arena at the following times:
 - First week in October.
- 1.2 Earlier Openings will be allowed at the discretion of the CAO. Fee for early opening will be billed at the full price plus ten (10%) percent for a minimum of eight (8) hours per day for every day the arena is opened early.

2. Arena Ice Closing

- 2.1 The Town of Bashaw will close the arena on the last Friday in March unless it is required for:
 - The completion of scheduled league and or provincial finals
 - Hosting of local provincial, or national tournaments
- 2.2 Late closing will be allowed at the discretion of the CAO, for purposes other than those listed in Section 2.1. Fee for late closing will be billed out at the full price plus ten (10%) percent for a minimum of eight (8) hours per day for each additional day that closing is delayed.
- 2.3 The arena may be closed earlier than the specified date if low bookings do not require that it be open.

3. Operating Hours

- 3.1 Operating hours are as follows:
 - As per scheduled calendar but no later than 10:30 p.m.

4. Public Skating and Shinny Hockey

- 4.1 The Town will provide ice time each week for public skating and shinny hockey.
- 4.2 Public skating and Shinny hockey will be supervised by Facility Staff with the authority to remove patrons not abiding by facility rules and regulations.

- 4.3 Public Skating and Shinny hockey may, if required be cancelled periodically if there are special events, playoffs, tournaments, or carnivals which require the ice times.

5. Ice Maintenance

- 5.1 As part of all bookings, there will be a minimum of one (15 minute) flood at the end of every booking. A minimum charge for one flood per booking will be charged. Bookings longer than one hour may require additional floods.
- 5.2 Facility Staff and/or other authorized personnel are the only individuals permitted to be on the ice during floods
- 5.3 The Town of Bashaw requires that all ice users supply ice use schedules and flood requirements to the Arena Staff at the start of the season and update information if it changes. The Town reserves the right to accept or modify ice flood requests to ensure operational efficiencies. Additional floods at any time may be necessary and are at the discretion of the arena operator.
- 5.4 All doors and players box doors accessing the ice surface must be closed when leaving the ice for the operation of the Ice Resurfacer for periodic floods
- 5.5 In the occurrence that only one rink attendant is on staff, and to avoid any unnecessary delays, it would be desirable that arrangements be made for either referees, coaches and or other authorized persons assist the rink attendant in removing the nets to allow for ice maintenance (floods) during the games and at the conclusion of either games or practices.

6. Statutory Holiday Bookings

- 6.1 The Town of Bashaw arena will be closed on the following days:

- | | |
|----------------------------|-----------------------|
| • October | Thanksgiving Day |
| • December (may fluctuate) | Christmas Staff Party |
| • November 11 | Remembrance Day |
| • December 24 | Christmas Eve |
| • December 25 | Christmas Day |
| • December 26 | Boxing Day |
| • December 31 | New Year's Eve |
| • January 1 | New Year's Day |
| • February (Third Monday) | Alberta Family Day |

- 6.2 The arena may be open for daytime or other special booking on Statutory/General Holidays, with one month's notice, to facilitate staff scheduling and with the approval of the Town of Bashaw.

7. Summer Use

- 7.1 Once the ice has been removed from the arena, the facility is available for rental. Any group booking the arena must sign a Town of Bashaw Rental Contract and pay the fee according to the options stated within the contract. Priority listing on summer bookings remain the same as those for the regular season.

8. Prime and Non-Prime Allocation

Prime Time	Monday – Friday	4:00 pm – 10:30 pm
	Saturday and Sunday	8:00 am – 4:30 pm
Non-Prime Time	Monday – Friday	9:00 am – 4:00 pm
	Saturday and Sunday	4:30 pm – 10:30 pm

<p style="text-align: center;">APPENDIX 2 Recreational Facilities Operating Schedule (Outdoor)</p>
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1. Recreational Facility Opening

- 1.1 The Town of Bashaw will operate the recreational facilities beginning mid-April, weather permitting

2. Recreational Facility Closing

- 2.1 The Town of Bashaw will operate the recreational facility until the end of September, weather permitting

3. Recreational Facility Maintenance

- 3.1 The Town reserves the right to close athletic fields at its discretion if requiring additional maintenance or if weather has impacted the safety of field use
- 3.2 Users who disregard recreational facility closures due to maintenance or weather may have access to facility use suspended or removed.

SCHEDULE 'A' FACILITY PRIORITY RANKINGS

Arena

First Priority	Town of Bashaw Programs
Second Priority	Special Events
Third Priority	Local Minor Sports Organizations
Fourth Priority	Local Adult Sport Organizations
Fifth Priority	Local Other
Sixth Priority	Non-Local Minor Sport Organizations
Seventh Priority	Non-Local Adult Sport Organizations
Eighth Priority	Non-Local Other

Recreational Facility

First Priority	Town of Bashaw Programs
Second Priority	School Users
Third Priority	Local Minor Sports Organizations
Fourth Priority	Local Adult Sport Organizations
Fifth Priority	Local Other
Sixth Priority	Non-Local Minor Sport Organizations
Seventh Priority	Non-Local Adult Sport Organizations
Eighth Priority	Non-Local Other

August 8, 2022 – Document Shared in Council Package – First section reflects past council discussions, and the second part will provide updated report card on activities.

❖ **Strategic Plan Review**

March 11, 2021

Council listened to the Budget Webinar from Bloom Municipal Education – for the first part of the meeting.

We then proceeded to review the goals of the strategic plan.

Mission Statement

Bashaw . . . now and into the future . . .

- Mission statement still fits. There was no desire to change the mission statement.

Economic

Strategic Priority 4.1.1 Promote and advocate Bashaw as a regional centre for business and tourism.

Strategic Priority 4.1.2 Develop a business attraction and retention strategy.

Strategic Priority 4.1.3 Market Bashaw as an affordable place to live and work.

- Council expressed the need to focus on essential services.
- The goals listed are relevant, however with COVID, council felt being prudent with spending was important.

Governance

Strategic Priority 4.2.1 The Town will be financially sustainable.

Strategic Priority 4.2.2 The Bashaw Fire Department will continue to provide excellent service for the region.

Strategic Priority 4.2.3 Efforts will be made to Improve the appearance of the Town.

Strategic Priority 4.2.4 Municipal Human Resources

- Council felt financial sustainability continues to be important.
- Town appearance – Concerns about cleaning up properties, repairs to derelict, damaged buildings. Administration to have conversations and interact with property owners to address issues.
- Succession planning continues to be important.

Environmental and Infrastructure Strategy

Strategic Priority 4.3.1 Ensuring that existing municipal infrastructure is maintained.

Strategic Priority 4.3.2 Investing in New Infrastructure to Accommodate Growth

- Council expressed desire to ensure that existing municipal infrastructure is maintained.
- Place investing in new infrastructure; on hold for now.

Environmental

Strategic Priority 4.3.3 Making municipal buildings more energy efficient.

- Council felt it important to pause/put this goal on hold.
- We have made strides at the arena, (replacement lighting) however due to the aging building and ice plant – it requires additional discussion and community engagement.

Social

Strategic Priority 4.4.1 Foster improved support for volunteers

Strategic Priority 4.4.2 Ensure the Existing Medical Services are Maintained in Town.

Strategic Priority 4.4.3 Attract Seniors to Bashaw

- Council expressed the continued availability of Medical services is important to the community. They recommended that administration have conversations with the Doctor and obtain information regarding their operations.
- Senior's housing, and access to ground floor duplexes came up in discussion. Council recommended administration arrange a meeting with local construction companies to brainstorm ideas. Obtain their feedback regarding – how could you see this working?

Recreation and Cultural

Strategic Priority 4.5.1 Maximize the Use of Recreation Facilities

Strategic Priority 4.5.2 Enhance Cultural Opportunities

- Council expressed the need to pause on these goals. Additional discussions regarding the arena and the community hall may need to transpire.

Detailed Key Results, Strategies and Actions: Report Card on Strategic Plan

5.0 KEY RESULTS, STRATEGIES AND ACTIONS

5.1 Economic Strategies and Actions

Economic			
Strategic Priority 4.1.1 Promote and advocate Bashaw as a regional centre for business and tourism			
Key Results			
▪ An updated branding strategy will guide marketing efforts to expand awareness of the community to new attract residents and business opportunities.			
Strategies	Who	When	Budget
▪ Market Bashaw as a great place to live on Town Web Site and various social media networks.	CAO & Staff	2 nd Quarter 2020	TBD
Town Website continues to be updated with information on a regular basis.			

Regular information updates are provided for information purposes on Facebook. Outgoing information only.			
<u>July 2022</u> – CAO and Administration staff are working with Edge Marketing to create a new website.			
▪ Develop and Coordinate a Bashaw marketing strategy through an upgrading of the Town Web Site	CAO & Staff	2 nd Quarter 2020	\$10,000
We have not changed website format, still seeking suitable replacement.			
<u>July 2022</u> – In process.			
▪ Work with Regional Partners, Camrose County, to market the tourism opportunities surrounding Bashaw, including Buffalo Lake, Golf Courses, etc.	CAO & Council	Ongoing	TBD
Relationships with regional partners continue to be productive and positive.			
Intermunicipal Development Agreements and Intermunicipal Collaboration agreements have been generated as well.			
<u>July 2022</u> – Camrose County Development has been building data bases and sharing social activities for the area.			

Branding Strategy – We have obtained consistent town of Bashaw signage and logos on Fire Department, Town entrance, Cemetery, Community hall, and Campground. Beautification has been instrumental in this area. They are working on a sign for the Sitting stone park area.

Economic			
Strategic Priority 4.1.2 Develop a business attraction and retention strategy			
Key Results			
▪ The Town will have a defined strategy to retain existing businesses and attract new business opportunities to the community.			
Strategies	Who	When	Budget
▪ Develop and Maintain an up-to-date inventory of local businesses by business category	CAO & Staff	4 th Quarter 2019	Nil
We are working on obtaining business information. We have received some via Facebook interaction.			
Our plan is to have a business link on the website to enable businesses to provide their details.			
We continue to actively attend Bashaw & District Chamber of Commerce meetings.			

<p><u>July 2022</u> – Website will have additional features to add businesses. Currently, the business would need to go on and add their business.</p> <p>We may want to consider implementing a business license bylaw for the ability to generate a data base.</p>			
<ul style="list-style-type: none"> Develop and Maintain links for the Town business directory on the Town web site. 	CAO & Staff	2 nd Quarter 2020	Nil
<ul style="list-style-type: none"> Development of a strategy to encourage new niche businesses 	CAO & Council	4 th Quarter 2020	Nil

Business Development Commentary – We have experienced business development, Bashaw Seed Cleaning Plant cooperative, Bashaw Concrete Batch plant, Poly Ag plastic recycling and upgrades to the UFA fuel station.

Main Street – Renovations have occurred on many vacant buildings. New businesses in place: Taxidermy, hair salon, restaurants, and Cannabis Retail.

Innovation – Many existing businesses have changed their products and offered greater variety due to COVID. Bashaw Farm Supply – online services and offering plants, etc. Several restaurants offering delivery, pre-orders, and freezer meals.

Development 2020 – There were increased development permits for 2020. We had 22 development permits for various projects. Garages, decks, new modular classroom placed, UFA upgrade, a new Manufactured home placed, etc.

Development 2022 – Currently at 10 development permits.

<p>Economic</p> <p>Strategic Priority 4.1.3 Market Bashaw as an affordable place to live and work</p>			
<p>Key Results</p> <ul style="list-style-type: none"> Innovative strategies to facilitate the sale of existing lots and the construction of new homes in Bashaw. 			
Strategies	Who	When	Budget
<ul style="list-style-type: none"> Placement of Sign on Highway Advertising Residential Lots of Sale in Bashaw 	CAO	2 nd Quarter 2020	\$2500
<ul style="list-style-type: none"> Development of Advertisements to be placed on Town web site and Face Book 	CAO & Staff	4 th Quarter 2019	nil

We have sold a lot in Sproule and there has been a manufactured home placed on it.

Residential Lots – we are looking at strategies for selling them. For sale signs have been placed on the lots, and information regarding them is on our website.

Community Engagement – Discussions regarding online sales opportunities, and engaging local builders are anticipated to transpire.

Home Sales – We have been experiencing increased house sales in the first part of 2021.

July 2022 – Home sales and changes continue to occur. Residential lots have not sold. We put them online and did not have success selling them.

5.2 Governance Strategies and Actions

Governance			
Strategic Priority 4.2.1 The Town will be financially sustainable			
Key Results			
<ul style="list-style-type: none"> A three-year capital and operational plan are maintained. A commitment for long term funding through the Provincial Government is secured. An appropriate funding agreement for recreation is developed with Camrose County. 			
Strategies	Who	When	Budget
<ul style="list-style-type: none"> Annually update the three-year capital and operation plan for the Town 	Council & CAO	Ongoing	Nil
<p>The province has implemented requirements for 3 year operating and 5-year capital plans. Administration anticipates generation of both.</p> <p>2022 – Multi year operating plan has been generated.</p> <p>Capital Plan is outstanding. It is on Administrative agenda to complete.</p>			
<ul style="list-style-type: none"> Meet with Provincial officials regarding long term funding. 	Council & CAO	1 st Quarter 2020	Nil
<p>Council continues to interact with provincial officials. However, trends indicate that provincially funded infrastructure dollars are on the decline.</p> <p><u>July 2022</u> – Administration is following up on council's request to connect with the area MP.</p>			

Governance			
Strategic Priority 4.2.2 The Bashaw Fire Department will continue to provide excellent service for the region.			
Key Results			
<ul style="list-style-type: none"> Fire Department Continues to Provide a High Level of Service for the Bashaw Region 			
Strategies	Who	When	Budget

<ul style="list-style-type: none"> Working with regional partners to ensure the Bashaw Fire Department maintains updated equipment and members are adequately trained. 	CAO & Fire Chief	Ongoing	TBD
<p>Updated equipment is being purchased on a regular basis. Training continues, however was impacted by Covid restrictions.</p> <p>July 2022 – Training continues to be implemented. Fire fighters continue to train and improve their skills.</p>			
<ul style="list-style-type: none"> Complete an update of the Standard Operating Procedures 	CAO, Fire Chief and Province	3 rd Quarter 2020	nil
<p>Several areas of the Standard Operating guidelines have been updated.</p> <p>2022 – Standard Operating Guidelines presented to council, addition of Assistant Fire Chief.</p>			

The Fire Fighters honorarium was increased in 2020. The Fire Chief and Deputy Fire Chief monthly amount remains the same.

Governance			
Strategic Priority 4.2.3 Efforts will be made to Improve the appearance of the Town			
Key Results			
<ul style="list-style-type: none"> The appropriate bylaws will be developed and enforced to ensure the Administration has the appropriate tools to enforce. 			
Strategies	Who	When	Budget
<ul style="list-style-type: none"> Update unsightly property bylaw. 	CAO	1 st Quarter 2020	NIL
<ul style="list-style-type: none"> Update traffic bylaw regarding the parking of commercial vehicles on residential streets. 	CAO	1 st Quarter 2020	NIL
<ul style="list-style-type: none"> Improve awareness of complaints policy through Town Web Site and Social Media. 	CAO	1 st Quarter 2020	NIL

Council requested administration have conversations and follow up with several of the unsightly properties. Drafts of a revised Traffic Bylaw have been generated, however in process of reviewing functionality.

We have been working with resident concerns and there has been increased receptivity to completing complaint forms to enable consistent follow up.

2022 – Continues to be complaint driven process. It is up to residents to bring their concerns forward. We lack administrative support to generate the complaints.

Governance			
Strategic Priority 4.2.4 Municipal Human Resources			
Key Results			
<ul style="list-style-type: none"> A succession plan will be developed. 			
Strategies	Who	When	Budget
<ul style="list-style-type: none"> Ensure adequate resources for employee development and training, with encouragement for employees to complete appropriate training. 	CAO & Council	Ongoing	TBD
<ul style="list-style-type: none"> Update Personnel Policy 	CAO & Staff	1 st Quarter 2020	Nil

These areas are being worked on. We have began training a Municipal Treasurer in preparation for staff retirement.

Personnel policy remains outstanding.

July 2022 – Public works foremen and Assistant CAO have retired. Replacement staff are in place and are in process of continued training. Retired Assistant CAO Sinclair continues to assist in a part time basis. We have staff on maternity leave; therefore, training continues.

5.3 Environmental/Infrastructure Strategies and Actions

Environmental and Infrastructure Strategy			
Strategic Priority 4.3.1 Ensuring that existing municipal infrastructure is maintained			
Key Results			
<ul style="list-style-type: none"> The Town Infrastructure is maintained to an acceptable standard 			
Strategies	Who	When	Budget
<ul style="list-style-type: none"> Continue with the plan to update the Town Infrastructure as identified in the 2013 Infrastructure Study 	CAO & Public Works Staff	Ongoing	NIL
<ul style="list-style-type: none"> Work with the Provincial and Federal Governments to secure the funding required to complete the required infrastructure upgrades. 	Council & CAO	Ongoing	NIL

We have completed one of the projects listed in the Study and are proceeding to the second one; the Lagoon.

2022 – Lagoon upgrade has been completed. Administration and Public works have been meeting with Tagish engineering to plan for the next phase and generation of Capital Plan.

Environmental and Infrastructure			
Strategic Priority 4.3.2 Investing in New Infrastructure to Accommodate Growth			
Key Results <ul style="list-style-type: none"> ▪ A plan to complete the appropriate grading of the industrial land is completed. ▪ The Town will work with regional partners and the Provincial Government to bring high speed internet to Bashaw and the surrounding area 			
Strategies	Who	When	Budget
▪ Development of a Lot Grading Plan for the vacant Industrial land is completed.	CAO & Engineer	4 th Quarter 2020	TBD
▪ The Town will lobby Provincial and Federal Government to develop high speed internet to service the Bashaw Region.	Council	2020	NIL

There is a general lot grading plan. We obtained pricing for a lot grading plant; it was around \$63,000.00. It may not be practical to proceed with this until we have funds accessible.

We continue to engage MLA and MP in this regard.

2022 – Industrial lot plan funding was approved by Council. We are working with Tagish to complete the plan.

Environmental			
Strategic Priority 4.3.3 Making municipal buildings more energy efficient			
Key Results <ul style="list-style-type: none"> ▪ An energy analysis on all municipal buildings is prepared. 			
Strategies	Who	When	Budget
▪ A scoping audit of the Arena complex will be completed.	CAO & Staff	2020	TBD
▪ Long-term retrofitting of buildings.	CAO & Staff	Ongoing	TBD

Scope audit complete, and in 2020 a Lighting implementation project had been completed at the Arena & Curling Rink.

We anticipate evaluating the Arena and Curling rink, due to aging building and ice plant.

5.4 Social Strategies and Actions

Social			
Strategic Priority 4.4.1 Foster improved support for volunteers			
Key Results			
<ul style="list-style-type: none"> Work with BDSS to continue to support the volunteer recognition program. 			
Strategies	Who	When	Budget
<ul style="list-style-type: none"> Continue to support the efforts of BDSS to recognize and support volunteers in Bashaw 	Council	Ongoing	TBD

We continue to provide annual funding and support their efforts in as many ways as we can.

Social			
Strategic Priority 4.4.2 Ensure the Existing Medical Services are Maintained in Town			
Key Results			
<ul style="list-style-type: none"> Continue to promote and encourage residents of the region to support and utilize the local medical and health care facilities in Bashaw 			
Strategies	Who	When	Budget
<ul style="list-style-type: none"> Utilize the upgraded Town Web page to market and promote the local health care facilities. 	CAO & Staff	2020	Nil

We have provided information on our website for information purposes.

Social			
Strategic Priority 4.4.3 Attract Seniors to Bashaw			
Key Results			
<ul style="list-style-type: none"> Bashaw becomes known as an affordable place for seniors to move to as they retire. 			
Strategies	Who	When	Budget
<ul style="list-style-type: none"> Contact various housing contractors/developers who might be willing to construct ground level housing on available lots. 	CAO & Council	2 nd quarter 2020	TBD

This remains outstanding.

5.5 Recreation and Cultural Strategies and Actions

Recreation and Cultural			
Strategic Priority 4.5.1 Maximize the Use of Recreation Facilities			
Key Results			
<ul style="list-style-type: none"> Facilities will be utilized on a year-round basis. Condition assessments will be prepared that guide operation and future improvements to existing community facilities. 			
Strategies	Who	When	Budget
<ul style="list-style-type: none"> Continue to work with community groups to determine alternative uses for the buildings in the off-season. 	CAO	Ongoing	Nil
<ul style="list-style-type: none"> Retain the services of a qualified professional to undertake facility condition assessments. 	CAO	2021	TBD
<p>Covid 19 has stalled these activities. The provincial restrictions have limited our ability to pursue these areas.</p> <p><u>2022</u> – Increased administrative demands have impacted progress in this area.</p>			
Recreation and Cultural			
Strategic Priority 4.5.2 Enhance Cultural Opportunities			
Key Results			
<ul style="list-style-type: none"> Champion's of a cultural program will be identified. 			
Strategies	Who	When	Budget
<ul style="list-style-type: none"> Work with Community leaders to identify key individuals to support and promote cultural opportunities in Town 	Council	Ongoing	Nil
Provincial restrictions have impacted this area in 2020. Minimal focus placed on this.			

Plan Approved by Council – September 19, 2019.

Plan Reviewed by Council – March 11, 2021.

Plan Presented to Bashaw Town Council – August 8, 2022.

Next Steps?

CAO



From: Reception
Sent: July 7, 2022 3:36 PM
To: CAO
Subject: FW: Following Up: Call to Action to the Government of Alberta
Attachments: Call to Action to the Government of Alberta.pdf

From: Maryanne King <mking@npf-fpn.com>
Sent: July 7, 2022 3:23 PM
To: rob.bashaw.council@gmail.com
Cc: Reception <admin@townofbashaw.com>
Subject: Following Up: Call to Action to the Government of Alberta

Good afternoon His Worship Mr. Robert McDonald,

I am connecting with you today regarding the Call to Action to the Government of Alberta concerning its pursuit of an Alberta Provincial Police Service (APPS). Since the [Call to Action's release](#) on June 27, 2022, it has continued to gain positive momentum in the media and in communities across Alberta. We released the Call to Action with 73 signatories; **this number has already increased since release day.**

As interest in the Call to Action continues to grow, I would like to confirm whether the Town of Bashaw would be interested in joining the Call to Action for a re-release to Government with additional signatories this summer.

The Call to Action, as released on June 27, is attached. You may also refer to some of the [recent media coverage](#), or our [Keep Alberta RCMP website](#) for your information. One of our Alberta Directors, Kevin Halwa, recently [underscored the importance keeping the RCMP](#) as Alberta's police service of choice in the media. The Call to Action's message is resonating with Albertans across the province, and the impact of the addition of your voice cannot be understated.

As the governing party chooses its next Premier, there has never been a more important time to stand together in support of retaining the Alberta RCMP. **Let's cancel this transition, keep the RCMP in Alberta, keep taxes and costs low, and work together to improve police services and the criminal justice system.**

If you would like to join the Call to Action, please provide a copy of your logo in a reply to this email.

Thank you for your consideration, and I am at your disposal should you have any questions or follow up inquiries.

Kind regards,

Maryanne King
Policy Advisor | Conseiller Politique
National Police Federation | Fédération de la Police Nationale
(587) 672-0695
<https://npf-fpn.com>

The NPF has moved! La FPN a déménagé!

Our new head office address is: / L'adresse de notre nouveau siège social est :

220 Laurier Avenue West/Ouest

8th Étage – Suite 800

Ottawa, Ontario

K1P 5Z9



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 National Police Federation

The mission of the National Police Federation is to provide strong, professional, fair and progressive representation to promote and enhance the rights of RCMP members. La mission de la Fédération de la police nationale est de fournir une représentation forte, professionnelle, juste et progressive afin de promouvoir et faire avancer les droits des membres de la GRC.
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CHIEF ADMINISTRATOR'S REPORT
Submitted for August 8, 2022, Regular Meeting of Council

➤ Action List Items from July 11, 2022:

Hometown Day Street Closure Request – Letter to be generated for the closure
Public Auction – Reserve bid information forwarded to Taxservice
Telus NG 911 Agreement – Administration will provide signed copy to Telus

Outstanding from Prior Meetings:

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

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

Flush Truck – Book Meeting.

Council Schedule –MDP and ICF – Book dates.

➤ CAO Activities/Meetings:

July 12, 2022 – Meeting with Service Line warranties of Canada
July 13, 2022 – Attended Tagish Golf Tournament
July 15, 2022 – Meeting with Environmental 360
July 19, 2022 – CAO out of the office
July 20, 2022 – Meeting with Tagish
July 25, 26, 2022 – CAO Vacation
July 28, 29, 2022 – CAO Vacation
August 2 – 5, 2022 – CAO Vacation

➤ Day to Day:

Items worked on:

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

Respectfully submitted,

Theresa Fuller, Chief Administrative Officer