



**ORGANIZATIONAL MEETING OF COUNCIL
A G E N D A
Monday, October 24, 2022 – 6:00 P.M.
Bashaw Council Chambers**

1. Call to Order
2. Election of Deputy Mayor and Oath of Office
3. BUSINESS
 - (a) Establish the day, time, and place of regular meetings
 - (b) Establish Per Diem Rate – Review. Copies provided, discuss mileage rate and any other changes.
 - (c) Signing Authority – Motion required to name all Members of Council, the Chief Administrative Officer, and the Municipal Treasurer as Signing Authority for the Town; two signatures required on each cheque - one Elected Official and one Administration Personnel
 - (d) PROCEDURE BYLAW 809-2021
 - (e) Council Code of Conduct Bylaw 804 - 2021
4. Appoint Standing Committees; the first person named delegated as Chairperson. (2021 appointed council members listed on the attachment.)
 - (a) Tourism & Economic Development
 1. Bashaw Ag Society
 - (b) Appeal and Review Boards
 1. Regional Assessment Review Board – CAO is confirming if Diane Szumlas has agreed to continue.
 2. Subdivision & Development Appeal Board – Diane Szumlas – same comment as above.
 3. Regional Assessment Review Board – Appoint Chair, etc.

MOVED by _____ that the Town of Bashaw Council pursuant to Bylaw 808-2021 appoints, Roland Marchand as the Chair of the Regional Assessment review board; and further that the Town of Bashaw council appoints Cindy Trautman, Roland Marchand, Diane Szumlas, Peter Bodnar, Angela Lorente, Dawn Pauls, Terry Daykin and Frank Hegholz as members to hear appeals on the regional Assessment Review Board.

 - (c) Protection and Safety Services
 1. Disaster Services – *All Members of Council*
 2. Director of Emergency Management
 3. Deputy Director
 4. Emergency Public Information Officer – *Mayor or Deputy Mayor*
 5. Emergency Alert System
 6. Fire Department (One Councillor)
 7. Regional Emergency Management Services (One Councillor)

(d) Community Services

1. Bashaw Municipal Library (One Councillor)
2. Parkland Regional Library (One Appointee)
3. Camrose Area Lodge Authority (One Councillor)
4. Bashaw and District Support Services (One Councillor)
5. Bashaw Youth Foundation (One Councillor)
6. Beautification Committee Representatives – (on Election year) Bryan Gust and Terry willing to continue as members at large.

(e) Public Facilities and Transportation Management

1. Bashaw Airport Commission (One Councillor) –
- Two or more citizens at large
This has not been an active commission.
2. Bashaw Area Recreation Board (One Councillor) –
3. Bashaw Bus Society (One Councillor) –
4. Highway 12/21 Regional Water Services Commission
(Two Councillors) -
(Alternates – the remainder of Council) –
5. Bashaw Community Centre Board (One Councillor) –

5. Bylaws/Plans: Book Dates to Review/Revise

1. Strategic Plan
2. Emergency Preparedness
3. Municipal Development Plan
4. Intermunicipal Collaboration Framework 783 – 2018
5. Intermunicipal Development Plan 782-2018

6. Adjournment



**ORGANIZATIONAL MEETING OF COUNCIL
MINUTES
THURSDAY, October 21, 2021 @ 6:00 P.M.
SMALL ROOM IN THE COMMUNITY HALL**

Attendance: Mayor Rob McDonald (5:55pm), Councillor Bryan Gust (6:00pm), Councillor Kyle McIntosh (5:50pm), Councillor Jackie Northey (6:04pm), & Councillor Cindy Orom(5:50 pm)

Chief Administrative Officer: Theresa Fuller (5:30 pm)

Municipal Treasurer: Natasha Larkin (5:50 pm)

Public Works Foreman: Patrick Taylor – Unavailable due to staff shortage.

Zoom Connection: Twyla McLellan (connected @ 6:00 pm)

Absent: None

Press: Stu Salkeld and Kevin Sabo (Connected 5:55pm)

Public: None in attendance

1. Meeting called to order by CAO, Theresa Fuller at 6:06 pm.

CAO Fuller administered the oath of office to Mayor McDonald. The chair was then turned over to Mayor McDonald.

2. Election of Deputy Mayor and Oath of Office

Mayor McDonald nominated Councillor Gust for the position of Deputy Mayor. Councillor Gust accepted the nomination. Mayor McDonald called for further nominations. Nominations concluded.

MOVED by Mayor McDonald that Councillor Gust be appointed Deputy Mayor.

MOTION #245-2021

CARRIED UNANIMOUSLY

Mayor McDonald proceeded to administer the oaths of office for Deputy Mayor Gust, and each council member.

3. BUSINESS

- (a) Establish the day, time, and place of regular meetings

MOVED by Deputy Mayor Gust that regular meetings of Council be held on the first and third Mondays of each month at 6:00 pm location to be determined based on council preference.

MOTION #246-2021

CARRIED UNANIMOUSLY

- (b) Establish Per Diem Rate – review requested revisions

MOVED by Councillor Orom that all Per Diem Rates remain at \$475.00 per month for the Mayor and \$350.00 per month for councilors, and to approve mileage rate to be set at 0.50 per kilometer.

MOTION #247-2021

CARRIED UNANIMOUSLY

- (c) Signing Authority – Motion required to name all Members of Council, the Chief

Administrative Officer, and the Municipal Treasurer as Signing Authority for the Town; two signatures required on each cheque - one Elected Official and one Administration Personnel

MOVED by Councillor Northey that the approved Signing Authority for the Town of Bashaw include Mayor Rob McDonald, Deputy Mayor Bryan Gust, Councillor McIntosh, Councillor Northey, Councillor Orom, CAO Theresa Fuller and Municipal Treasurer Natasha Larkin; two signatures, one council member and administration staff are to be on each cheque.

MOTION #248-2021

CARRIED UNANIMOUSLY

(d) PROCEDURE BYLAW 785-2018

Administration to make the applicable changes to the bylaw and present it at the next council meeting.

(e) Council Code of Conduct Bylaw 784-2018

The bylaw was briefly reviewed, no questions, or revisions were presented.

4. Appoint Standing Committees; the first person named delegated as Chairperson.

MOVED by Councillor McIntosh to appoint Mayor McDonald as Bashaw Ag Society Representative.

MOTION #249-2021

CARRIED UNANIMOUSLY

MOVED by Councillor Northey to appoint Diane Szumlas as Regional Assessment Review Board Representative.

MOTION #250-2021

CARRIED UNANIMOUSLY

MOVED by Councillor Northey to appoint Grant McKenzie as Subdivision & Development Appeal Board Representative.

MOTION #251-2021

CARRIED UNANIMOUSLY

MOVED by Councillor Gust to appoint Public Works Foreman Patrick Taylor Director of Emergency Management.

MOTION #252-2021

CARRIED UNANIMOUSLY

MOVED by Councillor Orom to appoint CAO Fuller as Deputy Director of Emergency Management.

MOTION #253-2021

CARRIED UNANIMOUSLY

MOVED by Councillor McIntosh to appoint Mayor McDonald as Emergency Public Information Officer Representative.

MOTION #254-2021

CARRIED UNANIMOUSLY

MOVED by Councillor Northey to appoint Public Works Foreman Taylor, Fire Chief Hemingson & Councillor McIntosh as Emergency Alert System Representatives.

MOTION #255-2021

CARRIED UNANIMOUSLY

MOVED by Councillor Orom to appoint Deputy Mayor Gust as Fire Department Representative.
MOTION #256-2021 CARRIED UNANIMOUSLY

MOVED by Councillor Northey to appoint Councillor McIntosh as Regional Emergency Management Services Representative.
MOTION #257-2021 CARRIED UNANIMOUSLY

MOVED by Councillor McIntosh to appoint Mayor McDonald as Bashaw Municipal Library Representative.
MOTION #258-2021 CARRIED UNANIMOUSLY

MOVED by Councillor Orom to appoint Councillor Northey as Parkland Regional Library Representative.
MOTION #259-2021 CARRIED UNANIMOUSLY

MOVED by Councillor McIntosh to appoint Councillor Orom as Camrose Area Lodge Authority Representative.
MOTION #260-2021 CARRIED UNANIMOUSLY

MOVED by Councillor McIntosh to appoint Deputy Mayor Gust as Bashaw & District Support Services Representative.
MOTION #261-2021 CARRIED UNANIMOUSLY

MOVED by Councillor Northey to appoint Councillor Orom as Bashaw Youth Foundation Representative.
MOTION #262-2021 CARRIED UNANIMOUSLY

MOVED by Mayor McDonald to appoint Councillor Orom and Bryan & Terry Gust to continue as members at large for the Beautification Committee.
MOTION #263-2021 CARRIED UNANIMOUSLY

MOVED by Mayor McDonald to appoint Councillor Northey as Historic Society Representative.
MOTION #264-2021 CARRIED UNANIMOUSLY

MOVED by Councillor Northey to appoint Mayor McDonald as Bashaw Airport Commission Representative.
MOTION #265-2021 CARRIED UNANIMOUSLY

MOVED by Mayor McDonald to appoint Councillor Northey as Bashaw & Area Recreation Board Representative.
MOTION #266-2021 CARRIED UNANIMOUSLY

MOVED by Councillor Orom to appoint Deputy Mayor Gust as Bashaw Bus Society Representative.
MOTION #267-2021 CARRIED UNANIMOUSLY

MOVED by Councillor McIntosh to appoint Mayor McDonald & Councillor Orom as Highway 12/21 Regional Water Services Commission Representatives, Councillor Northey, Councillor Gust, and Councillor McIntosh as alternates.

MOTION #268-2021

CARRIED UNANIMOUSLY

MOVED by Councillor Orom to appoint Councillor McIntosh as Bashaw Community Centre Board Representative.

MOTION #269-2021

CARRIED UNANIMOUSLY

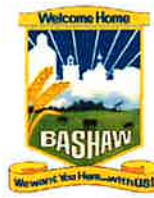
5. Bylaws/Plans to Consider Reviewing:

- Strategic Plan – Regular Meetings – Included in agenda for October 21, 2021, regular Meeting.
- Emergency Preparedness – Include in the November 1, 2021, regular meeting.
- Municipal Development Plan – November 8, 2021 – 6:00 pm.
- Intermunicipal Collaboration Framework 783-2018 – November 8, 2021, 6:00 pm.
- Intermunicipal Development Plan 782-2018 – Plan date in new year or include in agenda.
- Town Facilities Tour – November 13, 2021 @ 9:30am

6. Adjournment called by Councillor McIntosh at 7:05 pm.

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER



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

TITLE: REMUNERATION & REIMBURSEMENT
SECTION: 1 LEGISLATIVE APPENDIX: A
REFERENCE POLICIES # 12:10, 11:10, 11:20

STATEMENT:

The Town of Bashaw recognizes that Council Members and/or Town Employees/Representatives should be compensated or reimbursed for travel expenses where the need for travel arises from the attendance of said personnel to represent, perform work or otherwise gain education in the course of their duties specifically intended for the betterment of the Town at various functions and venues.

DEFINITIONS:

Remuneration: a payment or reward for goods or services or for losses sustained or inconvenience caused

Sustenance: for the purpose of this policy will be defined as meals

PAYMENT:

1. COUNCIL REMUNERATION FOR REGULAR, SPECIAL AND COMMITTEE MEETINGS AS PER TOWN OF BASHAW POLICY 12.10, *MOTION 209 – 2017, OCTOBER 26, 2017*
 - a. Mayor \$475.00/Month
 - b. Councillors \$350.00/Month

2. TRAVEL COST REIMBURSEMENT AS PER THE TOWN OF BASHAW POLICY 11:10
 - a. The traveler shall be reimbursed for travel expenses by whichever method is the most economical for the Town of Bashaw:
 - i. Producing a receipt for cost expended OR
 - ii. Mileage Rate 0.50 per Km. (Motion 192-2020, October 22, 2020)

3. MEAL COST REIMBURSEMENT AS PER TOWN OF BASHAW POLICY 11.20 (Revised October 17, 2019; MOTION #197-2019.)
 - a. A maximum of \$ 90.00 per day will be allotted for meals and entertainment with receipts required for all expenses. (ensure receipts include gst amounts)
 - b. If a single meal; Maximum of \$ 30.00, with receipt.
 - c. Location of conference /training may warrant higher meal amount.

TOWN OF BASHAW

TITLE: Council/Mayor Remuneration

POLICY #: 12.10

EFFECTIVE DATE APPROVED BY COUNCIL: February 7, 2006, October 26, 2017, October 22, 2020

RESOLUTION: 66 – 2006, 209 – 2017, 192-2020

POLICY STATEMENT:

The Town of Bashaw believes that clear guidelines for Council/Mayor Remuneration must be established and reviewed periodically to fairly and adequately compensate for services rendered to and for the residents of the Town.

PURPOSE:

To establish a written policy, approved by Council, to outline the remuneration paid to Council members.

PROCEDURES:

Definitions:

Regular Council Meetings – meetings of Council held on a regular basis as set out at the annual organizational meeting.

Special Council Meetings – meetings of Council held for the purpose of dealing with specific items or issues as called and held in accordance with the Municipal Government Act.

Standing Committees and/or Municipal Membership Organizations –committees established by Council to continue on an ongoing basis for the purpose of delegating certain duties and powers imposed and conferred upon Council by the Municipal Government Act, or

Boards, Commissions or Committees

- (a) consisting of representation from several municipalities,
- (b) established by volunteer agreements amongst municipalities, or
- (c) established by Provincial Regulations, of which Bashaw is a member for the purpose of undertaking programs, projects or other matters of mutual interest and benefit.

Examples, including but not limited to are:

Bashaw Area Recreation Board
Bashaw and District Agricultural Society
Bashaw Family and Community Support Services
Bashaw Community Centre Board
Bashaw Municipal Library Board
Camrose and Area Lodge Authority
Parkland Regional Library
Highway 12/21 Regional Water Services Commission

Or

Conferences, Workshops, Course and Conventions – functions pertaining to Local Government Affairs in which Council has a direct or indirect interest and for which Council will benefit by its member becoming better informed of issues and concerns facing local governments. Attendance must first be authorized by Council.

Examples, including but not limited to are:

Annual Elected Officials Symposium
Alberta Urban Municipalities Association Annual Convention

1. Rates for remuneration:

The remuneration is intended to reduce the administration of Council members and staff for keeping track, identifying and calculating the remuneration due for the various types and classifications of meetings attended. Remuneration will be expected to cover the generally accepted two Regular Meetings of Council per month and any other additional Special Meetings of Council that may be called. It will also serve to address any assigned meeting commitments based on a Councillor's portfolio. The remuneration will also cover all ad hoc meetings, presentations, appearances etc. that Council members are requested to attend from time to time in and around the community as well as any other meetings, educational sessions, conferences, conventions or functions that are required outside of the municipal boundaries.

The intention is that this system will be transparent and self-governing and self-policing. Councillor reports given at Regular Meetings of Council and attendance roll in the minutes will dictate the accountability of Council members and their responsibilities as an elected official of office. Their contribution and performance will qualify the remuneration earned.

Mayor	\$475.00/Month
Councillors	\$350.00/Month

2. Registration Fees

Registration fees to conferences, conventions, courses, etc. will be either:

- i. paid directly by the Town of Bashaw upon registration of the delegate, or
- ii. reimbursed on production of an official receipt

3. Out-of-the-Pocket Expenses

Other out-of-the Pocket Expenses incurred to benefit Council as a whole will be reimbursed with the presentation of receipts as per the Meals, Travel and Lodging policies.

4. This policy shall be reviewed either:

- (a) at a regular Council meeting not less than one month prior to election, or
- (b) at a regular Council meeting not more than one month after the elections.

5. Council Fees

Council fees shall be paid semi-annually (June and December)

Honorariums and Expenses for all Out of Province Conventions, Seminars, Conferences and Meetings must be pre-authorized by Council.

Situations arising that do not fall within the context of this policy or of which Council members are not certain should be brought before Council for clarification.

TOWN OF BASHAW

TITLE: Travel Reimbursement for Council and Staff

POLICY #: 11.10

EFFECTIVE DATE APPROVED BY COUNCIL: July 15, 2008; June 14, 2014; October 22, 2020

RESOLUTION: 237-2008, 144-2014, 192-2020

POLICY STATEMENT:

The Town of Bashaw recognizes that Council Members and/or Town Employees/Representatives should be compensated or reimbursed for travel expenses where the need for travel arises from the attendance of said personnel to represent, perform work or otherwise gain education in the course of their duties specifically intended for the betterment of the Town at various functions and venues.

PURPOSE:

To establish a written policy, approved by Council, to outline the travel expenses paid to Council Members and/or Town Employees/Representatives.

PROCEDURES:

- 1) The traveller shall be reimbursed for travel expenses by whichever method is the most economical for the Town of Bashaw:
 - a. Producing a receipt for cost expended OR
 - b. Mileage \$0.50 per kilometre (Motion 192-2020, October 22, 2020)
- 2) If more than one person is attending the same event and travel by personal vehicle is required, the following shall apply
 - a. Where all travellers travel together in one personal vehicle, only the owner of the said vehicle shall be reimbursed for mileage.
 - b. Where one or more of the travellers choose to drive in separate vehicles for personal preference and not due to lack of space, the travel claim for mileage shall be divided by the number of people attending the event (i.e. 180 km total mileage divided by two travellers in separate vehicles = 90 km claimed for each traveller.
- 3) Travel Expense Claim forms must be submitted in a timely manner.
- 4) All out of province travel requires the prior written approval of the traveller's direct Supervisor and/or Council.
- 5) Travel Expenses for a spouse/partner accompanying and Elected Official or Representative to an authorized out of Town event/conference/convention may be deemed eligible for reimbursement if the claim is not a duplication of another expense claim and if the claim is in compliance with all other Sections of this Policy.

TOWN OF BASHAW

TITLE: Meals and Entertainment

POLICY #: 11.20

EFFECTIVE DATE APPROVED BY COUNCIL: June 19, 2007, October 17, 2019,
October 17, 2019

RESOLUTION: 238-2007, 197-2019

POLICY STATEMENT:

The Town of Bashaw recognizes that Council members and/or Town employees/representatives should be compensated or reimbursed for travel expenses where the need for meals and entertainment expenses arises from the attendance of said personnel to represent, perform work or otherwise gain education in the course of their duties specifically intended for the betterment of the Town at various functions and venues.

PURPOSE:

To establish a written policy, approved by Council, to outline the meal and entertainment expenses paid to Council members and/or Town employees/representatives.

PROCEDURE:

- a) Council members and/or Town employees/representatives must first be removed from the Town a reasonable distance and duration.
- b) Consideration will be given to circumstances that are of an inconveniencing nature.
- c) A maximum of \$90.00 per day will be allotted for meals and entertainment with receipts required for all expenses. (*ensure receipts include gst amounts*)
- d) If a single meal; Maximum of \$30.00, with receipt.
- e) Location of conference/training may warrant higher meal amount.

All meal and entertainment expenditures, including receipts, are to be recorded and submitted in a timely fashion on an approved expense report.

It is understood and accepted that spouses/partners sacrifice a great deal in order to support and/or promote the political schedule of elected and non-elected officials. For this reason, their subsistence will also be an eligible expense claim when they accompany their spouse/partner to an authorized convention/conference or other events that have been approved for the elected or non-elected official to attend.

TOWN OF BASHAW

TITLE: Lodging

POLICY #: 11.30

EFFECTIVE DATE APPROVED BY COUNCIL: June 19, 2007

RESOLUTION: 239-2007

POLICY STATEMENT:

The Town of Bashaw recognizes that Council members and/or Town employees/representatives should be compensated or reimbursed for travel expenses where the need for lodging arises from the attendance of said personnel to represent, perform work or otherwise gain education in the course of their duties specifically intended for the betterment of the Town at various functions and venues.

PURPOSE:

To establish a written policy, approved by Council, to outline the lodging expenses paid to Council members and/or Town employees/representatives.

PROCEDURES:

- a) The intent for acquiring accommodations must be pre-authorized by Council, emergency situations shall be exempt.
- b) Efforts must be made to source the most economical and reasonable lodging in relationship to the business activity.
- c) Wherever possible, accommodations will be booked and paid directly by the Town of Bashaw.
- d) Daily living services will be allowed for the inconvenience of not being home but not where any greater luxury will be afforded (i.e. telephone, cable/satellite TV, but not pay-for-view TV).

All lodging expenditures, including receipts, are to be recorded and submitted in a timely fashion on an approved expense report.

It is understood and accepted that spouses/partners sacrifice a great deal in order to support and/or promote the political schedule of elected and non-elected officials. For this reason their lodging will also be an eligible expense claim when they accompany their spouse/partner to an authorized convention/conference or other events that have been approved for the elected or non-elected official to attend.



**BYLAW NO. 809-2021
THE PROCEDURE BYLAW
FOR THE TOWN OF BASHAW**

BEING A BYLAW OF THE TOWN OF BASHAW IN THE PROVINCE OF ALBERTA TO REGULATE THE PROCEEDINGS OF COUNCIL MEETINGS, AND THE COMMITTEES THEREOF, AND TO DEFINE CERTAIN OF THE DUTIES OF THE COUNCIL AND THE COMMITTEES

WHEREAS, the Municipal Government Act R.S.A. 2000 Chapter M-26 as amended or repealed and replaced from time to time, provides that the Council should establish rules and provisions to regulate the conduct of business in Council Meetings, to control and maintain order in Council Meetings, to provide for committees, the enactment of Municipal Legislation, and presentations, public forum, and other interactions of the public with Council;

NOW THEREFORE The Council of the Town of Bashaw in the Province of Alberta, duly assembled enacts as follows:

1. THE BYLAW may be cited as the Council Procedure Bylaw or the Procedural Bylaw.

2. DEFINITIONS

Acting Chief Elected Official	the Councillor presiding at a Meeting in the absence or incapacity of both Chief Elected Official and the Deputy Chief Elected Official; also known as the Presiding Officer
Agenda	the Agenda for a Regular or Special Meeting of Council prepared in accordance to this Bylaw Section 6
Business	the list of items on the Agenda presented to Council for the first time and requiring direction, decision or resolution
Business from Minutes	may be returned to Council as updated information or for further consideration of Council
CAO	the Chief Administrative Officer, Administrator and whatever subsequent title may be conferred on that Officer by Council or statute; or their designate
Chairperson	the person who has been given authority to direct the conduct of a Meeting including the appointed head of a Committee or the Administrator
Chief Elected Official (CEO)	the Chief Elected Official or Mayor of the Town (CEO), as elected under separate ballot, and delegated with the duties set down in the Municipal Government Act and within this Bylaw
Committee of the Whole	a procedural device that permits Council greater freedom of debate for a specific purpose
Council	the Chief Elected Official and Councillors
Council Appointments	A list of Council Boards and other Committees is part of this Bylaw and is attached as Schedule B.
Councillor	a Member of Council, duly elected and continuing to hold office
Deputy CEO	Deputy Chief Elected Official or Deputy Mayor of the Town, appointed by Council, as provided for in the Municipal Government Act and within this Bylaw
In Camera	Council retreats to private discussion through a Motion to discuss <i>confidential matters</i> of land, legal, labour, or other sensitive materials. The Motion to move In Camera and Out of Camera is required to begin and close the In-Camera session. Only the Council Members in attendance during the In-Camera session may be advised of or discuss the subject matter of In Camera.
Municipal Government Act	the legislation that governs the activities of municipal government - <i>Municipal Government Act</i> , R.S.A. 2000 Chapter M-26, as amended or repealed and replaced from time to time and herein referred to as the "Act" or "MGA".

Organizational Meeting	as described in Section 4
Point of Order	a demand that the Chairperson enforce the rules of procedure and calling to attention any departure from the Procedural Bylaw
Privilege (Point Of) refers	to all matters affecting the rights and immunities of the Council collectively or the position and conduct of Members of the Council in their respective character as elected representatives
Privilege (Question Of)	is the raising of a question which concerns a Member of Council, or the Council collectively, when a Member believes that another Member has spoken disrespectfully towards him or the Council, or when he believes his comments have been misunderstood or misinterpreted by another Member or Members
Postpone	means to delay the consideration of any matter either to a definite time, when further information can be obtained, or indefinitely
Public Hearing Meeting	a Council Meeting held for Statutory Hearings
Quorum	the majority of all the Members that comprise of the Council as described in the Municipal Government Act (Three Members required)
Table	a Motion to delay consideration of any matter in order to deal with more pressing matters or due to lack of time available; which does not set a specific time to resume consideration of the matter

3. APPLICATION

- 1) This Bylaw applies to:
 - a) all Regular and Special Meetings of Council and appointments

4. ORGANIZATIONAL MEETING

- 1) An Organizational Meeting of Council shall be held annually pursuant to the Municipal Government Act
- 2) The proceedings of the Organizational Meeting after a municipal election being limited to:
 - a) the Chief Administrative Officer shall fix the time and place for the Organizational Meeting and post the Agenda
 - b) the Chief Administrative Officer shall Call the Organizational Meeting to Order
 - c) the Returning Officer must report on the election results
 - d) the Chief Administrative Officer introduces the Council Members to the gallery
 - e) the Chief Elected Official elected under separate ballot is sworn in by the Chief Administrative Officer and takes the position of Chairperson
 - f) the appointment of Deputy Chief Elected Official
 - i. the length of term and the procedure for rotating Council Members to this position shall be determined and set down by resolution
 - ii. the Chief Elected Official shall administer the oath to the Deputy Chief Elected Official
 - g) the Chief Elected Official shall administer the official oath to every other Member of Council
 - h) continue to Section 4.7
- 3) The proceedings of the three other Organizational Meetings not following an election and held during the four year term of Council being limited to:
 - a) the Organizational Meeting shall be held the first Meeting of Council in October
 - b) the Chief Elected Official shall Call the Organizational Meeting to Order
 - c) the appointment of Deputy Chief Elected Official following the procedure set down in Section 4.2.f.i
 - d) the Chief Elected Official shall administer the oath to the Deputy Chief Elected Official
 - e) continue with Section 4.7
- 4) Council shall establish the day, time and place of the Regular Meetings of Council by resolution
- 5) Council shall establish Council Per Diem Rate by resolution
- 6) Council shall approve the Signing Authority for the Town of Bashaw by resolution
- 7) The Procedural Bylaw shall be brought forward as an Agenda item for all Organizational Meetings
 - a) Council Members to review Bylaw and recommend any amendments; any amendments will be brought forward at the next Regular Meeting of Council for Third Reading of the Procedural Bylaw
 - b) Council shall appoint Councillors to Committees, Commissions, Boards and other bodies as listed on "Schedule A" attached to this Bylaw.
 - c) Review the Council Code of Conduct Bylaw.
- 8) Any other business as is required by the Municipal Government Act.

5. MEETINGS OF COUNCIL

- 1) The time, date and place for all Meetings of Council is determined at the annual Organizational Meeting
 - a) should any Regular Council Meetings fall on a statutory holiday, the Meeting shall be rescheduled or cancelled by resolution of Council
 - b) Council may by resolution cancel or postpone any Meeting including those Regular Meetings scheduled in the months of July, August and December.
- 2) Meetings are limited to four hours duration unless a Motion is passed for a time extension.

- 3) As soon after the time of the Meeting that a quorum is present, the Chief Elected Official may take the Chair and Call the Meeting to Order.
- 4) In the case where the Chief Elected Official is absent, the Deputy Chief Elected Official shall take the Chair and Call the Meeting to Order.
- 5) In the case where the Chief Elected Official and Deputy Chief Elected Official are not in attendance for a Meeting, and a quorum is present, the Chief Administrative Officer shall Call the Meeting to Order and a Chairperson shall be chosen by the Councillors present to preside during the Meeting
- 6) If there is no quorum present after fifteen minutes beyond the time scheduled for a Regular Meeting of Council, the Chief Administrative Officer shall record the names of the Members of Council who are present and the Meeting shall be absolutely adjourned until the next scheduled Regular Meeting unless a Special Meeting has been duly called. The Agenda will be carried forward intact to the next Meeting.

6. AGENDA FOR COUNCIL MEETINGS

- 1) The Administrator shall prepare the Agenda, attach all relevant documentation, and send out this Agenda Package to each Member of Council via email the Wednesday noon; before the regularly scheduled Meeting for which it was prepared, whenever possible.
- 2) Printed copies of the Agenda Package will be bound and made available to Members of Council Wednesday noon; before the regularly scheduled Meeting for which it was prepared, whenever possible; In Camera material shall be provided in this printed and bound Agenda Package available to Council only.
- 3) The Agenda Package is distributed to Members of Council in advance to allow sufficient time to prepare for the Meeting and ask any questions of the Administrator as may be required before the Meeting.
- 4) The Agenda shall be posted on the government bulletin board in the lobby of the Town Office and printed hardcopies of the Agenda only shall be made available for the public in attendance at a Council Meeting.
- 5) Any person, wishing to have an item of business considered for the Agenda or to make a presentation/delegation to Council, shall make their written submission to the Administrator not later than 12:00 noon on the Monday prior to the Meeting; the submission shall contain adequate information to the satisfaction of the Administrator.
- 6) No item of business shall be considered or raised by Council if the item has not been placed on the Agenda prior to mail out unless the matter is determined by all of Council to be of an emergent nature.
- 7) The order of business shall be written and followed accordingly:
 - a) CALL TO ORDER
 - b) PUBLIC HEARING
 - c) ADDITIONS/AGENDA APPROVAL
 - d) MINUTES
 - e) DELEGATIONS
 - f) BYLAWS
 - g) NEW/UNFINISHED BUSINESS
 - h) COMMITTEE AND STAFF REPORTS
 - i) CORRESPONDENCE
 - j) IN CAMERA
 - k) NEXT MEETING
 - l) ADJOURNMENT

7. GENERAL ORDER OF COUNCIL

- 1) The Chairperson of a Meeting shall
 - a) preserve order and decorum of the Meeting
 - b) decide points of order without debate or comment other than to state the rule governing
 - c) ascertain that all Members wishing to speak to a question or Motion are allowed
 - d) shall rule when a Motion is out of order
 - e) shall Call a Councillor to Order
- 2) A Motion submitted to Council does not require a seconder
- 3) When a Motion has been made and is being considered by the Council, no other Motion may be made and accepted, except
 - a) A Motion to refer the main question to some other person or group for consideration
 - b) A Motion to amend the main question
 - c) A Motion to table the main question
 - d) A Motion to postpone the main question to some future time
 - e) A Motion to adjourn the Meeting
- 4) Where a question under consideration contains distinct propositions, the vote upon such proposition shall be taken separately when any Member so requests or when the Chairperson so directs.
- 5) Voting on all matters shall be done by the raising of the hand in such a clear manner that hands may be easily counted by the Chairperson and Recording Secretary; all attending Members must vote on each Motion unless pecuniary interest is declared as described in the Municipal Government Act.
- 6) After any question is finally put by the Chairperson, no Member shall speak to the question, nor shall any other Motion be made until after the result of the vote has been declared. The decision of the Chairperson as to whether the question has been finally put shall be conclusive.
- 7) If a Member of Council arrives late, leaves before the Meeting is adjourned, or is temporarily absent from the Meeting, it shall be so recorded in the Minutes
- 8) Attendees of any Public Meeting of Council shall abide by the following:
 - a) no one shall be permitted to applaud or otherwise interrupt any speech or action of the Member(s) of Council or any Delegate addressing Council;
 - b) the Delegate, duly noted on the Agenda, shall not address Council until the Chairperson has specifically

- c) requested they step forward and introduce themselves to the other Members of Council;
- c) the Chairperson shall maintain order at the table and quiet from the gallery at all times; shall enforce Council's ruling that "NO electronic or ringing devices are allowed in Council Chambers".
- 9) Council may adjourn from time to time to a fixed future date any Regular or Special Meeting of Council which has been duly convened but not terminated. The object of adjourning is to finish the business which the Meeting was called to transact in the first place but which has not been completed.
- 10) When any matter relating to the proceedings of Council is not addressed in this Bylaw, reference shall be made in accordance with the Municipal Government Act; and then, Roberts Rules of Order.
- 11) In the event of conflict between the provisions of this Bylaw and Roberts Rules of Order, the provisions of this Bylaw shall apply.

8. GENERAL

- 1) Should any provision of the Bylaw be found invalid, the invalid provision shall be severed and the remaining Bylaw shall be maintained.
- 2) This Bylaw shall come into force upon receipt of its Third and Final Reading.
- 3) Bylaw 785 - 2018 is hereby repealed.

RECEIVED FIRST READING THIS
1st DAY OF NOVEMBER, A.D. 2021
IN THE TOWN OF BASHAW, IN THE
PROVINCE OF ALBERTA

* _____
*MAYOR
* _____
* _____
*CAO

RECEIVED SECOND READING THIS
____ DAY OF _____, AD 2021
IN THE TOWN OF BASHAW, IN THE
PROVINCE OF ALBERTA

* _____
*MAYOR
* _____
* _____
*CAO

UNANIMOUS CONSENT TO PROCEED
TO THIRD READING THIS ____ DAY
OF _____, A.D. 2021, IN THE
TOWN OF BASHAW,
IN THE PROVINCE OF ALBERTA

* _____
*MAYOR
* _____
* _____
*CAO

THIRD AND FINAL
READING THIS ____ DAY OF _____,
A.D. 2021, IN THE TOWN OF BASHAW, *
IN THE PROVINCE OF ALBERTA

* _____
*MAYOR
* _____
* _____
*CAO

SCHEDULE "A"

COUNCIL APPOINTMENTS

- 1) Council Members shall determine which Committees, Boards, etc. shall stand.
- 2) In accordance to the Municipal Government Act, Section 154(2), the Chief Elected Official is a Member of all Council Committees and all bodies to which Council has the right to appoint Members; therefore, the Chief Elected Official is not required to be formally appointed.
- 3) Council Members shall put their name forward for appointment to the Committees for a one year term at each annual Organizational Meeting.
- 4) If more Council Members put their names forward than is required for an appointment then the Council Members will decide who steps down; failing that, the Chief Elected Official will make the final decision.
- 5) If no Council Members put their name forward for any given Committee, the Chief Elected Official shall appoint a Council Member to fill that position.
- 6) Council Members shall not represent their Committee(s) in Council Chambers.
- 7) Council Members are responsible for providing a verbal summary of their Committee activities at the next Regular Meeting of Council.
- 8) Ad-Hoc Committees exist for one specific purpose and to deal with that matter expediently and then return with recommendations to Council for their consideration and decision making. This Committee will not have spending or decision-making authority nor direct staff or include staff in recommendations to Council. This Committee will cease upon completion of the one assigned task.
- 9) For the purposes of developing a Bylaw, the Council Members shall approve the subject matter of a proposed Bylaw and, either by the Committee of the Whole or an Ad-Hoc Committee of Council Members assigned to the task, develop and prepare a rough draft of the proposed Bylaw for the Administrator to include in the Agenda Package for Council consideration and decision.
- 10) Council Members and Members at Large shall be remunerated as set out in the Per Diem Policy.

COMMITTEES, BOARDS, COMMISSIONS, AUTHORITIES

- 1) Bashaw Ag Society – One Council Member
- 2) Disaster Services – All Members of Council and Chief Administrative Officer
- 3) Fire Department – One Council Member
- 4) Regional Emergency Management Services – One Council Member
- 5) Bashaw Municipal Library – One Council Member
- 6) Parkland Regional Library – Member at Large
- 7) Camrose Area Lodge Authority – One Council Member
- 8) Bashaw and District Support Services – One Council Member
- 9) Bashaw Youth Foundation – One Council Member
- 10) Bashaw Airport Commission – One Council Member
- 11) Bashaw Area Recreation Board – One Council Member
- 12) Bashaw Bus Society – One Council Member
- 13) Highway 12/21 Regional Water – Two Council Members and All Other Council Members as Alternates
- 14) Bashaw Community Centre Board – One Council Member
- 15) Historic Society – One Council Member

OTHER APPOINTMENTS (A Motion of Council specifically appointing the delegate is required)

- 1) Local and Composite Assessment Review Board(s) – Citizen at Large
- 2) Subdivision Authority, in accordance to current MGA
- 3) Director of Emergency Management – Town Staff Member
- 4) Deputy Director of Emergency Management – Delegate
- 5) Bashaw Municipal Library Board member – as per Library Act



Town of Bashaw

Bylaw 804 - 2021

A BYLAW TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL

WHEREAS, pursuant to section 146.1(1) of the *Municipal Government Act*, a council must, by bylaw, establish a code of conduct governing the conduct of councillors;

AND WHEREAS, pursuant to section 146.1(3) of the *Municipal Government Act*, a council may, by bylaw, establish a code of conduct governing the conduct of members of council committees and other bodies established by the council who are not councillors];

AND WHEREAS, pursuant to section 153 of the *Municipal Government Act*, councillors have a duty to adhere to the code of conduct established by the council;

AND WHEREAS the public is entitled to expect the highest standards of conduct from the members that it elects to council for the Town of Bashaw;

AND WHEREAS the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

AND WHEREAS a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of councillors;

NOW THEREFORE the Council of the Town of Bashaw, in the Province of Alberta, duly assembled, enacts as follows:

1. Short Title

1.1. This Bylaw may be referred to as the "Council Code of Conduct Bylaw".

2. Definitions

2.1. In this Bylaw, words have the meanings set out in the Act, except that

- (a) "Act" means the Municipal Government Act, R.S.A. 2000, c. M-26, and associated regulations, as amended;
- (b) "Administration" means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the CAO;

- (c) "CAO", means the chief administrative officer of the Municipality, or their delegate;
- (d) "FOIP" means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, any associated regulations, and any amendments or successor legislation;
- (e) "Investigator" means Council or the individual or body established by Council to investigate and report on complaints;
- (f) "Member" means a member of Council and includes a councillor or the Mayor;
- (g) "Municipality" means the municipal corporation of the Town of Bashaw.

3. Purpose and Application

- 3.1. The purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.

4. Representing the Municipality

- 4.1. Members shall:

- (a) act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
- (b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
- (c) conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and
- (d) arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

5. Communicating on Behalf of the Municipality

- 5.1. A Member must not claim to speak on behalf of Council unless authorized to do so.
- 5.2. Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.
- 5.3. A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.
- 5.4. No Member shall make a statement when they know that statement is false.
- 5.5. No Member shall make a statement with the intent to mislead Council or members of the public.

6. Respecting the Decision-Making Process

- 6.1. Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.
- 6.2. Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in closed meeting session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
- 6.3. Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

7. Adherence to Policies, Procedures and Bylaws

- 7.1. Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
- 7.2. Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.
- 7.3. A Member must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

8. Respectful Interactions with Council Members, Staff, the Public and Others

- 8.1. Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
- 8.2. Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
- 8.3. No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any member of the public.
- 8.4. No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
- 8.5. Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of

Members.

8.6. Members must not:

- (a) involve themselves in matters of Administration, which fall within the jurisdiction of the “CAO”;
- (b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee’s duties; or
- (c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

9. Confidential Information

- 9.1. Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.
- 9.2. Members shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by Council to do so.
- 9.3. No Member shall use confidential information for personal benefit or for the benefit of any other individual organization.
- 9.4. Confidential information includes information in the possession of, or received in confidence by, the Municipality that the Municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under FOIP or any other legislation, or any other information that pertains to the business of the Municipality, and is generally considered to be of a confidential nature, including but not limited to information concerning:
 - (a) the security of the property of the Municipality;
 - (b) a proposed or pending acquisition or disposition of land or other property;
 - (c) a tender that has or will be issued but has not been awarded;
 - (d) contract negotiations;
 - (e) employment and labour relations;
 - (f) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been the subject matter of deliberation in a meeting open to the public;
 - (g) law enforcement matters;
 - (h) litigation or potential litigation, including matters before administrative tribunals; and
 - (i) advice that is subject to solicitor-client privilege.

10. Conflicts of Interest

- 10.1. Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.
- 10.2. Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.
- 10.3. Members shall approach decision-making with an open mind that is capable of persuasion.

11. Improper Use of Influence

- 11.1. No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.

12. Use of Municipal Assets and Services

- 12.1. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member.

13. Orientation and Other Training Attendance

- 13.1. Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office. Attendance at additional training sessions throughout the Council term is strongly suggested.

14. Gifts and Hospitality

- 14.1. Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.
- 14.2. Gifts received by a Member on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality shall be left with the Municipality when the Member ceases to hold office.

15. Election Campaigns

- 15.1. No Member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.

16. Informal Complaint Process

- 16.1. Any Member who has identified or witnessed conduct by a Member that the Member reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:
 - (a) advising the Member that the conduct violates this Bylaw and encouraging the Member to stop,

- (b) requesting the Mayor to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the Mayor is the subject of, or is implicated in a complaint, the person may request the assistance of the Deputy Mayor.

16.2. Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

17. Formal Complaint Process

17.1. Any Member who has identified or witnessed conduct by a Member that the Member reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:

- (a) All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
- (b) All complaints shall be addressed to the Investigator;
- (c) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;
- (d) If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the Investigator;
- (e) Upon receipt of a complaint under this Bylaw, the Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigator, shall be notified of the Investigator's decision;
- (f) If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;
- (g) If the Investigator is not Council, the Investigator shall, upon conclusion of the investigation, provide the Council and the Member who is the subject of the complaint, the results of the Investigator's investigation;
- (h) A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;

- (i) A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Member's sole expense.

18. Compliance and Enforcement

- 18.1. Members shall uphold the letter and the spirit and intent of this Bylaw.
- 18.2. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 18.3. No Member shall:
 - (a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
 - (b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.
- 18.4. Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:
 - (a) a letter of reprimand addressed to the Member;
 - (b) requesting the Member to issue a letter of apology;
 - (c) publication of a letter of reprimand or request for apology and the Member's response;
 - (d) suspension or removal of the appointment of a Member as the chief elected official under section 150(2) of the Act;
 - (e) suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;

- (f) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
- (g) suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;
- (h) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;
- (i) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a councillor and the sanction is not contrary to the Act.

19. Review

19.1. This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

20. Rescind Bylaw #784 – 2018.

RECEIVED FIRST READING THIS
 ___ DAY OF _____, A.D. 2021
 IN THE TOWN OF BASHAW, IN THE
 PROVINCE OF ALBERTA

* _____
 *MAYOR
 * _____
 *CAO

RECEIVED SECOND READING THIS
 ___ DAY OF _____, AD 2021
 IN THE TOWN OF BASHAW, IN THE
 PROVINCE OF ALBERTA

* _____
 *MAYOR
 * _____
 *CAO

UNANIMOUS CONSENT TO PROCEED
 TO THIRD READING THIS ___ DAY
 OF _____, A.D. 2021, IN THE
 TOWN OF BASHAW,
 IN THE PROVINCE OF ALBERTA

* _____
 *MAYOR
 * _____
 *CAO

THIRD AND FINAL
 READING THIS ___ DAY OF _____,
 A.D. 2021, IN THE TOWN OF BASHAW,
 IN THE PROVINCE OF ALBERTA

* _____
 *MAYOR
 * _____
 * _____



TOWN OF BASHAW PORTFOLIOS FOR 2021-2022

A. Tourism & Economic Development

1. Bashaw Ag Society Mayor McDonald

B. Appeal and Review Boards

1. Regional Assessment Review Board Diane Szumlas
2. Subdivision and Development Appeal Board Diane Szumlas

C. Protective and Safety Services

1. Disaster Services All Members of Council
2. Director of Emergency Management Foreman Patrick Taylor
3. Deputy Director of Emergency Management CAO Theresa Fuller/Dennis Jones
4. Emergency Public Information Officers Mayor McDonald or Deputy Mayor Gust
5. Emergency Alert System Foreman/Dennis Jones/Councillor McIntosh.
6. Fire Department Deputy Mayor Gust
7. Regional Emergency Management Services Councillor McIntosh

D. Community Services

1. Bashaw Municipal Library Mayor McDonald
2. Parkland Regional Library Councillor Northey
3. Camrose Area Lodge Authority Councillor Orom
4. Bashaw and District Support Services Deputy Mayor Gust
5. Bashaw Youth Foundation Councillor Orom
6. Beautification Committee Councillor Orom
Terri Brown-Gust & Bryan Gust
7. Historic Society Councillor Northey

E. Public Facilities and Transportation Management

1. Bashaw Airport Commission Mayor McDonald
2. Bashaw Area Recreation Board Councillor Northey
3. Bashaw Bus Society Deputy Mayor Gust
4. Highway 12/21 Regional Water Mayor McDonald and Councillor Orom
Alternates: Deputy Mayor Gust/ Councillor McIntosh
& Councillor Northey
5. Bashaw Community Centre Board Councillor McIntosh