



**REGULAR MEETING OF COUNCIL
A G E N D A
Monday, November 21, 2022
Council Chambers & Zoom Access**

1. CALL TO ORDER
2. PUBLIC HEARING
3. ADDITIONS & AGENDA APPROVAL
4. MINUTES
 - 4.1 Minutes of the October 24, 2022, Organizational Meeting of Council
 - 4.2 Minutes of the October 24, 2022, Public Hearing
 - 4.3 Minutes of the October 24, 2022, Regular Meeting of Council
5. DELEGATIONS
 - 5.1 Bashaw Chamber of Commerce: Bylaw and Policy Proposal – Ty Wilson & Dan Zembal
6. BYLAWS
 - 6.1 Bylaw 815 – 2022 Revised Public Disturbance Bylaw
 - 6.2 Bylaw 816 – 2022 Revised Procedure Bylaw
 - 6.3 Bylaw 817 - 2022 Amended Master Rates & Schedules Bylaw
7. NEW & UNFINISHED BUSINESS
 - 7.1 Bashaw Chamber of Commerce – Bylaw & Policy Proposal
 - 7.2 Street Closure Request – Bashaw Chamber of Commerce – November 26, 2022
 - 7.3 Town of Bashaw October 31, 2022 Monthly Statement
 - 7.4 Highway 12/21 Regional Water Commission 2023 Proposed Budget
8. COMMITTEE & STAFF REPORTS
 - 8.1 Committee Reports
 - a. Mayor McDonald
 - b. Deputy Mayor Orom
 - c. Councillor Northey
 - d. Councillor Gust
 - e. Councillor McIntosh
 - 8.2 Staff Reports
 - a. Foreman Report – Will be provided on November 21, 2022.
 - b. CAO Report
9. CORRESPONDENCE
 - 9.1 Town of Fox Creek – Victim Services Redesign
 - 9.2 Alberta Municipal Affairs – New Minister of Municipal Affairs

10. CLOSED MEETING OF COUNCIL

11. NEXT MEETING: December 7, 2022 – 6:00 pm Council Chambers
December 21, 2022 – 6:00 pm Council Chambers

12. ADJOURNMENT



**ORGANIZATIONAL MEETING OF COUNCIL
MINUTES
MONDAY, October 24, 2022 @ 6:00 P.M.
Council Chambers**

In Person: CAO Fuller (5:30pm), Mayor Rob McDonald (5:50pm), Deputy Mayor Bryan Gust (5:56pm), Councillor Jackie Northey (5:49pm), & Councillor Cindy Orom (5:55 pm) and Foreman Taylor (5:45pm)

Zoom Connection: Stu Salkeld (East Central Review)

Public Zoom: Grant Woods

Recording Secretary: Loretta Paget (5:45pm)

Absent: Councillor McIntosh with notice

Press: Stu Salkeld (Connected 5:55pm)

Public: Peter Hart & Nicole Lorrain

1. Meeting called to order by Mayor McDonald at 6:00 pm.
2. Election of Deputy Mayor and Oath of Office

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

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

MOTION #210-2022

CARRIED

Mayor McDonald assisted Councillor Orom to complete the Oath.

3. BUSINESS

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

MOVED by Councilor Gust that regular meetings of Council be held on the first and third Wednesdays of each month at 6:00 pm in Bashaw Council chambers.

MOTION #211-2022

CARRIED

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

MOVED by Councillor Gust that Per Diem Rates remain at \$475.00 per month for the Mayor and \$350.00 per month for councilors.

MOTION #212-2022

CARRIED

MOVED by Councillor Northey to approve mileage rate to be set at 0.57 per kilometer.

MOTION #213-2022

CARRIED

- (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 Gust that the approved Signing Authority for the Town of Bashaw include Mayor Rob McDonald, Deputy Mayor Cindy Orom, Councillor Gust, Councillor Northey, Councillor McIntosh, and CAO Theresa Fuller; two signatures, one council member and administration staff are to be on each cheque.

MOTION #214-2022

CARRIED

(d) PROCEDURE BYLAW 809-2021

Administration to make the applicable changes to the Deadline for Submissions, changes to meeting times; and present a draft at the next council meeting.

(e) Council Code of Conduct Bylaw 804-2021

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

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

(a) Tourism and 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) Protection 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 Officer

Mayor McDonald

5. Emergency Alert System

Foreman Patrick Taylor
Assistant Fire Chief Dennis Jones

6. Fire Department

Councillor McIntosh
Councillor 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 and Area Lodge Authority

Deputy Mayor Orom

4. Bashaw and District Support Services

Councillor Gust

- | | | |
|------|--|---|
| 5. | Bashaw Youth Foundation | Deputy Mayor Orom |
| 6. | Beautification Committee Representatives | Terri Brown-Gust
Bryan Gust
Deputy Mayor Orom
Councillor Northey |
| 7. | Historic Society | Councillor Northey |
|
 | | |
| (e) | <u>Public Facilities and Transportation Management</u> | |
| 1. | Bashaw Airport Commission | Mayor McDonald
Needed: Citizens-at-Large |
| 2. | Bashaw and Area Recreation Board | Councillor Northey |
| 3. | Bashaw Bus Society | Councillor Gust |
| 4. | Highway 12/21 Regional Water Services Commission | Mayor McDonald
Deputy Mayor Orom
<i>Alternates:</i>
Councillor Gust
Councillor McIntosh
Councillor Northey |
| 5. | Bashaw Community Centre Board | Councillor McIntosh |

MOVED by Deputy Mayor Orom to move that the positions remain the same as in 2021-2022, as listed in previous listing.

MOTION #215-2022 CARRIED

MOVED by Councillor Northey that the Town of Bashaw council pursuant to Bylaw 808-2021 appoints, Roland Marchand as the Chair of 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.

MOTION #216-2022 CARRIED

MOVED by Deputy Mayor Orom to approve Councillor McIntosh to attend Town of Bashaw Chamber meetings.

MOTION #217-2022 CARRIED

5. Bylaws/Plans to Consider Reviewing:

- Strategic Plan – Regular Meetings – council has requested a survey be generated and circulated to residents.
- Emergency Preparedness - CAO Fuller will include in an upcoming meeting.
- Municipal Development Plan – include in upcoming agenda
- Intermunicipal Collaboration Framework 783-2018 – Arrange to review in an upcoming agenda.
- Intermunicipal Development Plan 782-2018 – This was reviewed March 21, 2022. It will not require a review unless substantial changes occur or are proposed.

6. Adjournment called by Councillor Northey at 6:27 pm.

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER



TOWN OF BASHAW

PUBLIC HEARING MINUTES

Land Use Bylaw Amendment Bylaw 814 - 2022

Monday, October 24, 2022

1. Open Hearing

Mayor McDonald opened the hearing at 6:44 pm.

2. Record of those Present

Council members present: Mayor McDonald, Deputy Mayor Orom, Councillor Northey, Councillor Gust, Press Stu Salkeld, Grant Woods, Foreman Taylor, Recording Secretary Loretta Paget.

3. Staff Report

CAO Fuller presented the report to Council.

4. Present Written Submissions

There were no written submissions.

5. Ask for Verbal Submissions

There were no verbal submissions.

6. Opportunity of Council to Ask Questions

Council and attendees did not present any questions.

7. Close Hearing

Mayor McDonald closed the hearing at 6:46 pm.

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER



REGULAR MEETING OF COUNCIL MINUTES

**Monday, October 24, 2022, after the Organizational meeting
Blended Meeting: Council Chambers & Zoom Electronic Conference**

In Person: CAO Fuller, Mayor McDonald, Deputy Mayor Orom, Councillor Gust, Councillor Northey and Foreman Taylor

Zoom Connection: Stu Salkeld

Public Zoom: Grant Woods

Recording Secretary: Loretta Paget

Absent: Councillor McIntosh with notice

Press: Stu Salkeld

Public: Peter Hart (5:45 pm) & Nicole Lorrain (6:45 pm)

1. CALL TO ORDER by Mayor McDonald at 6:27 pm.

MOVED by Deputy Mayor Orom to approve with moving Item 5.1 Energy Monitoring Presentation – Peter Hart; before the Public Hearing.

MOTION #218-2022

CARRIED.

- 5.1 Energy Monitoring Presentation – Peter Hart, SustainErgy Group

Peter Hart presented ways of monitoring energy within the Municipality and the correlating grant program. Peter left the meeting at 6:42 pm.

2. PUBLIC HEARING – Amendment to Land Use Bylaw 814-2022

Mayor McDonald called the Public Hearing to order at 6:44 pm.

Public Hearing information included in the hearing Minutes.

Hearing was closed at 6:46 pm

MOVED by Councillor Gust to approve second reading of Bylaw #814-2022 – Land Use Bylaw Amendment.

MOTION #219-2022

CARRIED

MOVED by Councillor Gust to approve third and final reading of Bylaw #814-2022 – Land Use Bylaw Amendment.

MOTION #220-2022

CARRIED

3. ADDITIONS & AGENDA APPROVAL

MOVED by Councillor Northey to approve the October 24, 2022, Regular Meeting of Council Agenda with the additions of New Business - Items 7.5 – Fortis Franchise Fee, 7.6 – Energy Monitoring Presentation, 7.7 – Rural Renewal & Rural Entrepreneur Programs.

MOTION #221-2022

CARRIED

4. MINUTES

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

MOVED by Councillor Northey to approve the minutes of September 14, 2022, Regular Meeting of Council.

MOTION #222-2022

CARRIED

5. DELEGATIONS

5.1 Energy Monitoring Presentation – Peter Hart, SustainErgy Group – Presented earlier in the agenda.

5.2 Rural Renewal & Rural Entrepreneur Programs – Nicole Lorrain, Alberta Labour & Immigration

Nicole entered the meeting at 7:00 pm.

The Rural Renewal & Rural Entrepreneur Programs were presented, and Nicole left the meeting at 7:20 pm.

6. BYLAWS

6.1 Bylaw 814-2022 – Land Use Bylaw Amendment – Completed earlier in the agenda.

6.2 Bylaw 815-2022 – Revised Public Disturbance Bylaw

MOVED by Deputy Mayor Orom to direct Administration to have the revised Public Disturbance Bylaw 815 – 2022 reviewed by a lawyer.

MOTION #223-2022

CARRIED

7. NEW & UNFINISHED BUSINESS

7.1 Town of Bashaw Monthly Statement – September 30, 2022, Statement

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

MOTION #224-2022

CARRIED

7.2 Parkland Regional Library 2023 Budget

MOVED by Councillor Gust to approve the Parkland Regional Library 2023 Budget as presented.

MOTION #225-2022

CARRIED

7.3 Auditor Contract Review

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

MOTION #226-2022

CARRIED

7.4 Emergency Management Meeting Minutes for Review

MOVED by Councillor Gust to accept the Emergency Management Meeting Minutes as information.

MOTION #227-2022

CARRIED

7.5 Fortis Franchise Fee

MOVED by Councillor Gust to leave the Fortis Franchise Fee at 2%.

MOTION #228-2022

CARRIED

7.6 Energy Monitoring Presentation

MOVED by Councillor Northey to accept the presentation as information and to decline participation at this time.

MOTION #229-2022

CARRIED

7.7 Rural Renewal & Rural Entrepreneur Programs

MOVED by Councillor Gust to direct administration to communicate with other communities about their interest and participation.

MOTION #230-2022

CARRIED

8. COMMITTEE & STAFF REPORTS

8.1 Committee Reports

- a. Mayor McDonald – no meetings to report
- b. Deputy Mayor Orom – Sept. 16 – attended Camrose & Area Lodge Authority (CALA) meeting. They continue to have vacancy issues. They are holding open houses in Camrose and may implement them as well in Bashaw. Additional board requirements to complete competency matrix is now being introduced.
September 21, 2022 - Beautification meeting and an additional meeting on Sept. 26 with Terri Brown-Gust & Darlene Tucker.
September 28, 2022 - Youth Foundation meeting, Plans are going ahead with the Santa Parade on Nov 26, 2022, in conjunction with Bashaw Youth Foundation hosting Festival of trees.
- c. Councillor Gust – no meetings to report
- d. Councillor Northey – Parkland Regional Library – missed the meeting.
Bashaw & Area Recreation Board (BARB) meeting - there is a new board with great ambition to possibly look into collaborating an effort to build a new arena with adjoining communities.
Historical Society – they plan to have a meeting in the month of November or early December.
Health Care Model Development – attendance at three meetings with a team of members from Bashaw Wellness (BDSS, Bashaw Adult Learning, Bashaw RCMP, Bashaw School, Bashaw Pharmasave, Bashaw United Church), as well as Home Care, Bashaw Meadows & the Health Care Center. Looking to develop a model of healthcare that is innovative and unique. Two doctors have come forward interested in part-time Telehealth as well as a Nurse Practitioner with a goal of completing her studies by August 2023.
There is a meeting next month with the Wolf Creek PCN and Rural Health Profession Action Plan. The vision includes looking at the Health Centre as a health hub, maybe including chiropractor, massage, etc. It will be important for the town to be involved and have a voice, must other municipalities do.
Bashaw Library – not meeting for now.
Bashaw Community Resource Centre - Visits from other communities, recently Smoky Lake; to find out more about our model. They have been successful obtaining grants, financial empowerment, healthy aging and nutrition programs.
- e. Councillor McIntosh – absent with notice.

8.2 Staff Reports

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

MOVED by Deputy Mayor Orom to accept October 24, 2022, Council and Staff reports as information.

MOTION #231-2022

CARRIED.

9. CORRESPONDENCE

9.1 Taxervice – 2021 Notification Matter (Land)

MOVED by Councillor Gust to accept the October 24, 2022, Correspondence as information.

MOTION #232-2022

CARRIED

10. CLOSED MEETING OF COUNCIL – None

11. NEXT MEETING: November 21, 2022 – 6:00 pm, Regular Meeting of Council

MOVED by Councillor Gust to approve November 21, 2022, 6:00 pm for the Regular meeting of Bashaw Town Council.

MOTION #233-2022

CARRIED

12. ADJOURNMENT – Councillor Northey at 8:35 pm.

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

From: Bashaw & District Chamber of Commerce <bashawchamber@gmail.com>

Sent: October 30, 2022 12:08 PM

To: Reception <admin@townofbashaw.com>

Subject: Agenda addition for November 21, 2022

Attention: Mayor, Rob McDonald and Honourable Town Counsellors

The Bashaw Chamber of Commerce is requesting an addition to the agenda for your November 21, 2022 meeting.

A delegation from the Chamber would like to propose a bylaw and a policy in hopes of helping our town and business economy.

Presenting speakers will be Dan Zembal and Ty Wilson.

Kind regards,

Chamber President
Stacey Trombley



BY-LAW 815 - 2022

OF THE TOWN OF BASHAW IN THE PROVINCE OF ALBERTA.

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

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

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

1. SHORT TITLE

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

2. DEFINITIONS

In this by-law:

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

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

3. GENERAL PROHIBITION

- 3.1 Except to the extent permitted by this by-law, no person shall make, continue, cause or allow to be made or continued any unreasonably loud, raucous or unusual noise which annoys, disturbs, injures, endangers or detracts from the comfort, repose, health, peace or safety of any other person of ordinary sensitivity within the Municipality.
- 3.2 Except to the extent permitted, by this bylaw, no person shall permit, suffer or allow property, real or personal which he owns, occupies or controls, to be used in a manner such that there emanates there from any unreasonably loud,

raucous or unusual noise which annoys, disturbs, injures, endangers or detracts from the comfort, repose, health, peace or safety of any other person of ordinary sensitivity within the Municipality.

- 3.3 Factors for determining whether a sound is unreasonably loud, raucous or unusual include, but are not limited to, the following:
- (a) proximity of the sound to sleeping facilities, whether residential or commercial;
 - (b) the time of day or night the sound occurs;
 - (c) the duration and volume of the sound; and
 - (d) whether the sound is recurrent, intermittent or constant.
 - (e) whether the sounds would be a violation of any other applicable legislation, including Occupational Health and Safety Legislation.

3.4 No person unless lawfully authorized shall discharge any firearm within the Municipality.

3.5 No person shall urinate or defecate on any public property.

4. LOITERING

4.1 No person shall by himself or with another person loiter in a public place in such a manner as to obstruct, hinder or impede:

- (a) the free and uninterrupted passage of vehicles, traffic or pedestrians through, from or to such public place;
- (b) access to the entryway of any premises normally used by the public for gaining entrance to the premises, unless permission is granted by the person in authority of the property.

4.2 No person shall loiter on any property where the person in authority of the property prohibits loitering on the property.

4.3 Any person shall be deemed to be loitering within the meaning of this bylaw when he is standing or sitting on any highway, including, without limiting the generality of the foregoing any sidewalk located thereon or within three feet thereof, and fails to vacate the area when requested to do so by a peace officer.

4.4 Any person shall be deemed to be loitering within the meaning of this bylaw

when he is standing or putting his feet on the top surface of any table, bench, planter or sculpture placed in any public place.

- 4.5 When a peace officer finds any person loitering, he may direct such person to cease such loitering and vacate the area, and any person so directed shall forthwith cease such loitering and vacate.

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

5. MOTOR VEHICLES

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

6. CONSTRUCTION

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

site unless it is not capable of being blown around the construction area.

7. DOMESTIC

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

8. INDUSTRIAL

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

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

8.2 Notwithstanding section 8.1 of this Bylaw, no industrial activities which result in objectionable or noxious conditions, including but not limited to excessive noise, odour, dust, vibration or similar sensation, that emanates beyond the boundaries of the lot or property upon which the industrial activity is taking place, are permitted. Whether a sound or noise is objectionable is assessed based on the factors set out in section 3.3 of this Bylaw.

9. SNOW REMOVAL

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

10. AUTHORITY TO REMOVE

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

11. EXCEPTIONS

11.1 This bylaw shall not apply to:

- (a) Any person performing work of an emergency nature for the preservation or protection of life, health, or property, but the onus shall be on the person performing the work to show that the work was of an emergency nature;
- (b) Any act of maintenance or repair being carried out by employees or contractors of the Municipality;

- (c) Any act of emergency maintenance or repair being carried out by employees or contractors of any private utility;
- (d) The operation of emergency equipment or any emergency vehicle;
- (e) A Peace Officer engaged in performing his duty; or
- (f) Any activity within the sole jurisdiction of the Government of Canada or the Province of Alberta.

12. PERMITS

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

13. SEVERANCE

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

14. PENALTIES

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

15. REPEAL

- 15.1 This bylaw repeals Bylaw 767 - 2015.
- 15.2 This bylaw shall take effect on the date it is passed.

READ a first time this 21st day of November, 2022.

READ a second time this _____ day of _____, 2022.

UNANIMOUS CONSENT for a third reading this _____ day of _____, 2022.

READ a third time and finally passed this _____ day of _____, 2022.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



**BYLAW NO. 816-2022
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 Monday 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 Monday 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 Thursday 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 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 809-2021 is hereby repealed.

RECEIVED FIRST READING THIS
21st DAY OF NOVEMBER, A.D. 2022
IN THE TOWN OF BASHAW, IN THE
PROVINCE OF ALBERTA

* _____
*MAYOR
* _____
*CAO

RECEIVED SECOND READING THIS
__ DAY OF _____, AD 2022
IN THE TOWN OF BASHAW, IN THE
PROVINCE OF ALBERTA

* _____
*MAYOR
* _____
*CAO

UNANIMOUS CONSENT TO PROCEED
TO THIRD READING THIS __ DAY
OF _____, A.D. 2022, IN THE
TOWN OF BASHAW,
IN THE PROVINCE OF ALBERTA

* _____
*MAYOR
* _____
*CAO

THIRD AND FINAL
READING THIS __ DAY OF _____,
A.D. 2022, IN THE TOWN OF BASHAW, *
IN THE PROVINCE OF ALBERTA

* _____
*MAYOR
* _____
*CAO

SCHEDULE "A"

COUNCIL APPOINTMENTS

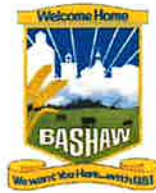
- 1) Council Members shall determine which Committees, Boards, etc. shall stand.
- 2) In accordance to the Municipal Government Act, Section 154(2), the Chief Elected Official is a Member of all Council Committees and all bodies to which Council has the right to appoint Members; therefore, the Chief 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



Previous
Fees.

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

TITLE: OFFICE FEES
SECTION: 2 ADMINISTRATIVE APPENDIX: A
REFERENCE MOTION # 454 - 2016 DATE AUGUST 18, 2016

SECTION 1: ADMINISTRATION

- | | |
|--------------------------------|-------------------------------------|
| a) Administration Fee | \$ 25.00 |
| b) Photo copying (inc GST) | \$ 0.30/page - supplied by Town |
| c) Photo copying (inc. GST) | \$ 0.10/page - supplied by customer |
| d) Faxes | \$ 0.30 per page |
| e) Non-sufficient Funds Cheque | \$ 40.00 |

SECTION 2: DEVELOPMENT

- | | |
|---|---|
| a) Property File Search | \$ 25.00 |
| b) Compliance Certificate | \$ 75.00 |
| c) Development Applications | |
| i. Development | \$ 75.00 |
| ii. Revision to Active Development Permit | \$ 40.00 |
| iii. Demolition | \$ 50.00 |
| iv. If construction commences prior to receiving a Development Permit | \$ 150.00 |
| d) Subdivision and Development Appeal
(if the appeal is successful the fee will be refunded) | \$ 150.00 |
| e) Rezoning Applications | \$ 600.00 |
| f) Road Closure Applications | \$ 750.00 |
| g) Land Use Bylaw Amendment | \$ 600.00 |
| h) Adopting/Amending Area Structure Plan | \$ 600.00 |
| i) Adopting/Amending Area Redevelopment Plan | \$ 600.00 |
| j) Amendment Intermunicipal Development Plan | \$ 600.00 |
| k) Development Agreement (Prep & Registration) | \$ 100.00 + costs |
| l) Land Use Bylaw Appeal Application | \$ 200.00 |
| m) Rush Order | \$ 50.00 (additional fee) |
| n) Land Use Bylaw in binder | \$ 50.00 |
| o) Contravention of Land Use Bylaw | \$ 500.00 maximum for first
Offence \$ 200.00/day maximum ongoing. |

SECTION 3: TAXES

- | | |
|---------------------------|---------------------------|
| a) Assessment Certificate | \$ 30.00 |
| b) Tax Certificates | \$ 30.00 |
| c) Rush Order | \$ 50.00 (additional fee) |



BY-LAW NO. # 817 - 2022

BY-LAW NO. 817 - 2022 A By-law of the Town of Bashaw in the Province of Alberta, introduced for the purpose of amending Master Rates and Schedules By-law No. #760 - 2014 to amend the Office Fees, Section 2, Administrative, Appendix A.

WHEREAS Bashaw Town Council choosing to change the Office Fees including the Administrative, Development, and Taxes sections.

NOW THEREFORE Pursuant to the Municipal Government Act, Section 42, the Council of the Town of Bashaw duly assembled, hereby enacts as follows:

That By-law No. #760 – 2014 be amended as follows:

SECTION 1: ADMINISTRATION

- | | |
|--------------------------------|-------------------------------------|
| a) Administration Fee | \$ 30.00 |
| b) Photo copying (inc GST) | \$ 0.40/page - supplied by Town |
| c) Photo copying (inc. GST) | \$ 0.10/page - supplied by customer |
| d) Faxes | \$ 3.00 Flat rate |
| e) Non-sufficient Funds Cheque | \$ 45.00 |

SECTION 2: DEVELOPMENT

- | | |
|---|------------|
| a) Property File Search | \$ 30.00 |
| b) Compliance Certificate | \$ 95.00 |
| c) Development Applications | |
| i. Development | \$ 95.00 |
| ii. Discretionary Permit | + \$ 50.00 |
| iii. Revision to Active Development Permit | \$ 40.00 |
| iv. Demolition | \$ 60.00 |
| v. If construction commences prior to receiving a Development Permit | \$ 190.00 |
| vi. Direct Control – Additional third-party professional planning consultant hourly fees are the responsibility of the applicant and payable to the town of Bashaw. | |
| d) Subdivision and Development Appeal
(if the appeal is successful the fee will be refunded) | \$ 150.00 |
| e) Rezoning Applications | \$ 700.00 |
| f) Road Closure Applications | \$ 800.00 |
| g) Land Use Bylaw Amendment | \$ 700.00 |
| h) Adopting/Amending Area Structure Plan | \$ 750.00 |
| i) Adopting/Amending Area Redevelopment Plan | \$ 750.00 |

- j) Amendment Intermunicipal Development Plan \$ 700.00
- k) Encroachment Agreement \$ 250.00
- l) Development Agreement (Prep & Registration) \$ 250.00 + costs
- m) Rush Order \$ 50.00 (additional fee)
- n) Land Use Bylaw in binder \$ 55.00
- o) Contravention of Land Use Bylaw \$ 500.00 maximum for first
Offence \$ 200.00/day maximum ongoing.

SECTION 3: TAXES

- a) Assessment Certificate \$ 35.00
- b) Tax Certificates \$ 35.00
- c) Rush Order \$ 50.00 (additional fee)

RECEIVED FIRST READING THIS
21st DAY OF November, A.D. 2022
IN THE TOWN OF BASHAW, IN THE
PROVINCE OF ALBERTA

* _____
*MAYOR
* _____
* _____
*CAO

RECEIVED SECOND READING THIS
__ DAY OF ____, AD 2022
PROVINCE OF ALBERTA
IN THE TOWN OF BASHAW, IN THE
PROVINCE OF ALBERTA

* _____
*MAYOR
* _____
* _____
*CAO

UNANIMOUS CONSENT TO PROCEED
TO THIRD READING THIS __ DAY
OF ____, A.D. 2022, IN THE
TOWN OF BASHAW,
IN THE PROVINCE OF ALBERTA

* _____
*MAYOR
* _____
* _____
*CAO

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

* _____
*MAYOR
* _____
* _____
*CAO

CAO

From: Bashaw Chamber Admin <bashawcc@gmail.com>
Sent: November 9, 2022 9:48 PM
To: CAO
Cc: Bashaw Chamber President
Subject: Christmas Parade Approval
Attachments: Parade Route.JPG

Good evening Theresa,

I am writing to let you know that the Chamber of Commerce would like to host their annual Christmas parade on Saturday November 26th at 3pm.

Marshalling would commence at the community center parking lot between 2 & 2:30pm.

We have spoken with Dustin Hemingson and he will notify both the fire department and RCMP.

Attached is a copy of the parade route. This is the same route that has been used the past few parades.

We realize the council meeting for approval isn't until November 21st, but we will be advertising starting tomorrow, November 10th. If this is a problem, please let us know.

We are also hoping for town & council participation as well.

Thank you,

On behalf of Bashaw & District Chamber of Commerce.

The Bashaw Chamber Webmaster Gmail

Peter Graham -Webmaster

bashawcc@gmail.com



Check out Bashaw Chamber on Facebook

Web site: www.enjoybashaw.com

Social at: <http://www.facebook.com/bashawchamber>

Please "Like" our page and we'll "like" you back!



<https://www.chamberplan.ca/talk/get-a-quote>



**TOWN OF BASHAW
MONTHLY STATEMENT
October 31, 2022**

DESCRIPTION	GENERAL ACCOUNT	TERM DEPOSIT	TOTAL
BALANCE AT END OF PREV MONTH	\$ 670,201.57	\$ 1,017,529.11	\$ 1,687,730.68
RECEIPTS FOR THE MONTH	\$ 19,409.89		\$ 19,409.89
ALBERTA DIRECT DEPOSIT	\$ 28,541.83		\$ 28,541.83
TAX RECOVERY			\$ -
CCUBC /ROYAL/ATB /DEBIT- PAYMENTS	\$ 29,324.66		\$ 29,324.66
SERVUS CREDIT UNION - INTEREST	\$ 3,436.25		\$ 3,436.25
			\$ -
TERM INTEREST		\$ 3,033.07	\$ -
TERM DEPOSIT		\$ -	\$ -
TRANSFER FROM GENERAL TO TERM		\$ 465,014.79	
TRANSFER FROM TERM TO GENERAL	\$ 1,020,562.18		\$ 1,020,562.18
SUB-TOTAL	\$ 1,771,476.38	\$ 1,485,576.97	\$ 3,257,053.35
DISBURSEMENTS FOR THE MONTH	\$ 138,766.68		\$ 138,766.68
TRANSFER TO/FROM TERM	\$ 465,014.79	\$ 1,020,562.18	\$ 465,014.79
BANK ERROR INTEREST			\$ -
			\$ -
DEBIT MACHINE & TRANSACTIONS	\$ 39.16		\$ 39.16
BANK CONFIRMATION FEE	\$ -		
SCHOOL PAYMENT	\$ -		
	\$ -		\$ -
TRANSFER TO RECREATION BRD	\$ -		
BALANCE AT END OF MONTH	\$ 1,167,655.75	\$ 465,014.79	\$ 1,632,670.54
BANK BALANCE AT MONTH END	\$ 1,265,240.34	\$ 465,014.79	\$ 1,730,255.13
OUTSTANDING DAILY DEPOSITS	\$ -		\$ -
OUTSTANDING ONLINE/INTERAC	\$ 1,532.63		\$ -
OUTSTANDING DIR DEPOSITS	\$ -		
SUB-TOTAL	\$ 1,266,772.97	\$ 465,014.79	\$ 1,731,787.76
LESS OUTSTANDING CHEQUES	\$ 99,117.22		\$ 99,117.22
OUTSTANDING AUTO WITHDRAWALS			\$ -
BANK ERROR			
	\$ -		
	\$ -		
			\$ -
BALANCE AT END OF MONTH	\$ 1,167,655.75	\$ 465,014.79	\$ 1,632,670.54

THIS STATEMENT SUBMITTED TO COUNCIL

November 21, 2022

MAYOR

TOWN MANAGER

System: 2022-11-02 10:56:42 AM
User Date: 2022-10-31

Town of Bashaw
RECONCILIATION POSTING JOURNAL
Bank Reconciliation

Page: 1
User ID: Finance

Audit Trail Code: CMADJ00000294
Chequebook ID: CREDIT UNION
Description: Credit Union General Account

Bank Statement Ending Balance: \$1,265,240.34
Bank Statement Ending Date: 2022-10-01
Cutoff Date: 2022-10-31

Statement Ending Balance	\$1,265,240.34
Outstanding Cheques (-)	\$99,117.22
Deposits in Transit (+)	\$1,532.63

Adjusted Bank Balance	\$1,167,655.75

Chequebook Balance as of Cutoff	\$1,167,655.75
Adjustments	\$0.00

Adjusted Book Balance	\$1,167,655.75

Difference	\$0.00
	=====



November 4, 2022

via email cao@townofbashaw.com

Theresa Fuller, CAO
Town of Bashaw
Box 510
5011 52 Ave
Bashaw AB T0B 0H0

Dear Ms. Fuller:

**Re: Highway 12/21 Regional Water Services Commission
2023 Proposed Budget**

Attached please find the proposed 2023 budget for the Highway 12/21 Regional Water Services Commission. In accordance with the bylaws of the Commission, the budget is being circulated to all member municipalities for comment.

Please forward your written comments to the attention of Dion Burlock, c/o Lacombe County, RR 3, Lacombe, AB T4L 2N3 or dburlock@lacombecounty.com by no later than Friday, November 25, 2022. The Board will consider these comments at the December 2, 2022 Commission meeting.

Sincerely,

Michael Minchin
Acting Commission Manager

/enclosure

*c/o Lacombe County
RR 3
Lacombe AB T4L 2N3*

**HIGHWAY 12/21 REGIONAL WATER SERVICES COMMISSION
2023 OPERATING BUDGET SUMMARY**

OPERATING REVENUE

		2022 Budget	2022 To Sep 30th	2023 Budget	% Change	2024 Forecast	2025 Forecast
1-00-00-410	Sale of Water	888,580	520,591	1,016,090	14.35%	1,089,390	1,105,360
1-00-00-510	Penalties and Costs	-	-	-	0.00%	-	-
1-00-00-551	Interest Income	2,800	3,289	2,800	0.00%	2,800	2,800
1-00-00-556	Dividends	-	-	-	0.00%	-	-
1-00-00-840	Provincial Conditional Grants	-	-	-	0.00%	-	-
1-00-00-750	Local Government Contributions	169,180	88,908	155,070	-8.34%	182,870	183,420
1-00-00-901	Transfer from Reserve	-	-	-	0.00%	-	-
TOTAL OPERATING REVENUE		1,060,560	612,787	1,173,960	10.69%	1,275,060	1,291,580

OPERATING EXPENDITURES

2-00-00-214	Membership Fees	200	55	200	0.00%	200	200
2-00-00-216	Postage & Courier	500	267	500	0.00%	510	520
2-00-00-217	Telephone & Communication	28,570	20,611	31,470	10.15%	32,100	32,740
2-00-00-230	Contract Administration	45,600	34,362	47,540	4.25%	48,490	49,460
2-00-00-231	Accounting & Contract Service	58,420	47,152	59,030	1.04%	60,210	61,410
2-00-00-232	Legal Fees	1,000	-	1,000	0.00%	1,020	1,040
2-00-00-250	Purchased Line Repairs & Maintenan	30,000	53,926	41,000	36.67%	41,820	42,660
2-00-00-251	Contract Pipeline Operation	102,830	70,184	111,220	8.16%	113,440	115,710
2-00-00-260	Rentals	2,100	-	2,100	0.00%	2,140	2,180
2-00-00-270	Licenses, Permits, Insurance	10,000	7,525	10,170	1.70%	10,370	10,580
2-00-00-510	Goods and Supplies	5,000	8,004	11,000	120.00%	11,220	11,440
2-00-00-520	Small Tools & Equipment	500	-	500	0.00%	510	520
2-00-00-540	Purchase of Water	409,430	240,950	466,970	14.05%	482,840	492,500
2-00-00-541	Utilities	17,180	15,461	21,000	22.24%	21,410	21,834
2-00-00-810	Bank Charges & Short Term Interest	500	20	500	0.00%	510	520
2-00-00-815	Amortization	507,030	-	661,490	30.46%	661,490	661,490
2-00-00-831	Interest on Long Term Debt	132,370	55,967	158,190	19.51%	208,504	199,878
2-00-00-920	Allowance for Doubtful Accounts	-	-	-	0.00%	-	-
TOTAL EXPENDITURES		1,351,230	554,484	1,623,880	20.18%	1,696,784	1,704,682
Surplus/(Deficit)		(290,670)		(449,920)	-2.63%	(421,724)	(413,102)
Add back non-cash Items							
	Amortization Expense	507,030		661,490	11.27%	661,490	661,490
Adjust for cash items not recognized as revenues and expenses							
2-00-00-762	Reserve Contributions	(60,000)		(60,000)	0.00%	(60,000)	(60,000)
2-00-00-832	Current Portion of Long Term Debt	(156,360)		(151,570)	-3.06%	(179,762)	(188,388)
Budget Balance		-		-		-	-

**HIGHWAY 12/21 REGIONAL WATER SERVICES COMMISSION
2023 OPERATING BUDGET REVENUE**

1-00-00-410

SALE OF WATER

Sale of water by the commission to member municipalities

Historical Consumption in cubic meters

	2018	2019	2020	2021	2022
					As of Sep 30th
Village of Alix	56,639	58,365	47,767	56,766	39,543
Village of Clive	0	0	0	0	0
Village of Edberg	0	0	0	0	337
Hamlet of Ferintosh	15,004	12,387	12,348	11,549	8,976
Hamlet of Mirror	37,941	37,829	36,596	39,638	32,266
Hamlet of Duhamel	1,781	1,800	2,078	2,175	1,612
Hamlet of New Norway	20,390	19,311	19,046	18,898	13,845
Town of Bashaw	87,750	92,587	89,172	107,150	79,171
Silver Creek Golf	0	0	0	2,593	1,920
Camrose County Fill Station	8,143	8,819	8,604	12,303	8,405
Total	227,648	231,099	215,610	251,072	186,075

2023	Estimate	Rate	Total
	Cu. Meters		
Village of Alix	52,000	3.349	174,150
Village of Clive	52,300	3.349	175,150
Village of Edberg	8,500	3.349	28,470
Hamlet of Ferintosh	11,050	3.349	37,010
Hamlet of Mirror	40,000	3.349	133,960
Hamlet of Duhamel	1,500	3.349	5,020
Hamlet of New Norway	18,800	3.349	62,960
Town of Bashaw	104,000	3.349	348,300
Silver Creek Golf Course	2,650	3.349	8,870
Camrose County Fill Station	12,600	3.349	42,200
Total	303,400		

1,016,090

1-00-00-510

PENALTIES AND COSTS

Penalties charged on overdue Accounts Receivable Invoices
Penalties charged at a rate of 2%

2018	0
2019	0
2020	0
2021	0
2022	0 to Sep 30th

2023 Estimate

**HIGHWAY 12/21 REGIONAL WATER SERVICES COMMISSION
2023 OPERATING BUDGET REVENUE**

1-00-00-551

INTEREST INCOME

Interest paid to the general account at a rate of prime minus 2.5%
Net of interest paid to capital projects.

2018	1,318
2019	3,653
2020	2,552
2021	1,785
2022	3,289 to Sep 30th

2023 Estimate 2,800

2,800

1-00-00-556

DIVIDENDS

RMA Dividend

2018	0
2019	29
2020	0
2021	0
2022	0 to Sep 30th

2023 Estimate

1-00-00-840

PROVINCIAL CONDITIONAL GRANTS

Provincial operating grants

2018	0
2019	0
2020	0
2021	0
2022	0 to Sep 30th

2023 No Grants Anticipated

**HIGHWAY 12/21 REGIONAL WATER SERVICES COMMISSION
2023 OPERATING BUDGET REVENUE**

1-00-00-750

LOCAL GOVERNMENT CONTRIBUTIONS

Participating municipalities contribution to debenture debt reduction and contribution to Operating Reserve

Debenture # 4000616 Annual Repayment		\$133,742.18		
Debenture # 4000830 Annual Repayment		\$25,807.10		
Debenture #4001869 Annual Repayment		\$24,660.84		
Debenture #4002563 Annual Repayment		\$47,039.28		
Debenture #NEW Annual Repayment		<u>\$78,508.51</u>	Half payment in 2023	
2023 Debenture costs		\$309,757.91		
Village of Alix	28.20%	87,352	-	
Town of Bashaw	10.75%	33,299	-	
Lacombe County	15.66%	48,508	48,508	
Hamlet of Mirror	6.47%	20,041	-	
Village of Clive	7.70%	23,851	-	
Village of Edberg	2.62%	8,116	-	
Hamlet of Ferintosh	3.07%	9,514	-	
Hamlet of New Norway	5.10%	15,785	-	
Hamlet of Duhamel	0.64%	1,994	-	
Silver Creek Golf Course	0.13%	393	-	
Camrose County Water Fill station	0.60%	1,867	-	
Camrose County	19.06%	<u>59,038</u>	<u>59,038</u>	
		309,758	107,546	107,546

Operating Reserve		60,000		
Village of Alix	28.20%	16,920	-	
Town of Bashaw	10.75%	6,450	-	
Lacombe County	15.66%	9,396	9,396	
Hamlet of Mirror	6.47%	3,882	-	
Village of Clive	7.70%	4,620	-	
Village of Edberg	2.62%	1,572	-	
Hamlet of Ferintosh	3.07%	1,843	-	
Hamlet of New Norway	5.10%	3,058	-	
Hamlet of Duhamel	0.64%	386	-	
Silver Creek Golf Course	0.13%	76	-	
Camrose County Water Fill station	0.60%	362	-	
Camrose County	19.06%	<u>11,436</u>	<u>11,436</u>	
		60,000	20,832	20,832

Participating municipalities contribution to administrative and board costs

2022 Estimated costs attributed to the Board of Directors		<u>116,540</u>		
Number of members		6		
Cost per member		19,423		
Lacombe County Portion less Mirror water usage				13,748
Camrose County Portion less Duhamel, New Norway, Ferintosh & fill station water usage				12,944

**HIGHWAY 12/21 REGIONAL WATER SERVICES COMMISSION
2023 OPERATING BUDGET REVENUE**

155,070

1-00-00-901

TRANSFER FROM RESERVE

Transfers from Reserve

2018	21,759
2019	0
2020	51,462
2021	0
2022	0 to Sep 30th

2023 Estimate

**HIGHWAY 12/21 REGIONAL WATER SERVICES COMMISSION
2023 OPERATING BUDGET EXPENSES**

2-00-00-214 **MEMBERSHIP FEES**

Membership in RMA and other organizations

2018	183
2019	165
2020	195
2021	195
2022	58

2023 Estimate 200

200

2-00-00-216 **POSTAGE & COURIER**

Reimbursement to Lacombe County for postage & courier relative
to the administration of the financial records of the Commission
Courier and freight charges to ship supplies from suppliers

2018	278
2019	331
2020	300
2021	329
2022	267 to Sep 30th

2023 Estimate 500

500

2-00-00-217 **TELEPHONE & COMMUNICATION**

Data Costs

2018	22,458
2019	23,585
2020	27,493
2021	25,974
2022	20,611 to Sep 30th

2023 Estimate - Data Costs for Line Operations 31,470

31,470

**HIGHWAY 12/21 REGIONAL WATER SERVICES COMMISSION
2023 OPERATING BUDGET EXPENSES**

2-00-00-230 CONTRACT ADMINISTRATION

Management of the Water Commission on a sub-contract basis.

2018	42,900
2019	43,800
2020	44,700
2021	44,700
2022	34,362 to Sep 30th

2023 Estimate	47,540	47,540
---------------	--------	---------------

2-00-00-231 ACCOUNTING & CONTRACT SERVICE

	2018	2019	2020	2021	to Sep 30th 2022	Budget 2023
Accounting & Administration services	41,260	42,080	42,930	42,930	33,003	45,650
Audit Fees	6,042	10,229	10,536	10,547	11,000	11,000
Sage -Financial Software	1,496	2,369	2,181	1,773	3,149	2,180
AB One Call	753	240	102	227	-	200
Computer Maintenance	-	-	-	-	-	-
Business Plan Review	-	-	-	-	-	-
Other	229	-	-	-	-	-
	49,780	54,918	55,750	55,477	47,152	59,030

59,030

2-00-00-232 PROFESSIONAL - LEGAL

Costs relative to services provided by the legal profession

2018	0
2019	0
2020	554
2021	0
2022	0 to Sep 30th

2023 Estimate	1,000	1,000
---------------	-------	--------------

**HIGHWAY 12/21 REGIONAL WATER SERVICES COMMISSION
2023 OPERATING BUDGET EXPENSES**

2-00-00-250 **PURCHASED LINE REPAIRS & MAINTENANCE**

Costs relative to repair and maintenance provided for line operations, that are not conducted by member municipalities

2018	39,363
2019	33,372
2020	52,024
2021	30,824
2022	53,926 to Sep 30th

2023 Estimate	41,000	
		41,000

2-00-00-251 **CONTRACT PIPELINE OPERATION**

Pipeline checks conducted by member municipalities
Includes Line locates and maintenance and on-call service

2018	66,393
2019	96,820
2020	99,399
2021	91,495
2022	70,184 to Sep 30th

2023 Estimate	111,220	
		111,220

2-00-00-260 **RENTALS**

Office facility rental

2018	175
2019	300
2020	200
2021	0
2022	0 to Sep 30th

2023 Estimate - Board Costs	600	
Lease Agreement - Camrose County	1,500	
		2,100

**HIGHWAY 12/21 REGIONAL WATER SERVICES COMMISSION
2023 OPERATING BUDGET EXPENSES**

2-00-00-270

LICENSES, PERMITS, INSURANCE**Insurance**

Master Bond & Crime	2018	366	
	2019	290	
	2020	378	
	2021	486	
	2022	58 to Sep 30th	
	2023 Estimate		72
Property	2018	2,267	
	2019	2,009	
	2020	3,736	
	2021	3,833	
	2022	2,855 to Sep 30th	
	2023 Estimate		3,712
Boiler & Machinery	2018	63	
	2019	52	
	2020	62	
	2021	50	
	2022	405 to Sep 30th	
	2023 Estimate		544
Master Liability & Genesis	2018	3,132	
	2019	3,519	
	2020	3,532	
	2021	3,756	
	2022	3,521 to Sep 30th	
	2023 Estimate		4,979
Cyber Liability	2018	0	
	2019	0	
	2020	0	
	2021	129	
	2022	644 to Sep 30th	
	2023 Estimate		811
Heavy Equipment	2018	109	
	2019	544	
	2020	9	
	2021	52	
	2022	43 to Sep 30th	
	2023 Estimate		52

10,170

**HIGHWAY 12/21 REGIONAL WATER SERVICES COMMISSION
2023 OPERATING BUDGET EXPENSES**

2-00-00-510 **GOODS and SUPPLIES**

General goods & supplies, chemical reagents, and parts.

2018	1,945
2019	1,092
2020	1,161
2021	5,438
2022	8,044 to Sep 30th

2023 Estimate	11,000	11,000
---------------	--------	--------

2-00-00-520 **SMALL TOOLS and EQUIPMENT**

Purchase of non-capital equipment as required

2018	901
2019	200
2020	0
2021	4,387
2022	0 to Sep 30th

2023 Estimate Line Operations	500	500
-------------------------------	-----	-----

2-00-00-540 **PURCHASE OF WATER**

This includes a contingency to account for water losses

	Cu. Metres	Rate	TOTAL
Town of Stettler	313,400	1.49	466,966

2022 rate was 1.40 m3

466,970

**HIGHWAY 12/21 REGIONAL WATER SERVICES COMMISSION
2023 OPERATING BUDGET EXPENSES**

2-00-00-541 **UTILITIES**

Electricity for Meter Vault

2018	8,411
2019	13,737
2020	15,563
2021	19,063
2022	15,461 to Sep 30th

2023 Estimate	21,000	21,000
---------------	--------	--------

2-00-00-810 **BANK CHARGES & SHORT TERM INTEREST**

Bank overdraft charges as a result of potential cash shortfalls

2018	166
2019	346
2020	20
2021	325
2022	20 to Sep 30th

2023 Estimate	500	500
---------------	-----	-----

2-00-00-815 **AMORTIZATION**

Amortization expense for Tangible Capital Assets.

Phase	2018	2019	2020	2021	2022	2023
	Actual	Actual	Actual	Actual	Budget	Estimate
Stettler to Alix	133,628	130,642	93,421	93,421	93,421	93,421
Alix to Mirror	65,619	65,321	62,039	62,038	62,039	62,039
Bashaw to Ferintosh	66,671	66,671	66,671	66,671	66,671	66,671
Ferintosh to Duhamel	98,806	98,806	98,806	98,806	98,806	98,806
Mirror to Bashaw	88,780	125,913	125,774	125,774	125,774	125,774
Ferintosh to Edberg	-	-	-	-	18,467	64,256
Alix to Clive	-	-	-	-	41,855	150,518
Operating	-	-	-	-	-	-
	453,500	487,350	446,710	446,710	507,030	661,490

661,490

**HIGHWAY 12/21 REGIONAL WATER SERVICES COMMISSION
2023 OPERATING BUDGET EXPENSES**

2-00-00-831 **INTEREST ON LONG TERM DEBT**

Interest portion on repayment of debentures

Debtenture repayment based on estimated principal amount of
 1,851,947 @ 5.667% over 25 years
 381,482 @ 4.589% over 25 years
 434,291 @ 2.943% over 25 years
 811,301 @ 3.1320% over 25 years
 2,131,953 @ 5.440% over 25 years (half year)

	Debtenture #	Amount	Budget
2021	4000616	64,577	
2021	4000830	11,977	
2021	4001869	10,608	
2021	4002563	24,200	
2022	4000616	60,905	
2022	4000830	11,335	
2022	4001869	10,191	
2022	4002563	23,479	
2023	4000616		57,038
2023	4000830		10,663
2023	4001869		9,762
2023	4002563		22,736
2023	NEW		57,989

158,190

2-00-00-920 **ALLOWANCE FOR DOUBTFUL ACCOUNTS**

2018	0
2019	0
2020	0
2021	0
2022	0 to Sep 30th

2023 - No write-offs anticipated 0

**HIGHWAY 12/21 REGIONAL WATER SERVICES COMMISSION
2023 OPERATING BUDGET WATER RATE CALCULATIONS**

ADMINISTRATIVE BOARD COSTS

Interest Income	-2,800
Membership Fees	200
Postage & Courier	500
Telephone & Communication	0
Contract Administration	47,540
Accounting & Contract Service	58,830
Legal Fees	1,000
Rentals	600
Licenses, Permits, Insurance	10,170
Small Tools & Equipment	0
Bank Charges & Short Term Interest	500

Total Administrative/Board Expenditures 116,540

COSTS INCLUDED IN WATER RATE

Transfer From Reserve	0
Administrative Board Costs	89,848
Debenture Costs	202,212
Operating Reserve Contribution	39,168
Meter Calibration Testing Contribution	0
Telephone (data Costs for Operation)	31,470
AB One-Call	200
Rentals	1,500
Professional - Contract Service Line Operation	41,000
Contract Services - Line Operations	111,220
Goods and Supplies	11,000
Small Tools & Equipment	500
Purchase of Water	466,970
Utilities	21,000
Total Cost	1,016,089
Total Estimate Water Consumption	303,400

Rate = total cost divided by consumption 3.3490

<u>Water Allocation</u>	<u>Cu Meters</u>	<u>Percent</u>
Village of Alix	589,699	28.20%
Town of Bashaw	224,699	10.75%
Lacombe County	327,491	15.66%
Hamlet of Mirror	135,185	6.47%
Village of Clive	161,093	7.70%
Village of Edberg	54,727	2.62%
Hamlet of Ferintosh	64,213	3.07%
Hamlet of New Norway	106,535	5.10%
Hamlet of Duhamel	13,456	0.64%
Camrose County fill station	12,600	0.60%
Silver Creek Golf Course	2,650	0.13%
Camrose County	398,444	19.06%
	2,090,792	100.00%

**HIGHWAY 12/21 REGIONAL WATER SERVICES COMMISSION
2023 OPERATING BUDGET NON-CASH**

2-00-00-762 **RESTRICTED SURPLUS TRANSFER**

Transfer of funds to reserves for operating contingencies

	Balance Jan	Contribution	Balance Dec 31
2017	111,944	20,000	131,944
2018	140,004	20,000	138,245
2019	138,245	60,000	198,245
2020	198,245	60,000	229,208
2021	229,208	60,000	289,208
2022	289,208	60,000	349,208 Estimated
2023	349,208	60,000	409,208 Estimated

60,000

2-00-00-832 **CURRENT PORTION OF LONG TERM DEBT**

ACFA Debentures - Projected 5 year Repayment Schedule

Debenture #4000616

	Principal	Interest
2023	76,704	57,038
2024	80,776	52,967
2025	85,064	48,678
2026	89,579	44,163
2027	94,335	39,407

Debenture # 400830

	Principal	Interest
2023	15,144	10,663
2024	15,847	9,960
2025	16,582	9,225
2026	17,352	8,455
2027	18,158	7,650

Debenture #4001869

	Principal	Interest
2023	14,899	9,762
2024	15,340	9,320
2025	15,795	8,866
2026	16,263	8,397
2027	16,746	7,915

Debenture #4002563

	Principal	Interest
2023	24,304	22,735
2024	25,071	21,968
2025	25,862	21,177
2026	26,678	20,361
2027	27,520	19,519

Debenture #NEW

	Principal	Interest
2023	20,519	57,989
2024	42,729	114,289
2025	45,085	111,932
2026	47,571	109,447
2027	50,194	106,823

2023 Portion of Long Term Debt #4000616	76,704
2023 Portion of Long Term Debt #400830	15,144
2023 Portion of Long Term Debt #4001869	14,899
2023 Portion of Long Term Debt #4002563	24,304
2023 Portion of Long Term Debt #New	20,519

151,570



CHIEF ADMINISTRATOR'S REPORT
Submitted for November 21, 2022, Regular Meeting of Council

➤ Action List Items from October 24, 2022:

Parkland Regional Library – 2023 Budget approval notification sent by email.

Auditor contract Renewal – Auditor has been notified.

Fortis Franchise Fee – Fortis has been notified of Council's decision to have the fee remain the same.

SustainErgy Energy Monitoring Presentation – Peter Hart has been notified of council's decision to decline participation.

Rural Renewal & Rural Entrepreneur Programs – email has been sent to Clive and Alix. Clive is participating in the Rural Entrepreneur program.

Outstanding from Prior Meetings:

Regional Flush Truck Update – pricing on the truck was higher than anticipated, we continue to seek a suitable truck, at the price we are looking to pay.

Asset Management Training Opportunity – follow up required.

Atco Franchise Fee – Atco has been notified about the council's request to reduce the fee to 13%. The advertisement has been circulated in the East Central Review.

Fence Encroachment Request – The situation has changed at this location. We will continue dialogue with the property owner to arrange removal, as spring approaches.

Development Application 2022 – 8 – Administration to book a follow up meeting with the Applicants.

Voyent Alert – we are preparing for release, arrangements for staff training, etc.

Strategic Plan Review – Arrangements for the survey – outstanding.

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

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

Council Schedule –MDP and ICF – Book dates.

➤ CAO Activities/Meetings:

November 1, 2022 – Completed two interviews for Arena Personnel position.

November 2, 2022 – CAO Sick day

November 3, 2022 – meeting with an online Campground management program

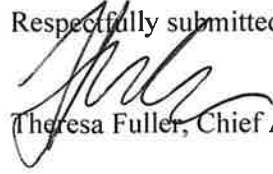
November 8 – November 16, 2022 – CAO out of the office

➤ Day to Day:

Items worked on:

Human resources, Regular Meeting Agenda Preparation, bylaw generation, communication via email and phone; walk-in and phone inquiries, and staff follow-up.

Respectfully submitted,



Theresa Fuller, Chief Administrative Officer



October 19, 2022

The Honorable Tyler Shandro
Minister of Justice and Solicitor General, Deputy House Leader
Office of the Minister
204 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6
ministryofjustice@gov.ab.ca

RE: Victim Services Redesign

Dear Minister Shandro,

The Town of Fox Creek has recently become aware of the proposed Victim Services Redesign and is greatly concerned about the negative impacts it would have on our community. Losing the incredibly valuable service the Victim Services Unit provides our residents to a centralized area, would prove to be detrimental.

We realize efforts and resources were put into the MLA review; however, we strongly believe conversations and discussions should have been held with municipalities and Victim Services Units while putting this plan together. Municipal consultation should have been considered an integral component of a redesign.

Potential negative effects could leave our community and its people without the much-needed resources and support the Victim Services Unit provides. In rural Alberta, Victim Services Staff are as critical as First Responders and their ground zero efforts are invaluable. The proposed areas in the redesign are incredibly large, we are very concerned about where our services would be provided from, and the amount of time victims would have to wait to receive such valuable services. We have been made aware that it is being proposed to replace 17 police-based Victim Services Units in Western Alberta with one board that will more than likely be based in an Urban Center. Once again, Rural Albertans will be the one's to suffer from the decisions made by the Government. Rural Alberta has different needs than urban centers, one's that often do not go hand in hand with the needs of our urban neighbours. We firmly believe that these needs should be addressed in the proposed redesign.

We have also been informed that in the proposal is the loss of support for non-criminal trauma. Victim Services Units work closely and collaboratively with local RCMP to handle any trauma that requires support. Not all trauma involves a criminal nature, and often these traumas are felt throughout a close-knit community. We are a small community, one where people know each other, look out for each other, and support each other. I am sure you can imagine how a tragedy can very quickly touch the lives of many in Rural Alberta. In a community that has lost many of its previously supported programs, having the support of the Victim Services Unit is more valuable now than ever and once again, the loss of this support or change of how the support is being offered will have huge negative impacts.

Our Victim Services Unit is a non-profit unit serving victims of trauma by offering information and referrals to agencies or programs and helping with court preparation. Our advocates are volunteers having experience in dealing with trauma, shock and unexpected loss, who, in the middle of the night, get up to deal with people at the worst time in their lives who need support immediately. The people offering these supports are local. They are part of the fabric that makes up the Community that we love and the ones that support us in times of need. Centralizing these services means we lose the people who know the ins and outs of how Rural Alberta Works, the people who spend time caring about their neighbours, and dedicate countless hours to keeping them safe, checking in on them and being the olive branch they need.

Our Victim Services Unit has not received any funding increases since 2008 yet have still managed to fully service and support victims of crime. Additional fundraising is done throughout the year to support victims of non-criminal trauma to fill the void in our communities and now this would end under the proposed redesign.

The Town of Fox Creek agrees with Woodlands County's suggestion of looking at a Crown model (Alberta Crown prosecution office zones). This would increase the areas of service, but not as drastically as the current proposal and we believe these smaller areas could be managed more effectively allowing rural communities' voices to be heard and considered.

We sincerely hope that the province delays moving forward with the current redesign proposal and stops to consult with the municipalities and current Victim Services Units. This is an opportunity to build and create a better plan that will benefit all Albertans and Victim Services Units throughout the Province.

Sincerely,



Sheila Gilmour
Mayor
sheila@foxcreek.ca

cc: The Honourable Danielle Smith, Premier of Alberta
Arnold Viersen, MP, Peace River – Westlock
Todd Loewen, MLA, Central Peace – Notley
Alberta Municipalities Members
Tina Prodaniuk, Program Manager - Eagle Tower Victim Services



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Shaw*

October 28, 2022

Dear Chief Elected Officials and Public Library Boards:

I am honoured to serve as the new Minister of Municipal Affairs. I believe in the importance of local government to our province and its people, and I am excited to work with you to ensure Alberta's economic prosperity and strengthen the long-term viability of municipalities across the province.

As Minister of Municipal Affairs, I am committed to municipal capacity building, transparency, and accountability, which are essential elements for responsible local government. My ministry will continue to support municipalities, as you play a significant role in fostering the local economic conditions that improve Alberta's vibrant communities. Municipal Affairs will also continue to manage and provide financial support for the network of municipal library boards and regional library system boards that offer vital public library services for Albertans.

Through collaboration, we can reduce red tape and barriers by reviewing legislation and making certain Albertans are protected with appropriate safety codes, standards, and supports for the construction and maintenance of buildings and equipment.

I look forward to working together to strengthen municipalities in Alberta and to work with you on areas of shared interest.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Rebecca Schulz'.

Rebecca Schulz
Minister of Municipal Affairs