



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

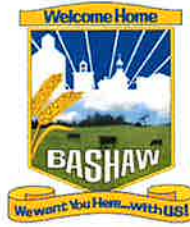
1. CALL TO ORDER
2. PUBLIC HEARING
3. ADDITIONS & AGENDA APPROVAL
4. MINUTES
 - 4.1 Minutes of the December 7, 2022, Regular Meeting of Council
5. DELEGATIONS
 - 5.1 Bashaw Municipal Library 2023 Budget Presentation - Lezley Lischyski, Maypu Mann and Cindy Hunter
6. BYLAWS
7. NEW & UNFINISHED BUSINESS
 - 7.1 Bashaw Municipal Library 2023 Budget Presentation
 - 7.2 2023 Interim Budget
 - 7.3 Regional Fire Services Co-ordinator
 - 7.4 Historical Society Mural
 - 7.5 Community Building Recommissioning Grant
 - 7.6 Green & Inclusive Community Building Program
 - 7.7 Communications Policy Motion 075 - 2022
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 – Will be provided once per month. Next Reports January 18, 2023, Meeting.
9. CORRESPONDENCE
 - 9.1 Camrose & Area Lodge Authority – 2023 Lodge Requisition
10. CLOSED MEETING OF COUNCIL
 - 10.1 Personnel – Administrative Complaint – FOIP Section 19
 - 10.2 Personnel – Staff Payroll – FOIP Section 23
 - 10.3 Legal – Leased Spaces – FOIP Section 24

11. NEXT MEETING:

January 4 & 18, 2023 – 6:00 pm Council Chambers

January 4, 2023 – Bylaw Discussion meeting, and Regular Meeting to follow.

12. ADJOURNMENT



**REGULAR MEETING OF COUNCIL
MINUTES**

Wednesday, December 7, 2022 @ 6:00 pm.

Blended Meeting: Council Chambers & Zoom Electronic Conference

In Person: CAO Fuller (5:45 pm), Deputy Mayor Orom (5:59 pm), Councillor McIntosh (5:45 pm), Councillor Gust (5:50 pm), Councillor Northey (5:56 pm) and Foreman Taylor (6:43 pm)

Zoom Connection:

Public Zoom: Crystal Ramstad (6:07 pm)

Recording Secretary: Loretta Paget (5:45pm)

Absent: Mayor Rob McDonald with notice

Press: None.

Public: Leanne McCarroll (5:58 pm), Christine Buelow (6:01 pm), Jared Payot (7:00 pm)

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

2. PUBLIC HEARING – None.

3. ADDITIONS & AGENDA APPROVAL

MOVED by Councillor Northey to approve the December 7, 2022, Regular Meeting of Council Agenda as presented.

MOTION #252-2022

CARRIED.

4. MINUTES

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

MOVED by Councillor McIntosh to approve the minutes of November 21, 2022, Regular Meeting of Council with the recommended amendments.

MOTION #253-2022

CARRIED.

5. DELEGATIONS

5.1 Bashaw & District Support Services 2023 Budget Presentation – Executive Director Christine Buelow

Christine began her presentation at 6:07 pm.

MOVED by Councillor Northey to accept the Bashaw & District Support Services 2023 Budget Presentation as information.

MOTION #254-2022

CARRIED.

5.2 Bashaw Youth Foundation 2023 Budget Presentation – Executive Director Christine Buelow, and Leanne McCarroll.

MOVED by Councillor McIntosh to accept the Bashaw Youth Foundation 2023 Budget Presentation as information.

MOTION #255-2022

CARRIED.

Leanne McCarroll and Christine Buelow left the meeting at 6:28 pm

6. BYLAWS

6.1 Bylaw 815-2022 Public Disturbance Bylaw

MOVED by Councillor Gust to approve the third reading of 815-2022 Public Disturbance Bylaw.

MOTION #256-2022

CARRIED

6.2 816-2022 Procedure Bylaw – Book Bylaw Meeting with Council

MOVED by Councillor McIntosh for the Bashaw Town Council to meet on January 4, 2023, at 6:00 pm to generate/discuss a new procedure Bylaw.

MOTION #257-2022

CARRIED

7. NEW & UNFINISHED BUSINESS

7.1 Bashaw & District Support Services 2023 Budget Presentation – Addressed earlier in the Agenda.

7.2 Bashaw Youth Foundation 2023 Budget Presentation – Addressed earlier in the Agenda.

7.3 Bashaw Bus Society 2023 Budget Information

MOVED by Councillor Gust to approve the \$5000.00 as requested from the Bashaw Bus Society funding for 2023.

MOTION #258-2022

CARRIED.

7.4 Town of Bashaw November 30, 2022, Monthly Statement

MOVED by Councillor McIntosh to approve November 30, 2022, Town of Bashaw Monthly Statement as presented.

MOTION #259-2022

CARRIED.

Foreman Taylor entered the meeting at 6:43 pm

8. COMMITTEE & STAFF REPORTS

8.1 Committee Reports

- a. Mayor McDonald – absent with notice.
- b. Deputy Mayor Orom – December 2 - Hwy 12/21 Regional Water Commission meeting. 2023 Budget was unanimously approved, 2023 water purchase price from the commission will be \$3.349 per cubic meter. Donna Mae, the recording secretary for the commission, has retired.
- c. Councillor Northey – November 30 - Historical Society meeting & supper. They are planning another mural on the Lift station building near the trout pond. The group has a casino coming up in 2023.
Bashaw & Area Recreation Board – have a meeting coming up, however they have been receiving requests for family recreation subsidy.

December 1 –Bashaw Wellness Team from the Bashaw Community Wellness Centre; are hosting public meetings to share information on a new Rural Health Care model for Bashaw and Area. MLA Jackie Lovely is working on arranging a meeting with the Minister of Health. The current Health care center is being underutilized.

- d. Councillor Gust – November 29, attended the BDSS meeting.
November 30 attended the Historical Society meeting and supper.
December 1 – attended the Bashaw Wellness Team meeting.
December 2 – attended the Hwy 12/21 meeting.
December 5 – enjoyed the Town of Bashaw Staff & Council Christmas party.
- e. Councillor McIntosh – no meetings to report.
November 25 – Attended Bashaw School Awards Ceremony

8.2 Staff Reports

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

MOVED by Councillor Gust to accept December 7, 2022, Council and Staff reports as information.

MOTION #260-2022

CARRIED.

Jared Payot with Tagish Engineering, entered the meeting at 7:00 pm

9. CORRESPONDENCE

9.1 Red Deer Watershed Alliance – Municipal Support for the Red Deer River Watershed Alliance

MOVED by Councillor Northey to accept the Red Deer Watershed Alliance correspondence as information.

MOTION #261-2022

CARRIED.

9.2 Town of Ponoka – Medical First Response Calls & Lack of Ambulance Services

MOVED by Councillor McIntosh to request data from our Fire Chief on the number of EMS/Medical First Response calls, the Bashaw Fire Department is responding to within the Bashaw area.

MOTION #262-2022

CARRIED.

Recording Secretary Loretta Paget left meeting at 7:15 pm.

MOVED by Councillor McIntosh to move into Closed Meeting of Council for item 10.1 – Land – Industrial Lot Preliminary Plan – FOIP Section 24 and 10.2 Legal – Cross Ice Developments – FOIP Section 16; at 7:15 pm.

MOTION #263-2022

CARRIED

10. CLOSED MEETING OF COUNCIL

- 10.1 Land – Industrial Lot Preliminary Plan – FOIP Section 24
- 10.2 Legal – Cross Ice Developments – FOIP Section 16

MOVED by Councillor Northey to move out of Closed Meeting of Council for item 10.1 – Land – Industrial Lot Preliminary Plan – FOIP Section 24 and 10.2 Legal – Cross Ice Developments – FOIP Section 16 at 8:41pm.

MOTION #264-2022

CARRIED

MOVED by Councillor Northey to direct administration to generate a full cost recovery proposal to present to Cross Ice Developments.

MOTION #265-2022

CARRIED

11. NEXT MEETING: December 21, 2022 – 6:00 pm, Regular Meeting of Council
January 4 & 18, 2023 – 6:00 pm

12. ADJOURNMENT – Councillor McIntosh at 8:42 pm.

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

Bashaw Library Budget 2023

Revenue

Grant Funding

- County of Camrose	\$8895	
- Parkland Library	\$7875	
- Provincial Funds	\$8500	
- Town of Bashaw	\$8500	\$33,770

Membership, fees, fines & photocopies \$1000 \$ 1,000

Donations & Fundraising \$3830 \$ 3,830

Total Revenue \$38,600

Expenses

Staffing \$31000 \$31,000
(Manager, Assistant, Bookkeeper, Custodian)

Program Delivery \$1400 \$ 1,400

Administration \$1500 \$ 1,500
(Office, Advertising, Postage, Supplies, Telephone, etc.)

Building Costs

- Rent	\$2400	
- Insurance	\$2300	\$ 4,700

Total Expenses \$38,600

Did you know?For the 4th year in a row Bashaw won the **Read for 15 Challenge** & Parkland's contest for the **most New memberships**.

That the library was open for **228** days from January to December 1st.

The Library was visited **6,412** times in person.

We have the **most accessible** free high speed internet hot spot in town.

Library cards are **\$5.00** for adults and **less** for kids. **43%** of the **335 Memberships** are from the Camrose County. **62% (or 188)** are from the Town of Bashaw.

A library card gives you **free 24/7 access** to eBooks, eAudio, streaming music and video, digital newspapers, magazines and equipment. This includes a WiFi Smart hub.

Bashaw Meadows' residents continue to receive Large print books delivered to their rooms.

Find out more on our website: <http://bashawlibrary.prl.ab.ca/>

Box 669 5020 - 52 Street

Facebook: Bashaw Municipal Library

Bashaw, AB T0B 0H0

780-372-4055

Open: Monday 1:30 pm- 4:30 pm Wed. 1:30 –7pm

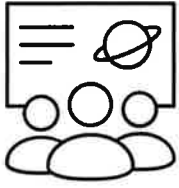
Tues, Thurs, Fri 10 am- 4:30 pm

Proud member of



From January 1st to Dec. 1st , 2022...

Bashaw Municipal Library checked out **10,441** items to residents of **Bashaw and area**. We also lent out **3,876** items to other libraries and borrowed **6,058**.



1284 people attended **11** different public programs presented by the library with over **175** sessions, partnered with **10** other organizations. The library provided **159** sessions of early literacy programs, some outside!

The library's wifi hot spot was used over **12,398** times. It's the strongest signal in Town.

Library visitors also used the library's computers **573** times to go online, research, create documents and access a variety of other software.



December 15, 2022

Dear Bashaw Town Council,

RE: Board Member Changes

Our 2022 Chairperson , Terri Brown Gust has sent us her letter of resignation. Our Trustee, Lezley Lischynski has taken the role of Chairperson.

Please consider adding Natasha Larkin as a new trustee to the Town of Bashaw Library Board, for her first three-year term.

Moved by _____ to appoint Natasha Larkin to the Town of Bashaw Library Board effective December 21, 2022 until December 21, 2025 for her first three- year term.

Yours truly,

Cindy Hunter (Library Manager)

Interim Draft - December 2022

TOWN OF BASHAW
2023 INTERIM OPERATING BUDGET

REVENUE	EXPENSES
2023	2023

MUNICIPAL DEPARTMENT			
TAXES			
OTHER REVENUE FROM OWN SOURCES	-108,521.00		
GRANTS	-59,095.00		
RESERVE FUNDS FROM OPERATING			
REQUISITIONS REVENUE/EXPENSES	-245,770.00	\$ 245,770.00	
COUNCIL AND OTHER LEGISLATIVE EXPENSES		\$ 37,540.00	
TOTAL MUNICIPAL DEPARTMENT	\$ (413,386.00)	\$ 283,310.00	-\$130,076.00

ADMINISTRATION DEPARTMENT			
GENERAL ADMINISTRATIVE REVENUES/EXPENSES	-23,900.00	397,015.18	
MUNICIPAL PLANNING, ZONING & DEVELOPMENT	-2,000.00		
SUBDIVISION LAND & DEVELOPMENT	0.00	4,000.00	
RENTAL BUILDINGS/EXPENSES	-6,400.00	5,100.00	
TOTAL ADMINISTRATION DEPARTMENT	\$ (32,300.00)	\$ 406,115.18	\$ 373,815.18

COMMUNITY SERVICES DEPARTMENTS			
FIRE FIGHTING & PREVENTIVE SERVICES- Fire Tab	-58,739.00	85,227.17	
DISASTER SERV & EMERGENCY MEASURES- PW Tab		50.00	
BYLAW SERVICES	-5,100.00	37,957.00	
FAMILY & COMMUNITY SUPPORT SERVICES	-52,310.89	58,449.89	
MEDICAL CLINIC		0.00	
TOTAL COMMUNITY SERVICES DEPARTMENTS	\$ (116,149.89)	\$ 181,684.06	\$ 65,534.17

PUBLIC WORKS DEPARTMENTS			
SHOP		95,824.42	
ROADS, STREETS, WALKS, LIGHTING	-900.00	233,770.78	
AIRPORT	-2,160.59	5,950.00	
STORM SEWERS & DRAINAGE		2,000.00	
WATER SUPPLY & DISTRIBUTION	-427,700.00	474,936.88	
SANITARY SEWAGE SERVICES & TREATMENT	-116,600.00	83,015.15	
GARBAGE COLLECTION & DISPOSAL	-75,600.00	71,654.88	
RECYCLING SERVICE	0.00	5,006.50	
UTILITY PENALTIES - Admin Tab	-9,500.00		
CEMETERY - Community Services Tab	-3,500.00	12,149.98	
TOTAL PUBLIC WORKS DEPARTMENTS	\$ (635,960.59)	\$ 984,308.59	\$ 348,348.00

RECREATION DEPARTMENTS			
TOURISM - Community Services Tab	0.00	3,115.00	
RECREATION FACILITIES & PROGRAMS	-76,300.00	205,553.38	
PARKS - PW Tab	-5,000.00	81,494.66	
COMMUNITY CENTRE - PW Tab		51,077.05	
MUSEUM Community Services Tab		2,000.00	
TOTAL RECREATION DEPARTMENTS	\$ (81,300.00)	\$ 343,240.08	\$ 261,940.08

TOTAL REVENUE & EXPENSES \$ (1,279,096.48) \$ 2,198,657.91 \$919,561.43

2023 BUDGET BEFORE LEVY \$ (1,279,096.48) \$ 2,198,657.91
 2022 TRANSFER FROM RESERVES TO OPERATING MUNICIPAL TAXES REQUIRED \$ 919,561.43

Last Years' Levy \$ 818,408.43
 Diff \$ 101,153.00

Projected Increase 11.00

SIGNED: _____
 MAYOR ROB MCDONALD

SIGNED: _____
 CAO THERESA FULLER

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	December 21, 2022
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.3 Regional Fire Services Coordinator

Background/Proposal:

Camrose County, Town of Bashaw, Village of Bawlf, Village of Hay Lakes and Village of Rosalind have participated in a Regional Fire Services Coordinator agreement for collaboration.

This was started in 2013, the original agreement references opportunity for review of ongoing relevancy, necessity, and/or emergent issues. The agreement was to be jointly reviewed annually by the Camrose Regional Emergency Management Liaison committee.

It may be advisable to request a meeting with our member municipalities or Mike Kuzio to review the collaborative agreement. The town of Bashaw contributes around \$1,500.00 annually to this position.

Discussion/Options/Benefits/Disadvantages:

Currently the Town of Bashaw has a Fire Safety Codes officer and participates with the Joint Fire Quality Management Plan with the City of Camrose.

Initially, it was presumed that we required this position to ensure that we had a Fire Safety codes officer to ensure that we can submit our Fire reports to the Provincial Fire Commissioner.

Copies of the two agreements are included and a Job Description for the position.

Costs/Source of Funding (if applicable)

Annual Operating budget.

Applicable Legislation:

MGA – Part 17.2

Bylaw 783-2018 Intermunicipal Collaboration Framework between Camrose County and Town of Bashaw.

Community Engagement Consideration:

Not Applicable.

Recommended Action:

Administration recommends council consider meeting with the participating members to discuss the Regional Fire Services Coordinator to review the agreement.

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

MOVED BY _____ to arrange a meeting with the participating member municipalities to review the Regional Fire Services Coordinator Agreement.

Discussion Result:

Additional research Requested:

**AGREEMENT FOR THE COLLABORATION
Regional Fire Services Coordinator**

Dated this 15th day of February, 2023

Between:

**Camrose County
Town of Bashaw**

Village of Bawlf

**Village of Hay Lakes
Village of Rosalind**

Herein after referred to as "Member Municipalities"

Reasoning:

The position has been created jointly by the participating member municipalities who deem this position pivotal to their long-term sustainability and viability as well as the successful and compliant operation of their respective Fire Brigades.

Appointment:

Each Municipality, has by resolution of Council, endorsed the position and given it powers, duties, functions and authorities of a designated officer of their municipality. These will be upheld and supported by the participating member municipality Councils and respected and honored by the respective Fire Chiefs and Fire Brigades.

Responsibilities:

The position is part of the general quasi-administration team of all participating member municipalities. The position is responsible for providing expert, technical, educational and administrative support and assistance to the respective Fire Chiefs and Fire Brigades. The position is also responsible for providing specialist advice to participating member municipality Councils. The position will be responsible for the coordination of a uniform and integrated team of Fire Brigades, each possessing an absolute and uncompromised identity.

Termination:

This Agreement shall be a continuing Agreement, but may be terminated by any of the parties hereto at any time by serving notice in writing on the other parties hereto at least one year in advance of the date of termination. Upon such termination, no further obligations or duties shall exist under the terms hereof after the said termination date.

This Agreement may be amended, varied or altered, added to or terminated at any time by mutual agreement of the parties hereto.

Funding:

The funding formula is such that Camrose County will contribute fifty percent (50%) of the annual costs and all participating member municipalities shall contribute the remaining annual costs on a per capita share basis.

The member municipalities agree to pay Camrose County the fees for the services within 30 days of receipt of an invoice.

Administration:

Under this agreement Camrose County shall provide office requirements, furnishings, stationary, computer, IT resources, support staff, payroll facilitation and supply/use of a County owned vehicle as part of the Counties contribution to the Regional Fire Services Coordinator.

Term:

The term of this Agreement is five (5) years from the execution date.

THIS AGREEMENT SHALL ensure to the benefit of the member municipalities hereto, their successor and assigns.

The member municipalities to this Agreement have affixed their corporate seals, signed by the hands of their proper officers.

Camrose County Reeve

Camrose County Administrator

Town of Bashaw Mayor

Town of Bashaw Administrator

Village of Bawlf Mayor

Village of Bawlf Administrator

Village of Hay Lakes Mayor

Village of Hay Lakes Administrator

Village of Rosalind Mayor

Village of Rosalind Administrator

**AGREEMENT FOR THE COLLABORATION
Regional Fire Services Coordinator**

Dated this 15 day of February, 2013

Between:

**Camrose County
Town of Bashaw**

**Village of Bawlf
Village of Edberg
Village of Hay Lakes**

**Village of Ferintosh
Village of Rosalind**

Herein after referred to as "Member Municipalities"

Reasoning:

The position has been created jointly by the participating member municipalities whom deem this position pivotal to their long-term sustainability and viability as well as the successful and compliant operation of their respective Fire Brigades.

Appointment:

Each Municipality, has by resolution of Council, endorsed the position and given it powers, duties, functions and authorities of a designated officer of their municipality. These will be upheld and supported by the participating member municipality Councils and respected and honored by the respective Fire Chiefs and Fire Brigades.

Responsibilities:

The position is part of the general quasi-administration team of all participating member municipalities. The position is responsible for providing expert, technical, educational and administrative support and assistance to the respective Fire Chiefs and Fire Brigades. The position is also responsible for providing specialist advice to participating member municipality Councils. The position will be responsible for the coordination of a uniform and integrated team of Fire Brigades, each possessing an absolute and uncompromised identity.

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This Agreement may be amended, varied or altered, added to or terminated at any time by mutual agreement of the parties hereto.

For the purpose of ensuring that this Agreement is reviewed for ongoing relevancy, necessity and/or emergent issues, the Agreement is to be jointly reviewed annually years by the Camrose Regional Emergency Management Liaison Committee.

Funding:

The funding formula is such that Camrose County will contribute fifty percent (50%) of the annual costs and all participating member municipalities shall contribute the remaining annual costs on a per capita share basis.

The member municipalities agree to pay Camrose County the fees for the services within 30 days of receipt of an invoice.

Administration:


Under this agreement Camrose County shall provide office requirements, furnishings, stationary, computer, IT resources, support staff, payroll facilitation and supply/use of a County owned vehicle as part of the Counties contribution to the Regional Fire Services Coordinator.

Term:

The term of this Agreement is five (5) years from the execution date.

THIS AGREEMENT SHALL ensure to the benefit of the member municipalities hereto, their successor and assigns.

The member municipalities to this Agreement have affixed their corporate seals, signed by the hands of their proper officers.

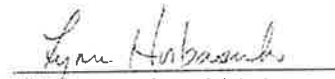

Camrose County Reeve



Camrose County Administrator

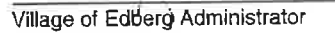

Town of Bashaw Mayor


Town of Bashaw Administrator


Village of Bawlf Mayor


Village of Bawlf Administrator


Village of Edberg Mayor


Village of Edberg Administrator


Village of Ferintosh Mayor


Village of Ferintosh Administrator


Village of Hay Lakes Mayor


Village of Hay Lakes Administrator


Village of Rosalind Mayor


Village of Rosalind Administrator



Job Description REGIONAL FIRE SERVICES COORDINATOR

Department	Protective Services
Reports to	Manager/Sgt. Protective Services
Job Description Approval Date	January 14, 2013

POSITION SUMMARY:

The position has been created jointly by the participating member municipalities (Town of Bashaw, Village of Bawlf, Village of Edberg, Village of Ferintosh, Village of Hay Lakes, Village of Rosalind and Camrose County) who deem this position pivotal to their long-term sustainability and viability as well as the successful and compliant operation of their respective Fire Departments. Each municipality has endorsed the position and assigned same the powers, duties, functions and authorities as a designated officer of their municipality. These will be upheld and supported by the participating member municipal Councils and respected and honored by the respective Fire Chiefs and Fire Departments.

The position is part of the general quasi-administration team of all participating member municipalities reporting to the Assistant Administrator, Camrose County or designate. The position is responsible for providing expert, technical, educational and administrative support and assistance to the respective Fire Chiefs and Fire Departments. The position is also responsible for providing specialist advice to participating member municipal Councils. The position will be responsible for the coordination of a uniform and integrated team of Fire Departments, each possessing an absolute and uncompromised identity.

KEY DUTIES AND RESPONSIBILITIES:

1. Administration of all provincial fire reporting obligations.
2. Administration of all member municipality related fire reporting obligations.
3. Investigate all emergency responses and conduct fire origin and cause determinations as per the authority in the *Safety Codes Act*.
4. Conduct inspections as outlined in respective participating member municipal Quality Management Plans and act in accordance with the *Alberta Fire Code* and *Safety Codes Act*.



5. Act as an observer and liaison in all emergency responses that are attended and enable the Incident Commander to be the Fire Chief on scene.
6. Prepares in consultation with Municipal Administration and Fire Chiefs, for presentation to all member municipalities, annual operating and capital budgets for Fire Departments.
7. Coordinate appointment of Fire Guardians.
8. Issue Permits for Fire and Fireworks.
9. Develop and implement policies, procedures and regulations.
10. Consolidate and unify all Standard Operating Guidelines (SOG's) and keep them updated and maintained.
11. Identify, coordinate and schedule required levels of training and monitor training programs.
12. Assist Fire Chiefs in recruitment and retention.
13. Perform all driver abstract research, collection and annual updates.
14. Schedule required vehicle inspections.
15. Identify and implement operational and capital synergies, efficiencies and economies of scale.

GENERAL DUTIES AND RESPONSIBILITIES:

1. Liaise with all participating member municipal Councils.
2. Communicate with each participating member municipality on all fire related matters to establish and maintain appropriate and well informed policy and direction.
3. Assist and advise each participating member municipal Council regarding short-term and long-term operational and strategic planning.
4. Approve specifications for tenders to purchase of major assets prior to presentation to member municipalities for approval.
5. Provide leadership to all Fire Chiefs and Fire Departments.



6. Coach and mentor, ensure ongoing fire department development, cross training, multi-skilling and succession planning.
7. Target productivity with all Fire Departments with a focus on customer service and cost effectiveness with an objective of measurement being successful outcomes rather than outputs.
8. Regularly visit work areas and fire halls to promote open communication, personal accessibility and team environment.
9. Conduct timely and strategic regional meetings of Fire Chiefs.
10. Represent and act as ambassador of fire-related activities on behalf of the region and maintains productive public relations at all times.
11. Ensure that efficient records management systems are in place.
12. Ensure that appropriate mutual aid agreements are in place.
13. Ensures that inventory of emergency equipment is up-to-date and maintained.
14. Work with Fire Chiefs to ensure that inventory of emergency equipment is maintained.
15. Promote adherence to all legislative requirements including but not limited to the *Municipal Government Act, Forest and Prairie Protection Act, Occupational Health and Safety Act, Safety Codes Act*, and all participating member municipalities' by-laws and policies.
16. Collaborates with Fire Chiefs and participating member municipal Councils to recommend each Fire Department's level of service.
17. Coordinate fire prevention education and awareness programs.
18. Assists Fire Chiefs in pre-fire planning.
19. Provides input on the recommendation of fire bans as may be required throughout the region.
20. Maintain statistical records of fires and other emergency calls.
21. Perform other duties and responsibilities as required or delegated.



QUALIFICATIONS, ABILITIES and SKILLS:

1. Must possess High School diploma supplemented with technical training in the field of Fire Control.
2. A degree/diploma in business administration or related discipline would be an asset.
3. Certified as an Alberta Safety Codes Fire Group B Inspector 2 and Level 1 Investigator or demonstrate the ability to obtain same.
4. Must possess a valid Alberta Class 3 driver's license with air brake endorsement.
5. Completion of technical training, including NFPA 1001 Professional Firefighter, and preferably NFPA 1021 Fire Officer Professional. NFPA 1041 Fire Service Instructor Level I, with Level 2 an asset or ability to obtain within 1 year of hiring.
6. Training in MSDS, WHMIS, and dangerous goods emergency response.
7. Minimum five years' experience as a firefighter or Fire Officer, preferably including experience as an Incident Commander.
8. Experience with emergency/disaster responses as related to fire.
9. Supervisory experience and experience with senior municipal management teams, Councils, Boards, Commissions and volunteer organizations.
10. Working knowledge of applicable provincial and municipal legislation, bylaws, and policies.
11. Working knowledge of computers, including but not limited to Microsoft Office and Excel.
12. Applicants not meeting the above qualifications other than section 5 must demonstrate a willingness to complete required training within three-year period.

COMPETENCIES and BEHAVIORS:

1. A constant awareness of who the customer is, both internal and external, and recognition of the customer's needs at all times.
2. Excellent interpersonal skills when dealing with colleagues, Councils and the public under all types of circumstances. Maintain a positive and supportive approach.
3. Ability to work and communicate effectively with volunteers.



4. Strong problem solving, research, and report writing skills. Proven verbal communication skills.
5. Achievement oriented and capable of carrying out responsibilities.
6. Ability to apply knowledge of the job gained through experience or training, to ensure work is carried out competently, on deadline, and results are within acceptable standards.
7. Ability to role model productive management practices and a positive team environment; sharing expertise and knowledge to support, coach, and develop individuals as required.
8. Ability to think analytically and conceptually, and exercise good judgement.
9. A high degree of personal initiative with excellent planning and development skills. Ability to work independently and as part of a team.
10. A high standard of thoroughness, accuracy, and attention to detail.
11. Self-confidence and effective assertiveness.
12. Ability to provide leadership through personal example.
13. Maintain confidentiality at all times.

7.4 Historical Society Mural

Through council reports and discussions, we have received information that the Historical Society would like to proceed with a mural on the Lift station near the trout pond.

Administration and public works do not have concerns with the proposal.

The group would like to receive formal approval from council to proceed.

Community building recommissioning grant

Optimize the energy performance of local community buildings. Recommission or retro-commission a local recreational facility with a grant.



ENERGY

Retrofit buildingPlans

Funding Snapshot

MAXIMUM AWARD:

\$55,000

Grant for a maximum of \$55,000 to cover up to 60% of eligible costs

OPEN TO:

All Canadian municipal governments (with the exception of Low Carbon Cities Canada (LC3) namesake municipalities; Municipal government project partners.

APPLICATION DEADLINE:

Applications are accepted year round, though this offer will close when all funding has been allocated.

Community buildings include:

- indoor ice rinks, indoor sports arenas, indoor swimming pools,
- community and recreational centres (e.g., community centres, clubhouses, seniors' centres and clubs, recreation centres, gyms, halls, curling rinks)
- arts and culture facilities (cultural facilities, performing arts facilities, art galleries, and auditoriums)
- libraries, and
- multi-purpose buildings which include one or more of the above community functions as well as other services/administrative functions.

What is the objective of the Green and Inclusive Community Buildings Program?

The Green and Inclusive Community Buildings (GICB) Program is a national merit-based program with the objective of improving the availability and condition of community buildings in Canadian communities experiencing higher needs and who are currently underserved. At the same time, the Program helps to stimulate the economy while creating good job opportunities and aligning to the goals of Canada's strengthened climate plan.

The Program advances the Government's climate priorities by improving energy efficiency, reducing GHG emissions, and enhancing the climate resilience of community buildings.

How does the Program work?

The Government of Canada announced up to \$1.5 billion in federal funding over five years to establish the GICB Program. The Program support retrofits, repairs or upgrades of existing publicly-accessible community buildings and the construction of new publicly-accessible community buildings that serve underserved and high-needs communities across Canada.

Community buildings are non-commercial community-oriented structures and spaces that provide open, available, and accessible community services to the public. With this Program, the Government of Canada is making investments to improve the availability and condition of community buildings – in particular in areas with populations experiencing higher needs – while also making the buildings more energy efficient, lower carbon, resilient, and high performing.

The Program focuses on publicly accessible community buildings with a recognition that these structures and spaces are at the heart of community vitality: they are the places where Canadians gather, access essential services, and learn and play. The quality, availability and location of these spaces – along with the services that they sustain – play a meaningful role in fostering inclusion in society and combating systemic inequities.

How does this Program fit in with Canada's fight against climate change?

The GICB Program is part of Canada's strengthened climate plan, which was introduced in December 2020 as the Healthy Environment and a Healthy Economy. The Program supports the first pillar of the plan by improving the places where Canadians live and gather – which will cut pollution, make life more affordable and create thousands of jobs in construction.

Funding through this Program will build and adapt community buildings to reduce carbon emissions, advance best practices to implement GHG mitigation measures, foster awareness and alignment to green building standards nationally and internationally, and encourage best practices in building design for climate change resilience. Investments in the repair and construction of community buildings will generate employment and community development opportunities, helping communities to recover from the economic impacts of COVID-19.

Who can apply to the GICB Program?

Funding under the GICB Program is provided directly by Infrastructure Canada to recipients at the local community level.

Eligible applicants include:

- A municipal or regional government established by or under provincial or territorial statute
- A provincial or territorial government
- A public sector body that is established by or under provincial or territorial statute or by regulation or is wholly-owned by a province, territory, municipal or regional government, including, but not limited to:
 - Municipally-owned corporations (e.g. autonomous organizations owned by municipalities, used to produce or deliver local public services outside the local bureaucracy, such as water management, economic development or tourism agencies)
 - A provincial or territorial organization that delivers municipal services (e.g. community health services)
 - Any other form of local governance that exists outside of the municipality description (e.g. local service districts)
- Federally or provincially incorporated not-for-profit organizations and registered charities
- Indigenous recipients
 - Indigenous Governing Body, including the following:
 - A band council within the meaning of section 2 of the *Indian Act*
 - A First Nation, Inuit or Metis government or authority established pursuant to a Self-Government Agreement or a Comprehensive Land Claim Agreement between His Majesty the King in right of Canada and an Indigenous people of Canada, that has been approved, given effect and declared valid by federal legislation
 - A First Nation, Inuit or Metis government that is established by or under legislation whether federal or provincial that incorporates a governance structure
 - A federally or provincially incorporated not-for-profit organization whose primary mandate is to serve Indigenous peoples (e.g. Friendship centres, aboriginal women's associations)
 - Not-for-profit Indigenous development corporations

Ineligible applicants include, but are not limited to:

- Commercial and for-profit organizations
- Individuals and private citizens
- Federal entities, including federal Crown corporations

To be considered eligible for funding, applicants must demonstrate that they have the required authority to undertake the project on the building/asset or land.

Please Note:

- The **Primary Contact** must be directly affiliated with the applicant organization and duly authorized to submit an application.
- The **Secondary Contact** may be a third party engaged to support in the completion of an application (as applicable).

What kinds of projects are eligible for funding?

The GICB Program funds two types of projects:

- **Retrofits, repairs and upgrades to existing community buildings.** Retrofits are changes to an existing building/asset that seek to renovate, upgrade, or repair aspects of the building/asset in a manner that improves environmental outcomes. Retrofits must be to a facility that is fully accessible to the public and that will provide non-commercial services to the community. For a detailed description of retrofit projects and their conditions for eligibility, see the section below "[Retrofits - Applying for funding for retrofits, repairs and upgrades to existing buildings.](#)"
- **The construction of new community buildings.** New builds must be of a building/asset that is open and fully accessible to the public and that will provide non-commercial services to the community. For a detailed description of new build projects and their conditions for eligibility, please see the section below "[New builds - Applying for funding for the construction of new community buildings.](#)"

To be eligible for funding, retrofitted and new buildings must be in areas with underserved populations experiencing higher needs and be the site of programming and/or activities that demonstrably serve these populations.

Types of projects and funding streams

The GICB Program has two main funding streams: a continuous, non-competitive intake for small and medium retrofits, and a scheduled, competitive intake process for large retrofits and new builds.

Continuous intake stream for small and medium **retrofit projects** across Canada.

- **Small retrofit projects** are those that range in size from \$100,000 to \$249,999 in total eligible costs.
- **Medium retrofit projects** are those that range in size from \$250,000 to \$2,999,999 in total eligible costs.

Scheduled competitive intake for **large retrofits** and **new buildings** across Canada.

- **Large retrofit projects** are those that range in size from \$3,000,000 to \$25,000,000* in total eligible costs.
- **New build projects** are those that range in size from \$3,000,000 to \$25,000,000* in total eligible costs.

* Projects in excess of \$25,000,000 may be considered on a case-by case basis.

7.7 Communications Policy Motion 075 - 2022

MOTION #075-22	MOVED by Councillor McIntosh that Council direct administration to draft a Communications Policy pertaining to its communication with the public via traditional and electronic means, no later that the end of 2022, that will: <ul style="list-style-type: none">A) Identify best practices for staff to engage with the public;B) Set forth a clear Social Media Terms of Engagement for the public's engagement with the Town;C) Outline minimum training requirements within the corporate body for use of communications tool including social media;D) Establish requirements for issuing proclamations and formal correspondence including letters of support and congratulatory notes;E) Lay out timelines for review of this policy.
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Administration would like to request additional time to provide this draft. December and January are anticipated to be consumed with generating Operating, Capital Budgets and Updated water pricing.



December 8, 2022

Ms. Theresa Fuller, Chief Administrative Officer
Town of Bashaw
5011 - 52 Avenue, Box 510
Bashaw, AB T0B 0H0

Dear Ms. Fuller:

Re: 2023 Lodge Requisition

At the Camrose and Area Lodge Authority meeting on November 10, 2022 the Board passed their 2023 budget that included a lodge requisition for a total of \$100,000. Below is a table outlining your portion of the requisition payable:

Municipality	2023 Equalized Assessment	%	Requisition Payable
City of Camrose	\$ 2,855,195,158	56.48 %	\$ 56,480
Camrose County	\$ 2,118,876,124	41.91 %	\$ 41,910
Town of Bashaw	\$ 81,567,050	1.61 %	\$ 1,610
	\$ 5,055,638,332	100.00%	\$ 100,000

A formal invoice will be sent in the new year.

For comparison purposes, the previous five years of total requisition have been:

2018	2019	2020	2021	2022
50,000	50,000	25,000	25,000	50,000

The Board approved budget reflects a cautious approach to revenues. For Rosealta Lodge, an average occupancy of 85% was projected, recognizing the impact of the Covid-19 pandemic is still being experienced by seniors housing operators across the province. Additionally, Covid-19 support funding for occupancy loss from the province is not anticipated in 2023. The requisition represents 4% of total revenues.


Expenses reflect inflationary pressures in the areas of salaries, food costs, natural gas and carbon taxes and general operating and maintenance. CALA continues to provide funding through an agreement with The Bethany Group for Bashaw Meadows lodge rooms related to the mortgage.

The projected deficit of \$170,249 will be addressed with retained earnings. Updated reserve policies are being developed and will be circulated once completed.

Rosealta Lodge and Bashaw Meadows remain important to the health and wellbeing of the Seniors who live in the County of Camrose service area. Both sites continue to be operated with a focus on the quality of life for residents through the most efficient operations possible and provide a strong working environment for local community members.

If you should have any questions, please feel free to contact me at any time.

Yours truly,

A handwritten signature in cursive script that reads "Carla Beck".

Carla Beck, CEO
The Bethany Group
carla.beck@bethanygrp.ca