



**REGULAR MEETING OF COUNCIL
A G E N D A
Wednesday, September 6, 2023, 6:00 pm
Council Chambers & Zoom Access**

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. PUBLIC HEARINGS
4. DELEGATIONS
 - 4.1 Resident – Brad Carlson – Tax Penalty Removal Request
5. APPROVAL OF MINUTES
 - 5.1 Minutes of the August 23, 2023, Regular Meeting of Council
6. CONSENT AGENDA
 - 6.1 Atco Gas & Pipeline Ltd. – Annual Franchise Fee Review
7. NEW & UNFINISHED BUSINESS
 - 7.1 Resident Tax Penalty Removal
 - 7.2 Bylaw #823 – 2023 Rescind Intermunicipal Collaboration Framework & ICF Agreement with Camrose County
8. COMMITTEE REPORTS – action to be considered.
9. CORRESPONDENCE ITEMS – Action to be considered.
10. CLOSED MEETING OF COUNCIL
11. NOTICES OF MOTION
12. NEXT MEETING: September Meeting Dates – September 20, 2023 – 6:00 pm
13. ADJOURNMENT

DELEGATION REQUEST FORM



Town of Bashaw
Box 510, 5011 – 52 Avenue
Bashaw, Alberta T0B 0H0
P:780-372-3911
F:780-372-2335
www.townofbashaw.com

Please complete both pages of the Request form and submit to the Chief Administrative Officer. You will be contacted at the receipt of your request to schedule a date and time for your presentation, as well as to address any additional concerns, questions and accommodation you may have or require.

Name of Person or Group Requesting to Appear: Bradley Carlson

Council Meeting Date Requested: _____

Topic of Discussion (Be specific, provide details; attach additional information, if required):

Changed late fees when the late fees were not stated on the tax form

Purpose of Presentation:

- | | | | |
|---|--|--|--------------------------------|
| <input type="checkbox"/> Information Only | <input checked="" type="checkbox"/> Request Action/support | <input type="checkbox"/> Request funds | <input type="checkbox"/> Other |
|---|--|--|--------------------------------|

Desired Outcome:

Remove late Fee

Activities to date regarding this matter:

talked to Theresa and said it was still my responsibility we disagreed

Will the presentation include any visual aids (i.e.: PowerPoint Presentation)? If so, please specify.

NO Just copy's of the tax form

Contact Person:

Brad Carlson

Mailing Address:

Bashaw AB T0B0H0

Contact Number(s)

Email Address:

Signature Bradley Carlson

(turn page over for Delegation/Public Presentation Procedure)

Date 8/30/2023

Delegation Request: This personal information is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be managed in accordance with the privacy provision under the FOIP Act. If you have any questions about the collection, Contact the FOIP Co-ordinator, 5211 – 52 Avenue, Bashaw, AB. T0B 0H0 or 780-372-3911.

DELEGATION REQUEST FORM

DELEGATION/PUBLIC PRESENTATION PROCEDURE

Please read the following specifications carefully and initial to acknowledge that you have read and understand them. They are instructions regarding Council procedure and expectations that will assist you with your Request and Presentation. Further information is available within the Town of Bashaw Procedural Bylaw 809-2021.

Request for Public Presentations shall be made to the Chief Administrative Officer in writing at least seven (7) days prior to Regular Meeting. Request received less than seven (7) days before a meeting of Council shall be included on the Agenda for the next Regular Meeting immediately following.

Initials: BC

Verbal Presentations including question and answer period shall be limited to ten (10) minutes in length unless there is consent prior to establishment of the Agenda or by Council at a Regular Meeting to extend the time for a presentation.

Initials: BC

Reappearing before Council regarding the same matter shall only be permitted once six (6) months has passed from the original presentation.

Initials: BC

Debate concerning matters raised during public presentations shall take place at the discretion of Council.

Initials: BC

Personal presentations to Council shall not be allowed with regards to undisclosed matters which have been subject of a Public Hearing.

Initials: BC

When a person or representative of a delegation or group wishes to address Council on a matter which is not on the agenda, the Council may refer the matter to any appropriate committee, appoint a special committee to deal with the matter, or deal with the matter itself at the meeting, if proceeding is approved by 2/3 majority of Council.

Initials: BC

Council and Committee Meetings are public in nature and it is understood that an individual writing or submitting items to a Councillor or Administration of the Town of Bashaw has a reasonable expectation that their correspondence/presentations, which may include personal information (i.e. Name) or business information could be disclosed at a public Council Meeting and/or Committee Meeting and as part of the Council Agenda Package on the Town of Bashaw Website.

Initials: BC

MAIL OR HAND DELIVERY

Attn: Chief Administrative Officer
Town of Bashaw
Box 510
5011 – 52 Avenue
Bashaw, AB T0B 0H0

PHONE

(780) 372 – 3911

EMAIL

cao@townofbashaw.com

FAX

(780) 372 - 2335

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*Copies of Tax Notices Provided to Council.
Due to FOIP information will not be included in Package.*

PROPERTY ASSESSMENT NOTICE INFORMATION *(Back page of Tax Notice)*

Payment/Penalty Information

PAYMENT INQUIRIES: Phone: 780.372.3911 Fax 780.372.2335 E-mail: admin@townofbashaw.com Website: www.townofbashaw.com

Methods of Payment:

- Telephone or Internet banking through Servus Credit Union, ATB, or RBC institutions. Your roll number is your account number .
- In person at the Town Office by cash, cheque or Interac. (Please check with your financial institution to ensure your single transaction limit is sufficient.) We are able to accept Credit Card Payments
- Mail - Please make cheque payable to Town of Bashaw and enclose remittance portion of tax notice with payment

DUE DATE for tax payment is July 31 of the current year

- A tax payment that is sent by mail is deemed to have been received according to the Canada Post date stamped on the envelope
- A tax payment made through a financial institution is deemed to have been received on the date shown by the institution. (Please allow 2 – 3 business days for payment processing)
- A 12% penalty will be applied on all current taxes remaining unpaid after sixty (60) days from the date of mailing this notice
- All taxes unpaid after December 31 of the current year are deemed to be in arrears and subject to penalty of 12% effective January 1 of the following year.

NOTE:

- Penalties are imposed under the authority of the Town of Bashaw Tax Penalties Bylaw, passed pursuant to the Municipal Government Act.
- Receipts issued in acknowledgement of a cheque or other negotiable instrument shall be valid only when the amount has been collected by the Town of Bashaw.
- Any property on which the taxes are in arrears is liable to the tax recovery proceedings specified in the Municipal Government Act.
- Where taxes are paid by a mortgage company, the owner is responsible to ensure that the taxes are paid on time.
- An assessment complaint does not exempt you from paying taxes on time or from latepayment penalties. If a complaint is successful, the adjustment will be applied to the tax roll. Refund requests must be made in writing.
- Under Section 304(3) of the Municipal Government Act, the assessed person is responsible for notifying the municipality in writing, of the mailing address to which the assessment/tax notices are to be mailed. If your mailing address is incorrect, or if you will be changing your mailing address in the near future, please advise the Town of Bashaw in writing, of your correct mailing address.

School Taxes: Information pertaining to school taxes may be obtained by calling the Government Education Property Tax Line at 310-0000, and then dial 780.422.7125

Assessment/Complaint Information

Assessment/Complaint Inquiries: Town of Bashaw Phone: 780.372.3911 Fax 780.372.2335 E-mail: admin@townofbashaw.com

Assessor: 403.309.4190 Fax: 403.309.4149

What if you do not understand or disagree with your assessment?

Pursuant to sections 299 and 300 of the Municipal Government Act, all assessed persons are entitled to see or receive sufficient detail information about your property assessment and/or summary information about comparable properties. To review your assessment details or compare to other properties, please contact the Town of Bashaw or our Assessor. The Municipality will provide requested information within 15 days of receipt.

If, after having discussed your assessment details with an assessor, you are still of the opinion that your assessment is incorrect, you may file a written complaint to the Assessment Review Board. Your complaint must set out in detail the reasons you feel the assessment is incorrect. The Clerk of the Assessment Review Board will schedule a hearing at which you will have the opportunity to present evidence.

What are the steps to file an assessment complaint, to the Assessment Review Board?

1. Each complaint must be set out on a form(s) specified by the Province. Assessment complaint and Agent Authorization forms are available at www.townofbashaw.com under Municipal Services – Assessment or by contacting the Town of Bashaw.
2. The form(s) must be filled out completely, including the reasons for a complaint (Be prepared to present evidence at the hearing)
3. The appropriate fee(s) must accompany the complaint form and made payable to the Town of Bashaw (per roll number)
4. The form(s) must be returned by the deadline specified on the tax notice to:

Town of Bashaw-Clerk of the Assessment Review Board or in Person at: Town of Bashaw
 Box 510 5011 – 52 Avenue
 Bashaw, Alberta, T0B 0H0 Bashaw, Alberta

Complaints with an incomplete complaint form, submitted after the filing deadline or without the required fee, are invalid.

CATEGORY OF COMPLAINT	COMPLAINT FEE
Residential 3 or fewer dwellings and farmland	\$50.00
Residential 4 or more dwellings, Non Residential	\$650.00

A complete schedule of complaint fees is available at www.townofbashaw.com

If the Assessment Review Board makes a decision in your favour, the complaint fee will be refunded. If you and the assessor have reached an agreement and your assessment has been corrected and your complaint is withdrawn prior to the hearing, the filing fee must be returned to you.

TOWN OFFICE HOURS: Monday to Friday 8:30 a.m. to 4:30 p.m.

B. Carlson – 2022 Tax Payment Notes – Excerpted from Email interaction with TD Canada Trust.

July 28, 2022- 11:15 am – Email received with listing of property payments from the Bank. B. Carlson property stated, “Payment to Follow”. Taxes were not paid.

August 2, 2022 – 12:17 pm – Email sent to TD Canada Trust inquiring why the payment for B. Carlson was not included. Requested response before the end of the day to ensure penalties were not applied. Communicated that penalties would apply if payment was not received.

(Deadline for Payment was August 2, 2022)

August 2, 2022 – B. Carlson came in to pay taxes on Roll 000404 and Roll 003703, two properties he owns – were paid by cheque on August 2, 2022.

B. Carlson claimed the notice numerically did not include the penalties and therefore should not be applied. We informed him – the tax payment was due, and penalties will be applied – if we did not receive payment.

We did not receive a response from the Bank or payment.

August 12, 2022 – Penalty Due letter and Property tax reminder notice sent to B. Carlson.

Payment was made October 27, 2022 – it did not include payment the Penalty. The penalty remained on the account and accumulated penalties; as per Tax Penalty Bylaw 796 – 2020.

Staff are not obligated to contact Banks or homeowners in the event of non-payment.

It continues to be Homeowner Responsibility to ensure payments are made.

In this circumstance Administration and staff,
did everything we could to assist the resident to avoid the penalty.



August 12, 2022

Mr. Bradley Carlson

[REDACTED]
Bashaw, AB T0B 0H0

Dear Mr. Bradley Carlson,

RE: Property Tax Penalties – Payment Due

Your taxes for [REDACTED] Avenue, Bashaw remain unpaid and subject to tax penalty as per Bylaw 796-2020. The penalties have been applied at 12%.

Administration has brought to my attention your concern that your tax notice did not reflect the correct penalty amount.

Municipal Government Act: Section 334(1) Contents of the tax notice: (f) *the dates on which penalties may be imposed if the taxes are not paid.*

Section 344(1), (2) states: *A council may be bylaw impose penalties in the year in which a tax is imposed if the tax remains unpaid after the date shown on the tax notice. (2) A penalty under this section is imposed at the rate set out in the bylaw.*

The Town of Bashaw Bylaw and a Property Tax reminder notice; is included in this correspondence for your reference.

The notice you received included the date on which penalties may be imposed if the taxes were not paid; and included the penalty percentage that would be applied. You; as the assessed person remain liable for payment. Please arrange payment at your earliest convenience.

Sincerely,

Theresa Fuller

Chief Administrative Officer

Encl: Bylaw 796-2020, Property Tax Reminder Notice

Cc: Bashaw Town Council

Town of Bashaw

Box 510 5011 - 52 Ave Bashaw, Alberta T0B 0H0

Office: 780-372-3911 Fax: 780-372-2335 Email: admin@townofbashaw.com



2022-08-05

CARLSON, BRADLEY

BASHAW AB T0B 0H0

PROPERTY TAX REMINDER NOTICE

RE: Roll Number: 003507
Legal Description: 7 135 1723 MC
Civic Address:

This letter is to inform you as the owner/s of the above noted property that unpaid property taxes are ~~\$\$\$~~ Taxes must be paid on or before December 31, 2022, to avoid an additional penalty of 12% to the unpaid balance.

Please contact this office at 780.372.3911 to discuss this matter or make arrangements for the payment of the outstanding taxes.

If your payment has already been made, please accept our thanks and disregard this notice.

Sincerely,

Darlene Tucker
Town of Bashaw