



**REGULAR MEETING OF COUNCIL  
A G E N D A  
Monday, December 18, 2023, 7:30 pm  
Council Chambers & Zoom Access**

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. PUBLIC HEARINGS
4. DELEGATIONS
  - 4.1 Sergeant Trent Cleveland – Quarterly Report
  - 4.2 Bashaw Curling Club – Board President -Allision Knockleby & Director -Rochelle Buelow
5. APPROVAL OF MINUTES
  - 5.1 Minutes of the November 15, 2023, Regular Meeting of Council
  - 5.2 Minutes of the November 22, 2023, Special Meeting of Council
6. CONSENT AGENDA
  - 6.1 Town of Bashaw November 30, 2023, Monthly Statement
  - 6.2 Alberta Municipal Affairs – Municipal Accountability program – outstanding items
  - 6.3 Enviro Trace Ltd. – November 8, 2023, Leak Detection report
  - 6.4 Public Works – Failed CC Located on Main Street
  - 6.5 CAO Report
  - 6.6 Camrose & Area Lodge Authority – 2024 Requisition
  - 6.7 Bashaw Municipal Library Board – Meeting Minutes (will be added/available on December 15, 2023)
7. NEW & UNFINISHED BUSINESS
  - 7.1 Subdivision Application TB/23/01 – Brian & Amy Bendfeld
  - 7.2 Under Market Value Lot Sale – Lot 12, Block 101, Plan 812 0619
  - 7.3 Bashaw Bus Society – Budget 2024
  - 7.4 Creating a Mental Health Space – Centennial Room Bashaw Arena
  - 7.5 Extended Producer Responsibility Framework
  - 7.6 Town of Bashaw Library Board – Safety & Use Bylaws
  - 7.7 Bashaw Municipal Library – Library Board Member Changes
8. COMMITTEE REPORTS – action to be considered.
9. CORRESPONDENCE ITEMS – Action to be considered.
10. CLOSED MEETING OF COUNCIL
  - 10.1 Legal – Noise Complaints – FOIP Section 27
  - 10.2 Legal – Land Discussion – FOIP Section 27
  - 10.3 Personnel – Bashaw Municipal Library – FOIP Section 17

11. NOTICES OF MOTION

12. NEXT MEETING: January Meeting Dates – January 3 & 17, 2024 – 6:00 pm  
Confirm meeting dates for January.

13. ADJOURNMENT



2023-11-15

Rob MacDonald  
Mayor  
Bashaw, Alberta

Dear Rob MacDonald,

Please find the quarterly Community Policing Report attached that covers the July 1<sup>st</sup> to September 30<sup>th</sup>, 2023 reporting period. The attached report serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Bashaw RCMP Detachment.

This quarter I want to update you on the status of Body Worn Camera (BWC) field test pilot project, which commenced earlier this year in Grand Prairie, Parkland, and St. Paul Detachments respectively. The rollout of BWC is part of the RCMP's on-going efforts to be transparent and accountable to the communities we serve. The use of BWC can play a role in enhancing public trust, improving interactions between the public and police, resolving public complaints more quickly, and improving evidence gathering. I wish to advise that the 10-week BWC & Digital Evidence Management Service (DEMS) Field Test has ended. Over the course of the Field Test, the Project Team reviewed the tools and services provided by the Contractor as well feedback provided by users of the Field Test Service against the contractual requirements. The RCMP has determined that the Contractor has not successfully met the Field Test requirements as outlined in the Contract. As such, we are in the process of transitioning to a new Contractor, and more details will be shared once they are confirmed.

Your ongoing engagement and the feedback you provide guides our Detachment team and supports the reinforcement of your policing priorities. I always remain available to discuss your community-identified policing priorities and/or any ideas you may have that will enhance our service delivery to address the priorities that are important to you. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

Sergeant Trent A. Cleveland  
Detachment Commander  
Bashaw RCMP Detachment



## Bashaw Provincial Detachment Crime Statistics (Actual) Q2: July to September 2019 - 2023

All categories contain "Attempted" and/or "Completed"

October 10, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		0	3	2	1	0	N/A	-100%	-0.2
Other Sexual Offences		2	1	1	1	0	-100%	-100%	-0.4
Assault		9	15	8	5	7	-22%	40%	-1.4
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		4	4	5	6	2	-50%	-67%	-0.2
Uttering Threats		7	4	1	3	3	-57%	0%	-0.9
<b>TOTAL PERSONS</b>		<b>22</b>	<b>27</b>	<b>17</b>	<b>16</b>	<b>12</b>	<b>-45%</b>	<b>-25%</b>	<b>-3.1</b>
Break & Enter		26	12	12	15	8	-69%	-47%	-3.3
Theft of Motor Vehicle		17	11	20	8	5	-71%	-38%	-2.7
Theft Over \$5,000		5	3	1	3	6	20%	100%	0.2
Theft Under \$5,000		32	21	29	24	11	-66%	-54%	-3.9
Possn Strn Goods		15	11	11	4	0	-100%	-100%	-3.7
Fraud		9	5	3	6	6	-33%	0%	-0.5
Arson		0	2	0	0	0	N/A	N/A	-0.2
Mischief - Damage To Property		14	11	28	10	10	-29%	0%	-0.9
Mischief - Other		6	6	4	7	1	-83%	-86%	-0.9
<b>TOTAL PROPERTY</b>		<b>124</b>	<b>82</b>	<b>108</b>	<b>77</b>	<b>47</b>	<b>-62%</b>	<b>-39%</b>	<b>-15.9</b>
Offensive Weapons		5	3	3	6	0	-100%	-100%	-0.7
Disturbing the peace		10	3	2	3	1	-90%	-67%	-1.8
Fail to Comply & Breaches		15	1	5	4	3	-80%	-25%	-2.1
<b>OTHER CRIMINAL CODE</b>		<b>6</b>	<b>6</b>	<b>7</b>	<b>3</b>	<b>5</b>	<b>-17%</b>	<b>67%</b>	<b>-0.5</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>36</b>	<b>13</b>	<b>17</b>	<b>16</b>	<b>9</b>	<b>-75%</b>	<b>-44%</b>	<b>-5.1</b>
<b>TOTAL CRIMINAL CODE</b>		<b>182</b>	<b>122</b>	<b>142</b>	<b>109</b>	<b>68</b>	<b>-63%</b>	<b>-38%</b>	<b>-24.1</b>



## Bashaw Provincial Detachment Crime Statistics (Actual) Q2: July to September 2019 - 2023

All categories contain "Attempted" and/or "Completed"

October 10, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		1	2	1	2	0	-100%	-100%	-0.2
Drug Enforcement - Trafficking		0	1	0	0	0	N/A	N/A	-0.1
Drug Enforcement - Other		0	1	0	0	0	N/A	N/A	-0.1
<b>Total Drugs</b>		<b>1</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>-100%</b>	<b>-100%</b>	<b>-0.4</b>
Cannabis Enforcement		0	1	0	0	0	N/A	N/A	-0.1
Federal - General		2	1	1	0	1	-50%	N/A	-0.3
<b>TOTAL FEDERAL</b>		<b>3</b>	<b>6</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>-67%</b>	<b>-50%</b>	<b>-0.8</b>
Liquor Act		0	1	0	1	0	N/A	-100%	0.0
Cannabis Act		0	1	0	0	1	N/A	N/A	0.1
Mental Health Act		12	22	13	9	15	25%	67%	-0.7
Other Provincial Stats		28	49	38	28	25	-11%	-11%	-2.7
<b>Total Provincial Stats</b>		<b>40</b>	<b>73</b>	<b>51</b>	<b>38</b>	<b>41</b>	<b>3%</b>	<b>8%</b>	<b>-3.3</b>
Municipal By-laws Traffic		1	2	1	0	0	-100%	N/A	-0.4
Municipal By-laws		4	5	8	4	5	25%	25%	0.1
<b>Total Municipal</b>		<b>5</b>	<b>7</b>	<b>9</b>	<b>4</b>	<b>5</b>	<b>0%</b>	<b>25%</b>	<b>-0.3</b>
Fatals		0	1	1	2	1	N/A	-50%	0.3
Injury MVC		5	8	4	4	8	60%	100%	0.2
Property Damage MVC (Reportable)		40	28	41	57	42	5%	-26%	3.3
Property Damage MVC (Non Reportable)		5	1	3	7	4	-20%	-43%	0.4
<b>TOTAL MVC</b>		<b>50</b>	<b>38</b>	<b>49</b>	<b>70</b>	<b>55</b>	<b>10%</b>	<b>-21%</b>	<b>4.2</b>
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	4	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
<b>Total Provincial Traffic</b>		<b>334</b>	<b>300</b>	<b>184</b>	<b>168</b>	<b>179</b>	<b>-46%</b>	<b>7%</b>	<b>-44.2</b>
<b>Other Traffic</b>		<b>1</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0%</b>	<b>N/A</b>	<b>-0.3</b>
<b>Criminal Code Traffic</b>		<b>9</b>	<b>7</b>	<b>8</b>	<b>2</b>	<b>4</b>	<b>-56%</b>	<b>100%</b>	<b>-1.5</b>
<b>Common Police Activities</b>									
False Alarms		9	5	3	5	4	-56%	-20%	-1.0
False/Abandoned 911 Call and 911 Act		20	8	1	2	1	-95%	-50%	-4.4
Suspicious Person/Vehicle/Property		36	55	53	55	37	3%	-33%	0.2
Persons Reported Missing		1	4	0	2	3	200%	50%	0.2
Search Warrants		0	1	0	0	0	N/A	N/A	-0.1
Spousal Abuse - Survey Code (Reported)		13	11	13	18	11	-15%	-39%	0.3
Form 10 (MHA) (Reported)		0	2	0	3	4	N/A	33%	0.9



## RCMP Provincial Policing Report

<b>Detachment</b>	Bashaw
<b>Detachment Commander</b>	Sgt. Trent Cleveland
<b>Quarter</b>	Q2
<b>Date of Report</b>	2023-11-15

### Community Consultations

<b>Date</b>	Monthly Emails
<b>Meeting Type</b>	Community Connection
<b>Topics Discussed</b>	Detachment status, updates and community trends
<b>Notes/Comments</b>	Q2 Human Resource Issues



## Community Priorities

<p><b>Priority 1</b></p>	<p>Crime Reduction</p>
<p><b>Current Status &amp; Results</b></p>	<p>This quarter Bashaw Detachment has had 22 property related thefts. Currently this will keep the detachment on pace to reduce the overall property related thefts to 100 for the fiscal year. The detachment continues to put into place crime preventative measures.</p>
<p><b>Priority 2</b></p>	<p>Enhance Awareness and Education</p>
<p><b>Current Status &amp; Results</b></p>	<p>This quarter involved the summer months with students being out of school and community meetings held until fall. Over the summer months, the detachment was involved in community events; Canada Day, Bashaw Regional Youth Summer Camps, Community Days (Hometown Day), Parades and etc. The Detachment Commander remained in contact with stakeholders via phone calls and emails. Bashaw Detachment put on a RCMP 150 Celebration at the detachment involving a number of RCMP units, vintage RCMP vehicles, EMS, Fire Department, County Protective Services and Victim Services. Bashaw also participated in the Bashaw parade which was the largest parade that Bashaw has ever had with all of the first responding vehicles. The start of the school year (Sept), members continue to be involved with the schools; participating in the breakfast and lunch clubs, attending the schools to represent the RCMP and etc.</p>



### Crime Statistics<sup>1</sup>

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	July - September			January - December		
	2022	2023	% Change Year-over-Year	2021	2022	% Change Year-over-Year
<b>Total Criminal Code</b>	109	68	-38%	556	387	-30%
<i>Persons Crime</i>	16	12	-25%	95	73	-23%
<i>Property Crime</i>	77	47	-39%	414	267	-36%
<i>Other Criminal Code</i>	16	9	-44%	47	47	0%
<b>Traffic Offences</b>						
<i>Criminal Code Traffic</i>	2	4	100%	18	10	-44%
<i>Provincial Code Traffic</i>	168	179	7%	779	659	-15%
<i>Other Traffic</i>	0	1	N/A	3	2	-33%
<b>CDSA Offences</b>	2	0	-100%	3	8	167%
<b>Other Federal Acts</b>	2	1	-50%	7	12	71%
<b>Other Provincial Acts</b>	38	41	8%	226	130	-42%
<b>Municipal By-Laws</b>	4	5	25%	21	16	-24%
<b>Motor Vehicle Collisions</b>	70	55	-21%	231	253	10%

<sup>1</sup> Data extracted from a live database (PROS) and is subject to change over time.

### Trends/Points of Interest

Currently our total crime stats have all decreased, mostly due to our known repeat and prolific offenders are currently remanded. We had a few that were released, and monitored closely. We were able to breach these offenders on their release conditions and have them remanded. Our current members in the detachment are dedicated to community policing by interacting with the schools and citizens. They are also ensuring the safety of our jurisdiction by conducting proactive patrols on hot spots and known criminal activity locations.



**Provincial Police Service Composition Table<sup>2</sup>**

Staffing Category	Established Positions	Working	Soft Vacancies <sup>3</sup>	Hard Vacancies <sup>4</sup>
Police Officers	5	4	1	0
Detachment Support	2	2	0	0

<sup>2</sup> Data extracted on September 30, 2023 and is subject to change.

<sup>3</sup> Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

<sup>4</sup> Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

**Comments**

**Police Officers:** Of the five established positions, four officers are currently working with one on special leave (One Parental leave). There is no hard vacancy at this time. During Q2, the detachment experienced human resource issues due to an off-duty injury and a off-duty sick member. We were able to secure an RCMP Reservist to assist the detachment for two months.

**Detachment Support:** Of the two established positions, two resources are currently working.

**NEW Corporal Position:** Bashaw Detachment has been given an additional position/supervisor. This position currently is going to promotion.

**Quarterly Financial Drivers**

4.2.

**CAO**

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**From:** Bashaw Curling Club <bashawcurlingclub@gmail.com>  
**Sent:** November 23, 2023 4:38 PM  
**To:** CAO  
**Cc:** *Council Member emails.*  
**Subject:** Payment requests

Good afternoon Theresa, in response to your payment requests regarding water use and shed repairs, we would like to request attendance at your next regular meeting of council.

We apologize for the overage in water use - there was a faulty piece in the water equipment for ice making which caused the water to run continuously. While we will agree to pay for the overage, we must point out that we strongly disagree with the wording of your message. We are a board of volunteers and do not appreciate the confrontational tone of the email we received. Mistakes happen and equipment failures happen but we were not intentionally negligent. We will be in contact with the company that we rent our water equipment from to ensure that this does not happen again.

As for the storage shed, there was never any discussion in our emails which clarified the owner of the building. We feel that the message of the article published in the ECA Review was very misleading in stating that we were asking the Town of Bashaw for assistance. In fact, in our email from September 20, 2022, it was our feeling that the shed was the Town's property and as such would be responsible for any repairs. This statement was never confirmed or denied in writing, and when we learned that the shed would be repaired by the Town, we were not informed of any potential requirement to pay if the project went over budget. Any official documentation on the original builder or owner of the shed is not in our possession. If the shed was assessed to be our building when repair bids were being accepted, we would have appreciated a full disclosure of the quote at that time, as we likely would have recommended alternative materials at a lower cost to us. It was never our intention to open a discussion for other non-profit organizations in the community to come to the Town for assistance. The Bashaw Curling Club and the Town of Bashaw have both benefited from working together for many years, and we feel that a discussion is necessary at this point so that we can continue for many more. It is our position at this time that we will not agree to pay for the budget overage.

Thank you,

Liane McDonald, on behalf of the Bashaw Curling Club Board of Directors

CAO

2

3

**From:** CAO  
**Sent:** September 21, 2022 10:57 AM  
**To:** Bashaw Curling Club  
**Cc:** publicworks@townofbashaw.com  
**Subject:** RE: Shed roof repair

Prior to sending this email to Liane, TFuller called Liane and verbally informed her; historically we understood the club owned the building. Past public works staff stated this. We would not have any documentation on it. Staff expected that the club would check their records to make the determination.

Hi Liane,  
Patrick's number is 780-781-4786.

Patrick, Liane will be contacting you to arrange to check this building damage out. We will be looking at obtaining quotes for full repair/and/or patch to make it work. Liane and I are still working on who's tab. However, I believe we may be building it into town budget.

Thanks,

Theresa Fuller, CLGM  
Chief Administrative Officer  
Town of Bashaw  
(780) 372 – 3911  
Fax: (780) 372 – 2335  
cao@townofbashaw.com

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**From:** Bashaw Curling Club <bashawcurlingclub@gmail.com>  
**Sent:** September 20, 2022 4:52 PM  
**To:** CAO <cao@townofbashaw.com>  
**Subject:** Shed roof repair

Hi Theresa, I'm inquiring about the roof on the shed that is in between the curling and skating rink, at the back of the building near the trailer dump. We noticed problems with the roof when we were dealing with Bunnock supplies that are stored there, and unfortunately forgot to bring it to your attention until now. I have attached a couple of pictures to show the damage. Since the town owns the arenas, we assume that this building is also town property and you'd want to complete repairs before there is further damage. Please let me know if you have any questions - I can be reached by email or you can call me at

Thank you!  
Liane McDonald  
Secretary/Treasurer  
Bashaw Curling Club

Attachment to #①



4

**CAO**

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**From:** CAO  
**Sent:** October 26, 2023 1:57 PM  
**To:** Bashaw Curling Club  
**Subject:** Curling Rink Shed Repairs  
**Attachments:** 2023.10.25.Curling Club.shed repair cost request.signed.pdf

Hi Liane,  
Sorry I would address this to the President; however, I am uncertain who that is currently.

The town has completed the repairs to the Curling Rink shed, as requested. Originally, we budgeted \$5,000.00.

The initial quote came in at \$12,000.00. We had additional grant funding that we accessed to complete the project. However, with repairing holes and securing the roof, the final bill was \$15, 225.00.

Without the gst the project was \$2, 500.00 over budget. Council has directed me to draft a letter requesting if the club could pay the \$2,500.00.

Attached is the letter. Any questions, please feel free to call.

Warm regards,

Theresa Fuller, CLGM  
Chief Administrative Officer  
Town of Bashaw  
(780) 372 – 3911  
Fax: (780) 372 – 2335  
cao@townofbashaw.com

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October 26, 2023

Ms. Liane McDonald  
President Bashaw Curling Club  
Bashaw, AB T0B 0H0

Dear Liane,

RE: Curling Rink Shed Repairs – Request for Contribution

The town has completed the repairs to the shed. Originally, we anticipated a cost of \$12,000.00. (Roof repair, sheet, repair walls and sheet the walls)

Once the project was complete it came in at \$ 15, 225.00. Without the gst, the project was over budget by \$2, 500.00.

Ideally, we would like a contribution of \$2,500.00 for the repair. However, we do understand and will accept any amount the club has to offer.

Thank you for your continued contribution to ensuring the community enjoys curling in the Bashaw.

Any questions, please contact me.

Warm Regards,

*Theresa Fuller*

Theresa Fuller  
Chief Administrative Officer

5

CAO

**From:** CAO  
**Sent:** November 8, 2023 3:13 PM  
**To:** Bashaw Curling Club  
**Cc:** Darlene; Bryan Gust; Cindy Orom; Jackie Northey; Kyle McIntosh (hello@betterbashaw.com); Rob McDonald (rob.bashaw.council@gmail.com)  
**Subject:** TOWN OF BASHAW - Concerns regarding 2023 Water Consumption

HI Curling Club Board Members,

We are concerned that the water used at the curling club is uncharacteristically high and presents a water cost that the Town of Bashaw should not pay. Please be aware of water consumption while creating the ice surface to avoid this scenario in the future.

The August 30 to October 26, 2023, water consumption at the curling rink was 213 cubic meters.

Here is the Historic data:

2019	109.0 cubic meters
2020	53.0 cubic meters
2021	Closed - Covid
2022	43.0 cubic meters
2023	213.0 cubic meters
Average excluding 2021 and 2023	68.3 cubic meters

We would like to request a contribution of 143 \* cubic meters of water for the cost of \$478.91. \*\*

\* (213–70 cubic meters)–we took an average of the annual water for the same billing period

\*\* (\$3.349 per cubic meter, the cost we purchase it from the commission)

This request is coming by email and inclusive of council. The overage and additional cost reflect poorly on the town and the curling club. Therefore, we made the choice to communicate this information to your club via email, vs publicly informing council of the situation.

We would appreciate payment for the full amount of \$478.91, however understand that the club is facing financial pressures. We would value any contribution the club can afford.

Thank you for your continued efforts to provide recreational opportunities to the community we serve.

Warm regards,

Theresa Fuller, CLGM  
Chief Administrative Officer  
Town of Bashaw  
(780) 372 – 3911  
Fax: (780) 372 – 2335  
cao@townofbashaw.com

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Copy of Agreement for Reference.

January 17, 2019

This Lease Agreement made this 1st day of March, 2019.

Between:                    The Town of Bashaw  
                                  Box 510  
                                  Bashaw, AB T0B 0H0  
                                  (hereinafter referred to as the "Town")                    Of the First Part

And

The Bashaw Curling Club  
Box 691  
Bashaw, AB T0B 0H0  
(hereinafter referred to as the "Club")                    Of the Second Part

Agreement

Whereas the Town is the Registered owner of part of Lot A in Plan of Subdivision No. 928 E.O. (hereinafter referred to as the "property") on which is located the Bashaw Curling Rink, and;

Whereas the Club wishes to lease the said property under a long-term agreement, as herein described;

Now therefore the parties agree as follows:

That the Town shall provide the following:

1. The property, as now established, on the site as described, with basic maintenance of existing structure.
2. The right of the club to insure the property under the blanket insurance policy of the Town.
3. Road maintenance, and construction, as included in the regular budget of the Town.
4. Water, and sewer services, specific to the services only. To exclude the club from the flat rates and consumption charges.
5. Ice plant operation, annual maintenance and repairs as required, and all costs associated with.

That the Town shall not assign, sell or cancel this lease without first consulting with the club.

That the Club shall:

1. Pay to the Town those annual charges for property insurance as determined by the Town, which are contained in the Town's blanket policy.
2. Maintain the building as per all regulations, which from time to time may demand certain improvements.
3. Pay all utilities pertaining to the building proper, and

January 17, 2019

4. Pay 30% of the utilities of the Ice Plant.
5. Maintain, and/or replace any equipment contained in the property, as required,
6. Provide tenant insurance policy to cover any property of the Club contained in the property,  
and

That the Club shall not assign, sell or attempt to cancel this lease without first consulting the Town.

Term of Agreement: The Term of this agreement shall come into effect on the date that this agreement is signed and shall continue for five (5) years, with an auto renewal. The autorenewal will remain, unless either party requests a review.

Whereas the Parties hereby agree to all conditions contained herein,


Now therefore, in consideration of the sum of \$10.00 to be paid by the Club to the Town, the Parties affix hereto the signatures and/or seals of their respective executive members, to seal this agreement.


Town of Bashaw

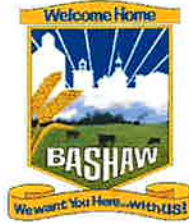
Bashaw Curling club

  
\_\_\_\_\_  
Mayor, Penny Shantz

  
\_\_\_\_\_  
Print Name & Position, Bashaw Curling Club

  
\_\_\_\_\_  
CAO, Theresa Fuller

  
\_\_\_\_\_  
Signature, Bashaw Curling Club



**REGULAR MEETING OF COUNCIL  
MINUTES**

**Wednesday, November 15, 2023 @ 6:00 pm.**

**Blended Meeting: Council Chambers & Zoom Electronic Conference**

**In Person:** Mayor McDonald (5:55 pm), CAO Fuller (5:45 pm), Councillor Gust (5:49 pm), Councillor Northey (5:50 pm)

**By Zoom:** Councillor McIntosh (5:50 pm)

**Absent with notice:** Deputy Mayor Orom

**Public Zoom:** none

**Recording Secretary:** Chris Morrison (5:50 pm)

**Press by zoom:** Carson Ellis (5:59pm), Stu Salkeld-East Central Review (5:59pm)

**Public:** Christine Buelow – Bashaw District Support Services (5:49 pm)

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

2. ADOPTION OF AGENDA

**MOVED** by Councillor Northey to approve the November 15, 2023, Regular Meeting of Council Agenda with addition by Councillor McIntosh of 7.6 Alberta Municipalities Survey.

**MOTION #211-2023**

CARRIED

3. PUBLIC HEARINGS - none

4. DELEGATIONS

4.1 Bashaw & District Support Services 2024 Budget Presentation- Christine Buelow presented at 6:02pm.

**MOVED** by Councillor Gust to accept the Bashaw & District Support Services 2024 Budget presentation as information on November 15, 2023.

**MOTION #212-2023**

CARRIED

Christine Buelow left the meeting at 6:25pm.

4.2 Bashaw Municipal Library 2024 Budget Presentation – Terry Brown Gust & Maypu Mann Arrived at the meeting and presented at 6:30pm.

**MOVED** by Councillor Gust to accept the Bashaw Municipal Library 2024 Budget presentation as information on November 15, 2023.

**MOTION #213-2023**

CARRIED

Terri Brown Gust and Maypu Mann left the meeting at 6:41pm.

5. APPROVAL OF MINUTES

5.1 Minutes of November 1, 2023, Regular Meeting of Council

**MOVED** by Councillor Gust to approve the minutes of the November 1, 2023, Regular Meeting of Council.

**MOTION #214-2023**

CARRIED

6. CONSENT AGENDA

6.1 October 31, 2023 – Balance Variance Report

6.2 Town of Bashaw October 31, 2023 - Monthly Statement

6.3 CAO Report

6.4 Foreman Report

7. NEW & UNFINISHED BUSINESS

7.1 Utility Billing Frequency Change – Bylaw 824 – 2023

**MOVED** by Councillor Northey to approve second reading of Bylaw 824 – 2023 to Amend the Master Rates & Schedules bylaw to change billing frequency from Bi-Monthly to Monthly and the details to support that process.

**MOTION #215-2023**

CARRIED

**MOVED** by Councillor Gust to approve the third and final reading of Bylaw 824 – 2023 to Amend the Master Rates & Schedules bylaw to change billing frequency from Bi-Monthly to Monthly and the details to support that process.

**MOTION #216-2023**

CARRIED

7.2 Recreation Master Plan

**MOVED** by Councillor McIntosh that Councillor Northey and CAO Fuller will book a meeting in the first quarter of 2024 amongst local non-profits and interested groups to discuss and collaborate further.

**MOTION #217-2023**

CARRIED

7.3 2024 Interim Budget

**MOVED** by Councillor Northey to approve the 2024 Town of Bashaw Interim Operating Budget as presented.

**MOTION #218-2023**

CARRIED

7.4 Tax Incentives – Grant Opportunities

**MOVED** by Councillor Northey to direct administration to apply for two grants; the Alberta Northern and Regional Economic Development Program Grant and for the Small Community Opportunity Program Grant, the grant would be for business related supports for all local businesses that seek it.

**MOTION #219-2023**

CARRIED

7.5 Highway 12/21 Regional Water Commission – 2024 Budget

**MOVED** by Councillor Gust to direct administration to provide feedback to Highway 21/21 Water Commission suggesting the increase in the water rate be averaged out over a three-year period.

**MOTION #220-2023**

CARRIED

7.6 Alberta Municipalities Survey–Councillor McIntosh recommended members of council & administration consider completing the Alberta Municipalities Survey.

8. COMMITTEE REPORTS – none

9. CORRESPONDENCE ITEMS - none

Secretary Morrison left the meeting at 7:44pm

**MOVED** by Councillor McIntosh to enter closed meeting of council for 10.1 Land – Land Sale Offer – FOIP section 23 and Personnel – CAO Performance Appraisal – FOIP Section 19: at 7:45pm.

**MOTION #221-2023**

CARRIED

Dallas Bergstrom and Dillon Bergstrom entered the meeting at 7:50pm.

Dallas Bergstrom and Dillon Bergstrom left the meeting at 8:00 pm.

10. CLOSED MEETING OF COUNCIL

10.1 Land – Land Sale Offer – FOIP Section 23

10.2 Personnel – CAO Performance Appraisal – FOIP Section 19

**MOVED** by Councillor McIntosh to move out of closed meeting of council at 8:04pm.

**MOTION #222-2023**

CARRIED

**MOVED** by Councillor Northey to direct administration to advertise the offer of \$10,000.00 plus GST for the purchase of Lot 12, Block 101, Plan 8120619.

**MOTION #223-2023**

CARRIED

11. NEXT MEETING OF COUNCIL- December meeting date is December 18<sup>th</sup>, 2023, at 6:00pm.

**MOVED** by Councillor Northey to change the December Regular meeting of Council to December 18, 2023, at 6:00 pm.

**MOTION #224-2023**

CARRIED

12. ADJOURNMENT – Councillor Gust adjourned at 8:05pm.

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CHIEF ELECTED OFFICIAL

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CHIEF ADMINISTRATIVE OFFICER



**SPECIAL MEETING OF COUNCIL  
MINUTES**

**Wednesday, November 22, 2023 @ 6:00 pm.  
Council Chambers & Zoom Electronic Conference**

**In Person:** Mayor McDonald (5:54 pm), Deputy Mayor Orom (5:50 pm), CAO Fuller (5:30 pm), Councillor McIntosh (5:44 pm) Councillor Gust (5:49 pm), Councillor Northey (5:49 pm), Public Works Foreman Taylor (5:46 pm)

**Absent with notice:** none

**Recording Secretary:** CAO Fuller

**Press by zoom:** Carson Ellis

**Public Zoom:** Alexa Roorda, Marianne (Town of Smoky Lake)

**Public:** none

1. CALL TO ORDER by Mayor McDonald at 6:00 pm.
2. ADOPTION OF AGENDA

**MOVED** by Councillor McIntosh to approve the November 22, 2023, Special Meeting of Council Agenda as presented.

**MOTION #225-2023**

CARRIED

3. NEW & UNFINISHED BUSINESS

3.1 Water Treatment Plant Expense

**MOVED** by Councillor Northey to approve \$62,000.00 from the Unrestricted Surplus to fund the water pump replacement at the Town of Bashaw Water treatment plant.

**MOTION #226-2023**

CARRIED

3.2 Town Fire Truck Expense

**MOVED** by Councillor McIntosh to approve the increase of \$7400.00 to the pump repairs on the Town 1992 Volvo Fire truck from the accumulated surplus.

**MOTION #227-2023**

CARRIED

4. ADJOURNMENT - Adjourned at 6:25 pm.

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CHIEF ELECTED OFFICIAL

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CHIEF ADMINISTRATIVE OFFICER

**TOWN OF BASHAW  
MONTHLY STATEMENT  
November 30, 2023**

DESCRIPTION	GENERAL ACCOUNT	TERM DEPOSIT	TOTAL
<b>BALANCE AT END OF PREV MONTH</b>	\$ 1,408,416.15	\$ 508,028.04	\$ 1,916,444.19
RECEIPTS FOR THE MONTH	\$ 34,632.78		\$ 34,632.78
ALBERTA DIRECT DEPOSIT	\$ 15,133.65		\$ 15,133.65
VOID			\$ -
<b>CCUBC /ROYAL/ATB /DEBIT- PAYMENTS</b>	\$ 114,450.45		\$ 114,450.45
SERVUS CREDIT UNION - INTEREST	\$ 6,351.53		\$ 6,351.53
TERM INTEREST #47	\$ 1,595.77		\$ 1,595.77
TERM INTEREST #48	\$ 554.65	\$ -	\$ 554.65
TERM DEPOSIT		\$ -	\$ -
TRANSFER FROM GENERAL TO TERM		\$ -	
TRANSFER FROM TERM TO GENERAL	\$ -		\$ -
<b>SUB-TOTAL</b>	\$ 1,581,134.98	\$ 508,028.04	\$ 2,089,163.02
DISBURSEMENTS FOR THE MONTH	\$ 152,744.19		\$ 152,744.19
TRANSFER TO/FROM TERM	\$ -	\$ -	\$ -
<b>BANK ERROR INTEREST</b>			\$ -
			\$ -
<b>DEBIT MACHINE &amp; TRANSACTIONS</b>	\$ 40.23		\$ 40.23
<b>BANK CONFIRMATION FEE</b>	\$ -		
<b>SCHOOL PAYMENT</b>	\$ -		
	\$ -		\$ -
TRANSFER TO RECREATION BRD	\$ -		
<b>BALANCE AT END OF MONTH</b>	\$ 1,428,350.56	\$ 508,028.04	\$ 1,936,378.60
<b>BANK BALANCE AT MONTH END</b>	\$ 1,511,302.26	\$ 508,028.04	\$ 2,019,330.30
OUTSTANDING DAILY DEPOSITS	\$ 654.09		\$ 654.09
OUTSTANDING ONLINE/INTERAC	\$ 1,881.06		\$ -
OUTSTANDING DIR DEPOSITS	\$ -		
<b>SUB-TOTAL</b>	\$ 1,513,837.41	\$ 508,028.04	\$ 2,021,865.45
LESS OUTSTANDING CHEQUES	\$ 85,486.85		\$ 85,486.85
OUTSTANDING AUTO WITHDRAWALS			\$ -
BANK ERROR			
	\$ -		
	\$ -		
			\$ -
<b>BALANCE AT END OF MONTH</b>	\$ 1,428,350.56	\$ 508,028.04	\$ 1,936,378.60

THIS STATEMENT SUBMITTED TO COUNCIL

December 18, 2023

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
TOWN MANAGER

System: 2023-12-06 2:18:32 PM  
User Date: 2023-11-30

Town of Bashaw  
RECONCILIATION POSTING JOURNAL  
Bank Reconciliation

Page: 1  
User ID: Finance

Audit Trail Code: CMADJ00000307  
Chequebook ID: CREDIT UNION  
Description: Credit Union General Account

Bank Statement Ending Balance: \$1,511,302.26  
Bank Statement Ending Date: 2023-11-30  
Cutoff Date: 2023-11-30

Statement Ending Balance	\$1,511,302.26
Outstanding Cheques (-)	\$85,486.85
Deposits in Transit (+)	\$2,535.15
	-----
Adjusted Bank Balance	\$1,428,350.56
	-----
Chequebook Balance as of Cutoff	\$1,428,350.56
Adjustments	\$0.00
	-----
Adjusted Book Balance	\$1,428,350.56
	-----
Difference	=====
	\$0.00

6-2

RECEIVED

DEC 11 2023

Office of the Assistant Deputy Minister  
Municipal Services Division  
17th Floor, Commerce Place  
10155 - 102 Street  
Edmonton, Alberta T5J 4L4  
Canada  
Telephone 780-427-2225

AR105741

December 8, 2023

Ms. Theresa Fuller  
Chief Administrative Officer  
Town of Bashaw  
PO Box 510  
Bashaw AB T0B 0H0

Dear Ms. Fuller:

Thank you for your email of November 29, 2023, regarding the completion of non-compliant items identified in the 2021 Municipal Accountability Program (MAP) report for the Town of Bashaw.

I commend the town for the work done to date addressing most of the gaps identified in the MAP report. I understand the town requires some additional time to resolve the requirements noted for the following items:

- five-year capital plan;
- listing and publishing policies used for planning decisions; and
- municipal emergency structure, appointments, and training to be in place.

While the town was required to resolve all legislative gaps by December 21, 2022, and in recognition of the cyclical nature of municipal budgeting, I have approved an extension to the town's MAP deadline to June 28, 2024.

It is important to understand the significance of the Municipal Accountability Program Review, ordered as an inspection under Section 571 of the *Municipal Government Act*, and the importance of ensuring the mandatory legislatively non-compliant issues are resolved.

Nnamdi Njoku, Municipal Accountability Advisor, will be contacting you to offer advisory support or resources with respect to completing the remaining issues as identified in the MAP report.

I look forward to receiving an update by June 28, 2024, with confirmation that the final three outstanding items have been completed.

...2

Yours truly,



Gary Sandberg  
Assistant Deputy Minister

Cc: Brandy Cox, Deputy Minister, Municipal Affairs  
Nnamdi Njoku, Municipal Accountability Advisor, Municipal Affairs

November 8, 2023

Work Order #: 118C

ATTN: Patrick Taylor  
Public Works Foreman  
5011 52 Ave  
Bashaw, AB  
[publicworks@townofbashaw.com](mailto:publicworks@townofbashaw.com)  
Ph: 780-781-4786

# Town of Bashaw

## Leak Detection Report

**Enviro Trace LTD.**

Prepared by:

Catherine Curoe

## **Scope of Work**

<b>Project:</b>	Acoustic Leak Detection Survey
<b>Client:</b>	Town of Bashaw, AB. Point of Contact: Patrick Taylor, Public Works Foreman
<b>Service Provider:</b>	EnviroTRACE Ltd
<b>Project Duration:</b>	November 7, 2023
<b>Objective:</b>	To conduct an acoustic leak detection survey based on previous survey locating potential leaks

## **Executive Summary**

This report presents the results of an acoustic leak detection survey conducted in the Town of Bashaw, Alberta, on November 7<sup>th</sup>, 2023. The survey's aim was to determine previously identified areas of concern and identify the associated potential leaks. It has been determined that there is a suspected leak on 50<sup>th</sup> St between 49<sup>th</sup> and 50<sup>th</sup> Ave. All other surveyed areas showed no conclusive evidence of leakage. This report recommends integrating Proactive Leak Detection (PLD) surveys into the town's regular maintenance schedule for improved water infrastructure management and reduction of non-revenue water loss (NRW). EnviroTRACE stands ready to assist the Town of Bashaw with future leak detection and water infrastructure assessments.

## **Introduction**

This acoustic survey aimed to investigate previously identified areas requiring further assessment, specifically along 50th Street between 48th Avenue and 50th Avenue and 51st Street and 53rd Avenue. Early detection and resolution of such leaks are crucial for preserving the town's water supply integrity and efficient water resource management. Our goal is to integrate proactive investigations into the routine infrastructure maintenance schedule of the Town of Bashaw. The survey was carried out by a team from EnviroTRACE, who utilized a suite of advanced acoustic equipment, including AI-enhanced FIDO sensors for correlation.

The findings presented in this report offer a thorough assessment of the current area of concern of the state of the Town of Bashaw's water infrastructure in the investigated areas and provide vital guidance for immediate repairs and future preventive measures.

## **Methodology**

1. Site Assessment and Planning: EnviroTRACE team has assessed each site and developed survey plans to efficiently conduct the leak detection survey based on the previous study completed in October.
2. After all data was analyzed the EnviroTRACE team investigated the points of interest with correlations. After all areas come up with consistent correlation results the area is ground microphoned to confirm the readings of the equipment.
3. Report Writing: EnviroTRACE has compiled a detailed report of the survey findings, including data visualizations, interpretation of results, and recommendations for action.

## **Exclusions:**

The EnviroTRACE team is responsible for detecting potential leaks, not repairing them. Any identified areas of concern will be reported to the Town of Bashaw for further action.

## **Findings**

On October 18th, our team deployed 80 FIDO AI sensors in the western part of the Town of Bashaw. Of these sensors, 8 indicated the possible presence of leak noise. This study focuses on those areas, as they could be indicative of one or multiple leaks. On November 7th, an investigation was conducted to locate potential leaks in the identified areas.

A significant finding emerged along 50th Street between 48th Avenue and 50th Avenue: a potential leak was identified and marked between 50th Avenue and 49th Avenue. The suspected leak is located across the street from the Provincial Building and Neighbourhood Place building, as shown in Figure 1 with a yellow box marking the area indicating the most noise. There is also a reference mark on the curb on the same side as the water main. Please refer to Figures 2, 3, and 4 for additional views of the suspected leak. This leak was initially determined using correlation on the FIDO AI to pinpoint its location along the line approximately 20 meters from the main valve on 50<sup>th</sup> Ave heading south towards 49<sup>th</sup> Ave. The leak was subsequently confirmed through ground microphone verification, which identified the loudest leak noise.

All other infrastructure on 50<sup>th</sup> Street was found to be sound at this time, with no other conclusive evidence of leakage discovered. Overall, the infrastructure in the surveyed areas appears to be in good condition.



Figure 1: East view

Figure 2: West view



Figure 3: North View

Figure 4: South View

## **Conclusion**

The acoustic leak detection survey conducted in the Town of Bashaw, Alberta, successfully identified a leak along 50th Street, addressing concerns of potential leakage. All other areas surveyed in Bashaw have been confirmed as tight. Early detection and resolution of such leaks are essential for maintaining the integrity of the town's water supply and ensuring efficient water resource management.

## **Recommendations**

Our recommendation is for our company, EnviroTrace to proactively assess other sections of the town to locate areas of water loss. Additionally, it is advisable to integrate Proactive Leak Detection (PLD) surveys into the town's routine maintenance schedule. Regular PLD surveys can detect issues in their early stages, leading to a reduction in Non-Revenue Water (NRW) losses and potential infrastructure damage. Overall, the PLD surveys will contribute to the town's comprehensive water management program.

EnviroTRACE looks forward to the opportunity to assist the Town of Bashaw with future leak detection and water infrastructure assessments.

Regards,

Catherine Curoe B.Sc.

Field Technician

EnviroTRACE LTD.

780-418-0882

780-690-4382

Disclaimer: EnviroTrace's advanced leak detection system attains a 90% accuracy in detecting and locating leaks. The conclusions outlined in this report, coupled with the leak detection survey, remain valid exclusively for the survey conducted on November 7th, 2023. Beyond this date, EnviroTRACE cannot insure the detection of any leaks. For the most precise and current evaluation of water infrastructure integrity, regular leak detection surveys are strongly advised.

6.4 Public Works Report- December 18, 2023

Failed Cc Located on Main Street



Pinhole leak



Corroded cc base



CC



Measurement of pinhole leak



Measurement of base corrosion.

Public works staff exposed the water main and the service line on the street in proximity to the hair salon. The location Enviro Trace indicated where the leak was.

They shut the service line off at the main, closed the hole. The next day Staff used listening equipment and still heard water running.

Arrangements to pick up the Regionally shared Vac truck were made. The vac truck broke down in transit.

The vac truck was delayed in repairs, staff booked NuEdge to excavate at the abandoned cc in front of the Provincial building.

Monday, December 4, 2023 the abandoned cc location; was opened up and running water was located near two abandoned, non-capped sewer lines. The water was running into the sewer lines, therefore water was not present at the surface.



The service line was crimped, and the service connection near the main line exposed and the valve confirmed to be shut off. The abandoned sewer services were capped off.

Daily use from the water treatment plant has dropped from around 300+ cubic meters a day to 160 – 180 cubic meters daily.

The meter reading is scheduled to occur at the end of December. At that time we will have detailed reports on the data, and the impact this repair will have on the water loss.



CHIEF ADMINISTRATOR'S REPORT  
Submitted for December 18, 2023, Regular Meeting of Council

1. Meetings, training

- November 16, 2023 – Tax Recovery Basics – Zoom training.
- November 16, 2023 – Second Cycle Municipal Accountability Program
- November 17, 2023 – Benefits meeting with Alberta Municipalities
- November 17, 2023 – Small Communities Opportunities Grant Program
- November 22, 2023 – Special Meeting with Council
- November 24, 2023 – Budget 101 Zoom Training
- November 28, 2023 – Auditor in for Pre-Audit
- November 29, 2023 – Municipal Revenue Streams
- November 29, 2023 – Human Resources meeting
- November 30, 2023 – Alberta Municipal Data Sharing Program – Mapping
- November 30, 2023 – Human Resources meeting
- December 1, 2023 – Interview Public works staff
- December 4, 5, and 6, 2023 – Out of Office – Sick
- December 8, 2023 – Grant Application Meeting with Darlene Tucker
- December 12, 2023 – Grant application meeting – J. Buchanan Provincial Economic Development Officer
- December 13, 2023 – Community Emergency Management Plan Review with D. Jones and P. Taylor
- December 13, 2023 – Grant Application meeting

4. Development—ongoing information and dialogue with resident questions.

5. Staffing – One permanent member of staff on Long Term Disability will not be returning. Second permanent staff on Short Term Disability, not certain of return date. Two new hires, one permanent staff and the other a term position; they are in training.

6. Inquiries—phone inquiries and ongoing information requests.

7. Ongoing research as required. Working on the reports requested by the council.

8. Alberta Municipal Data Sharing Partnership (AMDSP)—We have shared the mapping that exists and have met with them on discrepancies. Working to get the information consistent for Next Generation 911.
9. Asset Retirement Obligations – New audit requirement to evaluate all town owned properties for risk factors and plan funding for the retirement of the properties. (e.g., asbestos, other contaminants) Working on cost effective ways to ensure acceptable evaluations for minimal costs – to meet the required standard. We plan to implement site visits to generate the information required.
10. Budget 2024 and water pricing budgets are in process. It would be beneficial to have data from meter reads from the most recently located water leak.
11. Business Supports Grant application – working with D. Tucker to formulate the application.



December 12, 2023

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

Dear Ms. Fuller:

**Re: 2024 Lodge Requisition**

---

At the Camrose and Area Lodge Authority meeting on November 24, 2023 the Board passed their 2024 budget that included a lodge requisition for a total of \$175,000. Below is a table outlining your portion of the requisition payable:

Municipality	2024 Equalized Assessment	%	Requisition Payable
City of Camrose	\$ 2,931,883,262	55.84 %	\$ 97,720
Camrose County	\$ 2,237,588,092	42.62 %	\$ 74,585
Town of Bashaw	\$ 81,103,918	1.54 %	\$ 2,695
	<b>\$ 5,250,575,272</b>	<b>100.00%</b>	<b>\$ 175,000</b>

A formal invoice will be sent in the new year.

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

2019	2020	2021	2022	2023
50,000	25,000	25,000	50,000	100,000

The Board carefully considered revenues, inflationary pressures, reserves and requisition levels in the approval of this budget.

Revenues are based on 90% occupancy in the lodge and an increase to service fees charged to the lodge residents. The Lodge Assistance Grant rates from the Province remain unchanged since 2018 and covid related funding supports have been discontinued. Requisition represents 7.3% of total revenue.

Expenses continue to be impacted by inflationary pressures. While utility usage rates remain steady with contracted rates, distribution & transmission fees and carbon taxes continue to rise. Labour contracts with our staff include increases to compensation. Food costs, operating, maintenance and general administration are projected at 5% increases. There is no change to management fees.

CALA provides funding through an agreement with The Bethany Group for Bashaw Meadows lodge rooms related to the mortgage. This amount remains unchanged.

The projected deficit of \$137,218 will be addressed with retained earnings.

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,



Carla Beck, CEO  
The Bethany Group  
[carla.beck@bethanygrp.ca](mailto:carla.beck@bethanygrp.ca)  
780-679-3056

## **Bashaw Municipal Library**

**June 19, 2023 Minutes**

**Bashaw Library, 7 PM**

In Attendance: Maggie Young, Maypu Mann, Amanda Lyle, Rob Dann, Sheila Seale, Joanne Schoff and Terri Brown-Gust.

Staff Reps: Cindy Hunter, Cindy Burgess

1. Terri called the meeting to order at 7:41
2. Maypu moved to approve the agenda. Carried.
3. Maypu moved approve the May 8 minutes. Carried. Amanda moved to approve the May 29 minutes. Carried.
4. Librarian's report: Cindy applied to the rec-board for \$1000 to use for advocacy at the farmers' market. She hasn't heard back but has a volunteer that is interested in reading to kids there. The provincial grant money is in the mail. Parkland has re-designed the library and moved stuff around. Amanda moved to accept the librarian's report. Carried.
5. Tech position update: We are going to re-advertise for this position. Maggie moved to offer a salary range of 20-25\$ / hour. Sheila seconded this. Carried. Rob Dann, Cindy Hunter and Terri Brown-Gust will be the interview committee for this position. Cindy Burgess and Amanda will create a brochure on expectations for clients.
6. Robotics update: The library bought robotics kits. Mr. Brachman from the school is willing to do a class. This has not been scheduled yet, we will try for the fall.
7. Financial audit with Leanne McDonald – This has been done.
8. Summer Reading program. This has not been as popular lately so Cindy will just do drop in reading this year.
9. Library space audit: The new space looks good.
10. Emergency Exit Plan and Muster Point – Cindy Hunter is putting a floor plan together for the library along with a muster point.
11. Scanner/Printer update – Cindy Burgess updated our existing scanner/printer so we don't need a new one.
12. Cindy H. Performance review – This has not been completed yet. Maggie and Terri will do this with Cindy Hunter.

### **New Business**

1. Weekly cleaning: Sheila moved to hire Julia Schoff at 15\$/hour for 2 hours a week to clean the library. Rob Dann seconded. Carried.
2. The employee task committee is meeting on Thursday.
3. Maggie and Terri are going to work on updating some of the library policy.
4. Amanda moved to remove Lezley Lischynski from the Library signing authority. Sheila seconded. Carried. Sheila moved to have Maypu Mann, Margaret Young and Joanne Schoff as signing authorities. Rob seconded. Carried.

Going in-camera

Next meeting – September 11 at 7:00 pm

Meeting adjourned at 9:08

## **Bashaw Municipal Library**

**Sept 11, 2023 Minutes**

## **Bashaw Municipal Library**

In Attendance: Terri Brown-Gust, Amanda Lyle, Natasha Larkin, Maypu Mann and Joanne Schoff

Staff Reps: Cindy Hunter,

1. Terri called the meeting to order at 7:07
2. Amanda moved to approve the agenda with the addition of the financial report. Carried.
3. Maypu moved to approve the June 19 minutes. Carried.
4. Librarian's Report – Attached.
5. Correspondence – BARB donated \$1000 towards the library that we can save for a project next year, possibly around the Farmers' Market.
6. Financial Report – Our \$25000 digital library grant is included in the financials but will be broken out again to keep it separate. Our library financial situation is good. Cindy will run a silent auction this fall. Natasha moved to accept Maypu's report, Amanda seconded. Carried.
7. Business arising from Minutes
  - a. Janine England has been hired. There has been positive feedback.
  - b. Robotics update – Kyle Brachman has been too busy to run the course. Kyle is interested in buying the kits for his own project.
  - c. Weekly cleaning – Julia is willing to keep cleaning two hours/week.
  - d. Library cleaning and re-organizing has taken place.
  - e. The Emergency exit plan has been completed. Amanda moved to approve the emergency exit plan. Carried.
  - f. Employee task update – The Job descriptions have been updated. Terri will send these to Jessica Dinan from Parkland Library.
  - g. Cindy Hunter performance review – did not take place yet. Hopefully in October.
  - h. Library Logo – Cindy has sent the Bashaw sunset logo to Parkland and they have created a letterhead and a digital copy.
  - i. Equipment updates – Our gaming computer has been installed as well as a new internet hub. Our new tablets are ready too.
  - j. BARB donation – to be used next year.

k. Fortis Grant update – Natasha and Jackie are going to look into this next week to see if we can apply.

l. Library Annual Cleaning – Terri and Maggie came in with the summer students and completed this during August.

## 8. New Business

a. Thrift Store donation – Natasha and Terri will send a letter.

b. Fall Programming – Cindy has applied for a Dungeons and Dragons club package. Red Hot Science has some new stuff, Cindy is checking into this. Parkland has a murder in the library kit that we could try. Telus is giving us 2 hubs for our Senior tech program. We need a case for these, they are 91.95 each. Amanda moved to spend up to \$300 for these cases. Natasha seconded. Carried. Terri will try to get these.

c. First Aide in the workplace – Cindy H and Cindy B should both have this. Amanda and Natasha will investigate where we could find a course.

9. Other – Cindy H. volunteered her time with the community fair. Cindy H. is willing to organize the golden ticket contest again. There is also an internal membership drive within Parkland in October with good prizes. Cindy found an online conference during November that might be interesting on November 3.

10. In Camera – 8:00 out of Camera at 9:02

11. Meeting adjourned at 9:03

12. Next Meeting – November 13 at 7:00



Approved: yes /no Motion # \_\_\_\_\_  
Town of Bashaw

Request for Decision

Meeting:	Regular Council
Meeting Date:	December 18, 2023
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.1 Subdivision Application TB/23/01 Brian & Amy Bendfeld

**Background/Proposal:**

Brian & Amy Bendfeld have applied for subdivision on their parcel. The application is attached.

**Discussion/Options/Benefits/Disadvantages:**

Recommendations as listed by Camrose County.

**Costs/Source of Funding (if applicable)**

Subdivision costs are borne by the property owner.

**Recommended Action:**

Council passes the following motion based on Camrose County recommendation:

MOVED BY \_\_\_\_\_ on December 18, 2023; to approve Subdivision application TB/23/01 subject to the following conditions:

1. The subdivision is to be carried out in a manner approved by the Registrar of Land Titles and drawn up by an Alberta Land Surveyor.
2. Any outstanding taxes are to be paid to the municipality.
3. That pursuant to Subdivision & Development Regulations (Alta Reg 84/2022) evidence be provided showing that the existing sewage disposal system(s) is compliant with Alberta Private Sewage Treatment and Disposal Regulation (AR 229/1997).
4. That the Developer pay an endorsement fee of \$100 to Camrose County when the survey plan is submitted for endorsement.

**Discussion Result:**

Additional research Requested:

**Subdivision Recommendation  
Town of Bashaw, December 18, 2023**

*File* TB/23/01  
*Owner* Bendfeld  
*Legal* Pt. NE 4-42-21-W4  
*Proposal* Create 1 lot along the northeast boundary  
*Zoning* UX – Urban Expansion

*Comments*

Alberta Transportation	-	See Comments
Fortis	-	No Objection
Telus	-	No Objection
Camrose County	-	No Objection

No other verbal or written comments were received.

*Background* The applicant has applied to create 1 new lot of approximately 4.6 acres. The acreage contains an existing yardsite. The remainder of the parcel will be left as farmland with another residential yardsite at the southeast corner. The property is zoned UX – Urban Expansion.

*Zoning*

The property was reviewed in the context of the existing Municipal Development Plan and Land Use Bylaw to determine if rezoning should be a part of the application process. Administration determined that since there is no change of use planned and the subdivision regulations for the UX district are relatively broad and met by this application, that rezoning was not required prior to subdivision. It should be noted that if the proposed acreage changes use from agricultural (which includes 1 house per the MDP definition of farming) then a rezoning application should be requested at that time. This is noted in the subdivision recommendation.

*Additional Municipal Development Plan Information*

The MDP encourages a variety of residential lots and allows development in the Urban Expansion area as long as the development does not impede the future growth of the municipality. This lot should not have any impact on the future growth of the community.

The MDP requires the payment of Off-Site Levies, but there is no Off-Site Levy bylaw in place so this should be deferred until future subdivision and development. It should also be noted that Off-Site Levies can only be collected once, so it is beneficial to know the true costs of a project prior to collecting them, so waiting until the projects are more likely to occur (within a 25 year window) makes determining accurate OSLs easier for the municipality.

The MDP also requires an ASP if more than 6 lots are being created but this is a single lot so no ASP is required.

The MDP requires consideration of safety factors (fire, ambulance, policing). This subdivision should not create any additional burden on those services.

*Land Use Bylaw Provisions*

This property meets the lot size and width requirements of the UX district. The existing buildings appear from aerial photography to meet the setback requirements of the district. The applicant is not proposing a change in use, so the existing shop is allowed

to remain whether it is considered an 'accessory building' or not under the provisions of the Municipal Government Act.

#### *Adjacent Land Use*

The lands around the proposed lot are generally farmland and acreage, though directly north east of the intersection is the County Grader Shed property. The proposed lot aligns with uses in the area.

#### *Reserves*

There is no Deferred Reserve Caveat on Title, and this is not a full quarter, so the assumption is that municipal reserves were taken as part of a previous subdivision which means that additional municipal reserves (park) cannot be taken at this time. The municipality could take the wetlands as Environmental Reserve, but standard practice is to leave these wetlands with the remaining farmland until such time as the land is subdivided again at higher lot density. This allows farmers to continue to use the wetlands as part of their operations, it also means the municipality is not responsible for maintenance (weed abatement, etc.) or liability on lands that don't have a community benefit at this time.

#### *Access*

Under the provincial subdivision requirements, every parcel must have legal and physical access to a maintained municipal road; both the proposed acreage and the remanent farmland have suitable approaches, so no changes are required.

This parcel is within the Highway setback of Highway 605, 53 and 21, but Alberta Transportation and Economic Corridors has stated that they anticipate 'minimal impact on the highway from this proposal' and further that they 'grant approval for the subdivision authority to vary the requirements of Section 18 of the regulation' to approve this subdivision. They go on to remind the municipality that they 'expect that the municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, pursuant to Policy 7 of the Provincial Land use Policies and Section 618.4 of the Municipal Government Act.' Planning administration has reviewed the comments from Alberta Transportation and Economic Corridors and agree there will be no impact to the highways caused by the subdivision of this parcel since the subdivision will not create any new traffic. If, in the future, there is a change of use then the developmental impact on the highways should be reconsidered as part of the development or subdivision process.

#### *Servicing*

The provincial subdivision requirements state that all parcels must have their sewage system inspected to ensure compliance with the code at subdivision stage. The proposed acreage has an existing shop and if there is a sewage system in the shop, the system must comply with the provincial requirements. In addition the yardsite at the south has a home and its sewer system must be checked for compliance. The developer will be responsible to ensure the existing system(s) is in compliance prior to subdivision endorsement.

The existing proposed acreage is a significant distance from existing municipal water and sewer servicing facilities so it is not reasonable to require municipal servicing at this time. This can be reviewed along with future subdivision and development.

#### *Recommendation*

Administration's recommendation is divided into 2 parts. The first is conditions that the developer must meet prior to administration signing off the subdivision so that the developer can obtain new titles at the Land Titles Office. The second is just comments

and notes that the developer must be aware of but there are no actions that must be taken prior to subdivision endorsement.

Council is the Subdivision Authority so they have the right to take or recommendation, amend the recommendation (by adding, changing, or removing conditions), or denying the application. If the application is denied the Subdivision Authority must give reasons for the denial.

For this subdivision the conditions are all standard and required by either the provincial planning requirements or, in the case of condition #4, your agreement with Camrose County.

Staff recommend that the application be approved, subject to the following conditions:

1. The subdivision is to be carried out in a manner approved by the Registrar of Land Titles and drawn up by an Alberta Land Surveyor.
2. Any outstanding taxes are to be paid to the municipality.
3. That pursuant to Subdivision & Development Regulations (Alta Reg 84/2022) evidence be provided showing that the existing sewage disposal system(s) is compliant with Alberta Private Sewage Treatment and Disposal Regulation (AR 229/1997).
4. That the Developer pay an endorsement fee of \$100 to Camrose County when the survey plan is submitted for endorsement.

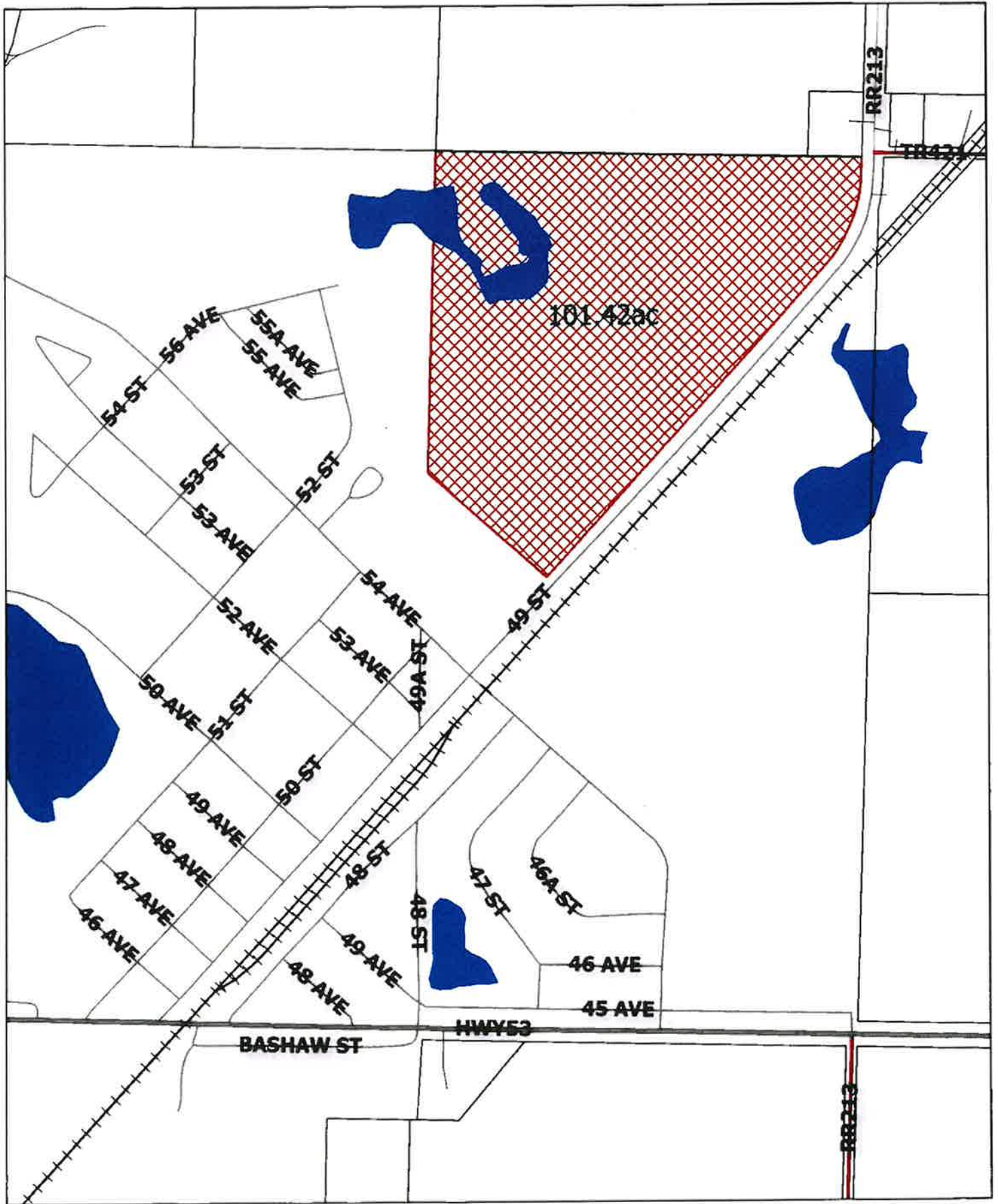
Notes:

1. That municipal reserves were previously collected so they are not being taken at this time. During future subdivision processes environmental and other reserves may be considered.
2. The Developer must ensure that any increase in surface water runoff caused by the subdivision is mitigated to ensure that it does not negatively impact any adjacent properties.
3. That the applicant will be responsible for mitigating the traffic generated by any development on the site.

### *Appeals*

Subdivision appeal is to the Land and Property Rights Tribunal (LRPT), formerly the Municipal Government Board (MGB), due to its proximity to the highways.


Only the landowner, the municipality, and provincial agencies have the right to appeal the decision. Adjacent landowners do not have standing on a subdivision appeal.



Location Map - TB/23/01

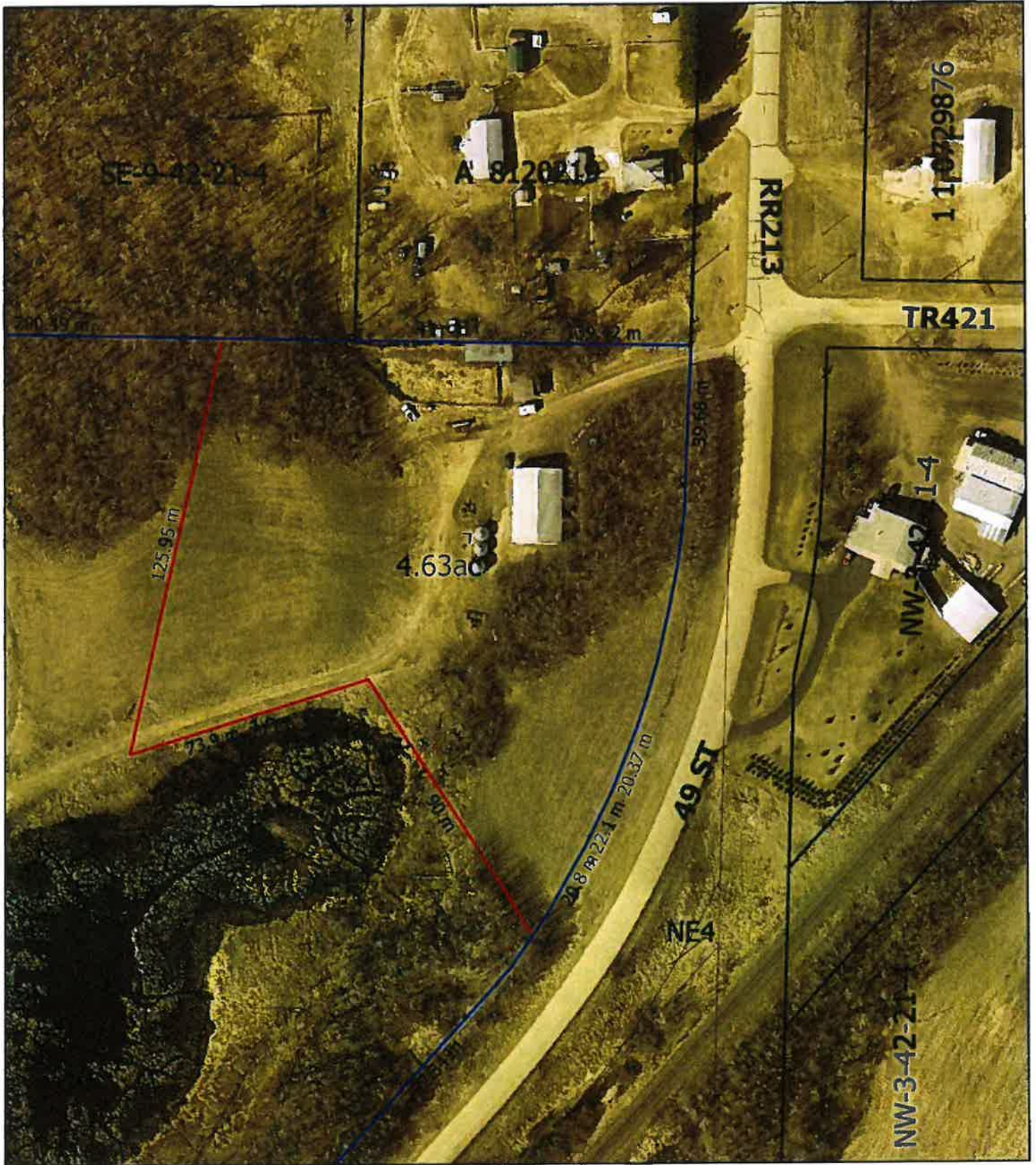
# Proposed Subdivision TB/23/01





-  Proposed Subdivision
-  Existing Parcel Boundaries



# Proposed Subdivision TB/23/01



-  Proposed Subdivision
-  Existing Parcel Boundaries



November 16, 2023

File No: TB/23/01

Brian & Amy Bendfeld  
Box 5  
Bashaw, AB T0B 0H0

Dear Brian & Amy:

**RE: Subdivision Application:** TB/23/01  
**Legal Description:** NE-4-42-21-4

Please be advised that your subdivision application has been reviewed and accepted as complete on November 2, 2023. Your subdivision has been assigned file number TB/23/01. Please indicate this file number on any future correspondence.

The Provincial Subdivision and Development Regulations require that a subdivision be dealt with by the subdivision authority within 60 days of the receipt of a completed application, or it is deemed to be refused and the applicant can appeal.

Your application is tentatively scheduled for review by Town of Bashaw on December 18, 2023. The public is welcome to attend this meeting. If you plan to attend and/or make a presentation, you should call the Town of Bashaw for more details.

Also, if you have any questions about your subdivision, or the subdivision process, please contact our office at (780)678-3070.

Sincerely,

Anjah Howard, RPP, MCIP, CLGM  
Manager of Planning & Development



November 16, 2023

File No: TB/23/01

## SUBDIVISION NOTICE TO ADJACENT LANDOWNERS

**Legal Description:** NE-4-42-21-4  
**Type of Subdivision:** Residential  
**Zoning:** UX – Urban Expansion  
**Proposed Parcel Size:** 4.63 acres +/-

Camrose County has received an application for a residential subdivision of approximately 4.63 acres on the parcel noted above. You are receiving a copy of this proposal because you are an adjacent landowner.

An air photo showing the proposed lot lines is enclosed for your information. There is a Town of Bashaw Council meeting scheduled for **December 18, 2023**, to discuss approval of this application. It is a public meeting - if you wish to attend, please contact the Town of Bashaw for details regarding the time and location.

Questions, comments or concerns regarding this proposal must be submitted to the Planning Department in writing and will be provided to the Council members to assist in making their decision. Please reference the subdivision file number in your submission, written submissions must be received no later than December 8, 2023 and can be sent by mail or email to the following:

Planning & Development - Camrose County  
3755 43 Ave. Camrose, AB T4V 3S8  
Ph: (780)678-3070  
[planning@county.camrose.ab.ca](mailto:planning@county.camrose.ab.ca)

Encl: location map & aerial of proposed subdivision



November 16, 2023

File No: TB/23/01

**Registered Owners:** Brian & Amy Bendfeld  
**Legal Description:** NE-4-42-21-4  
**Type of Subdivision:** Residential  
**Zoning:** UX – Urban Expansion

## SUBDIVISION REFERRAL NOTICE

We have received an application for a residential subdivision as shown on the attached sketch. Please reply with approval, comments, concerns, and/or recommendations to the following:

Planning & Development at (780)678-3070  
or [planning@county.camrose.ab.ca](mailto:planning@county.camrose.ab.ca)

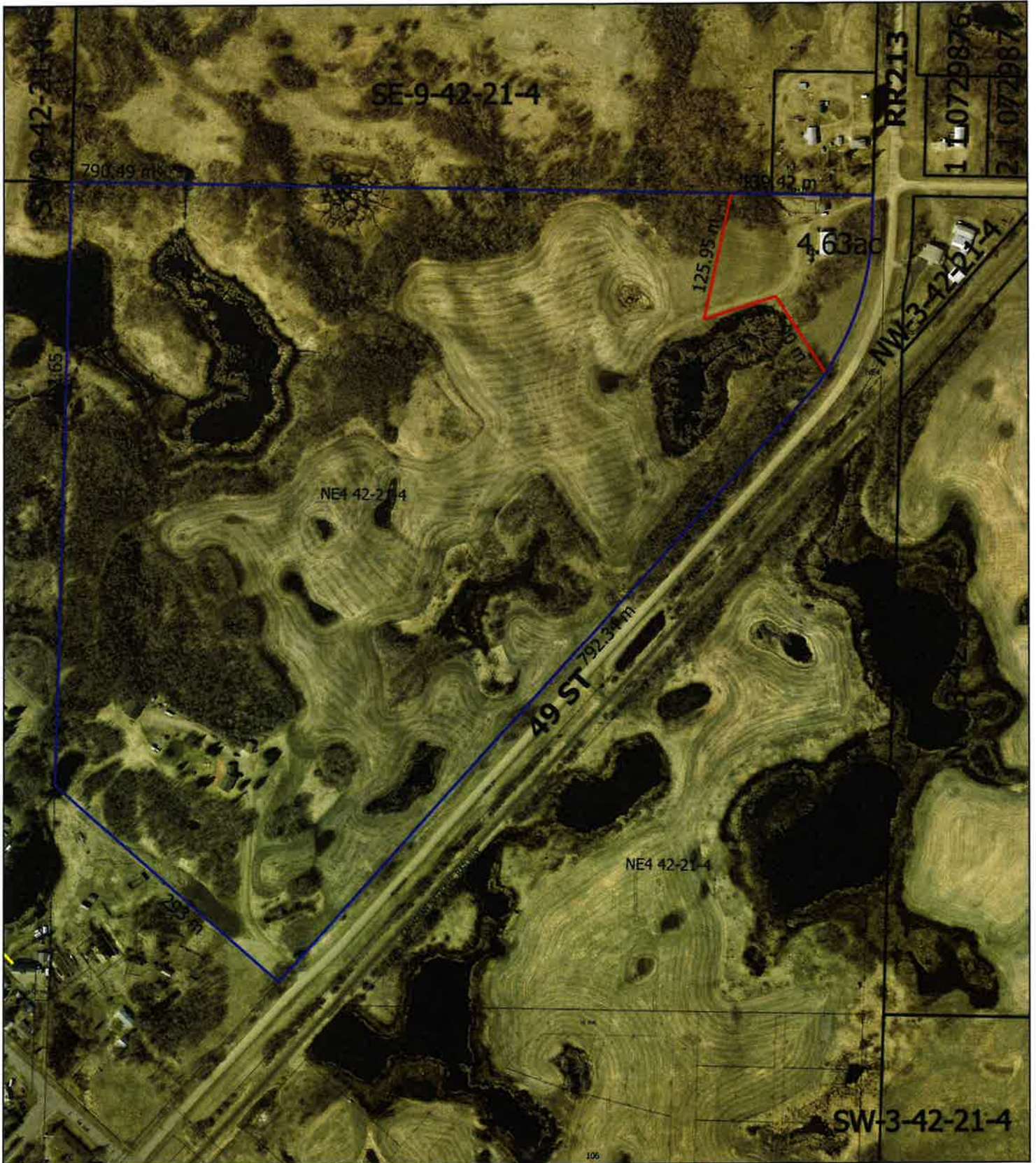
If our office does not receive your response by December 8, 2023, we assume that there are no objections and proceed with the subdivision process.



Circulate to:

- AHS
- Alberta Transportation
- Battle River School Division
- Canada Post
- City Plumbing Inspector
- FORTIS
- Town of Bashaw - Public Works
- Telus
- Chain Lakes Gas
- Battle River Power
- Servus Credit Union

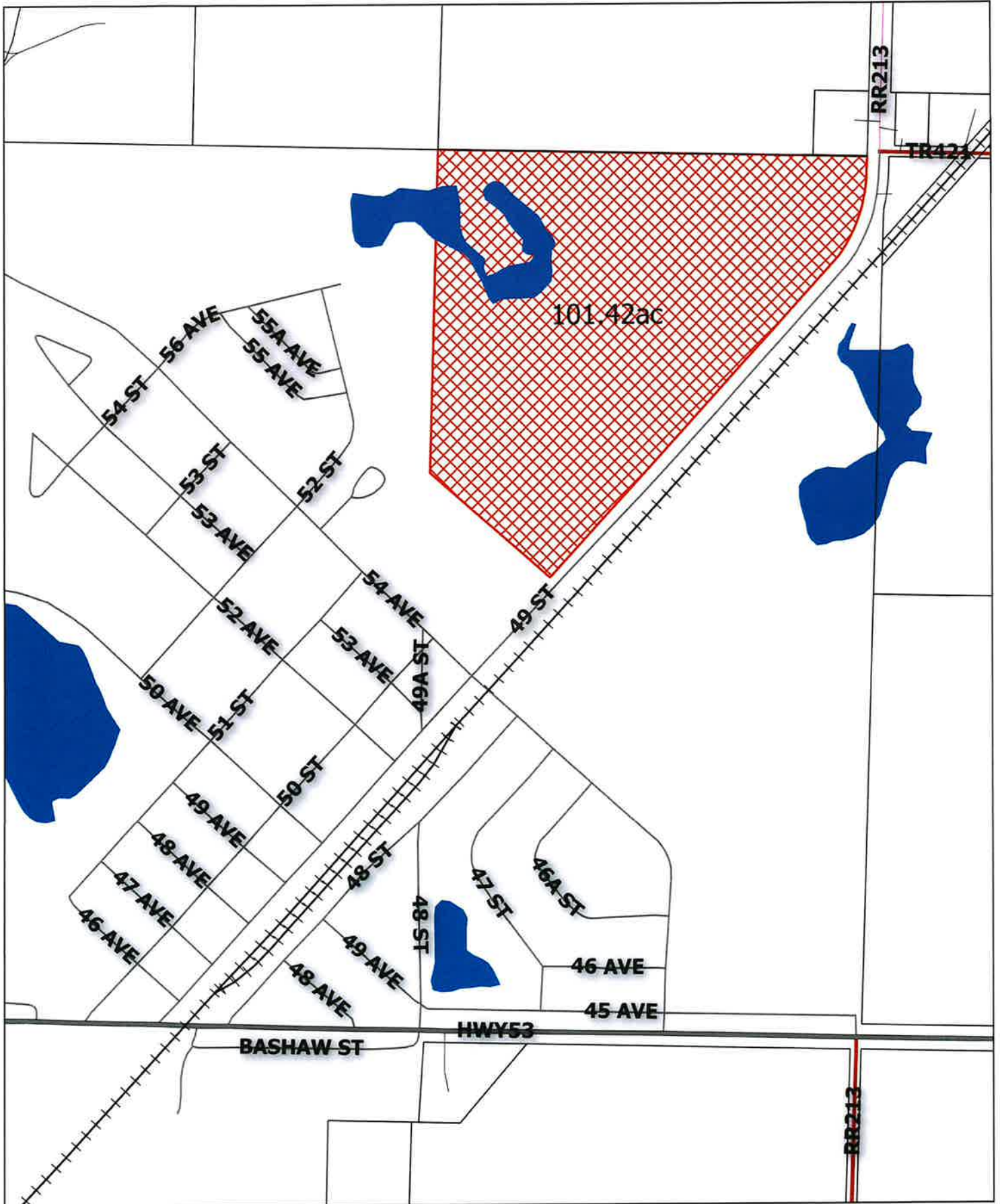


# Proposed Subdivision TB/23/01



-  Proposed Subdivision
-  Existing Parcel Boundaries





Location Map - TB/23/01





Approved: yes /no Motion # \_\_\_\_\_  
Town of Bashaw

Request for Decision

Meeting:	Regular Council
Meeting Date:	December 18, 2023
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.2 Under Mark Value Lot Sale – Lot 12, Block 101, Plan 812 0619

**Background/Proposal:**

On November 15, 2023, Council passed the following motion:

MOVED BY Councillor Northey to direct administration to advertise the offer of \$10,000.00 plus gst for the purchase of Lot 12, Block 101, Plan 812 0619.

**Discussion/Options/Benefits/Disadvantages:**

The proposal was advertised:

- For two weeks in the East Central Review, November 23, and 30, 2023.
- Notice of resolution – shared on Voyent Alert
- Posters; Post Office, Town office board, and town website

**Costs/Source of Funding (if applicable)**

Advertisement – Operating Budget

**Applicable Legislation:**

MGA 70(1)a – Disposal of land for less than market value.  
231 – Petition for vote on advertised bylaws and resolutions.

**Community Engagement Consideration:**

The proposal was advertised as required by legislation. Staff received inquiries regarding the location and description of the land.

No opposition to the proposal was received.

Some inquiries about purchasing it for the same price. They were declined but were offered the opportunity to present a counter proposal.

**Recommended Action:**

Staff recommend Council pass the following motion:

MOVED BY \_\_\_\_\_ to approve the sale of Lot 12, Block 101, Plan 812 0619 for the price of \$ 10,000.00 plus gst to Bashaw Concrete.

**Discussion Result:**

Additional research Requested:

## CAO

---

**From:** Reception  
**Sent:** November 21, 2023 4:34 PM  
**To:** CAO  
**Subject:** RE: Notice of Special Meeting to Circulate

Hello 😊

For our records Theresa, the Notice of the Special Meeting was posted Nov.21 afternoon on:

- post office board
- our office board
- Facebook poster with link
- Voyent Alert
- the Town website

Thanks,

*Chris Morrison*

Town of Bashaw  
Box 510  
Bashaw, AB T0B 0H0  
Ph: 780-372-3911  
Fax: 780-372-2335

---

**From:** CAO <cao@townofbashaw.com>  
**Sent:** Tuesday, November 21, 2023 11:45 AM  
**To:** Reception <admin@townofbashaw.com>  
**Subject:** Notice of Special Meeting to Circulate

Hi Chris,  
Please circulate the following on Voyent and Facebook.  
Thank you.

Theresa Fuller, CLGM  
Chief Administrative Officer  
Town of Bashaw  
(780) 372 – 3911  
Fax: (780) 372 – 2335  
[cao@townofbashaw.com](mailto:cao@townofbashaw.com)

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.

**CAO**

---

**From:** Town of Bashaw <alert@voyent-alert.com>  
**Sent:** November 20, 2023 1:57 PM  
**To:** CAO  
**Subject:** Town of Bashaw Notice of Resolution



## Town of Bashaw Notice of Resolution

Issued on **Monday, November 20, 2023 1:56 PM MST** by **Town of Bashaw**

Affected Locations: **Town Office**

### Description

[Full Details](#)

If the button above is not selectable you may copy and paste the following URL into your web browser directly: <https://ca.voyent-alert.com/v/000BF3X>

---

This email was sent to you by the [Voyent Alert!](#) service, on behalf of Town of Bashaw.

[UNSUBSCRIBE / PREFERENCES](#)

Do not reply to this message.



## **TOWN OF BASHAW - NOTICE OF RESOLUTION**

### **SALE OF LAND BELOW MARKET VALUE**

Bashaw Town Council is considering:

- Sale of Lot 12, Block 101, Plan 8120619
- Sale Price: \$ 10,000 plus gst.
- The parcel is located east of the trout pond, on the north side of the alley (4606–52 Avenue)

Provide your feedback, or petition by December 11, 2023—prior to 4:00 pm.

- Mail—Box 510, 5011–52 Avenue, Bashaw, AB, T0B 0H0
- Email: [cao@townofbashaw.com](mailto:cao@townofbashaw.com)

Bashaw Town Council will discuss this resolution on December 18, 2023—6:00 pm, at the Bashaw Town office—5011–52 Street, Bashaw.

Questions: Phone: 780-372-3911, or email: [cao@townofbashaw.com](mailto:cao@townofbashaw.com)

Sale of Land Below Market Value is due to the following reasons:

- Low-lying area with swampy features.
- Significant fill is required to bring the lot to grade



P.O. Box 70, 4921 Victoria Ave.,  
 Coronation, AB T0C 1C0  
 Ph. 403-578-4111  
 Email: office@ecareview.com  
 www.ECAreview.com

	<b>Invoice Number</b>	<b>Invoice Date</b>
	16442	11/30/2023
<b>Advertiser No.</b>	<b>Amount Due</b>	<b>Due Date</b>
2791	\$386.42	12/30/2023

Town of Bashaw  
 Box 510, 5011 - 52 Avenue  
 Bashaw Alberta T0B 0H0

1.5% int. on balances past due.

**Amount Enclosed**

Please detach top portion and return with your payment.

**INVOICE**

ECA Review		Town of Bashaw			Invoice No. 16442		11/30/2023
Date	Order	Description	Ad Size	SubTotal	Sales Tax	Amount	
11/23/2023	5259 ECA	Display: Real Estate/Homes: Land below mkt 2x's ending Nov30	3 x 4.5	\$184.01	\$9.20	\$193.21	
11/30/2023	5259 ECA	Display: Real Estate/Homes: Land below mkt 2x's ending Nov30	3 x 4.5	\$184.01	\$9.20	\$193.21	
Sub Total:						\$368.02	
GST:						\$18.40	
<b>Total Transactions: 2</b>					<b>Total:</b>		<b>\$386.42</b>

**SUMMARY**      Advertiser No.    2791                      Invoice No.                      16442                      Invoice Amount    \$386.42

**Tear Sheets**    1    1.5% int. on balances past due.

Cheques payable to: ECA Review, Credit card, or e-Transfer to: office@ecareview.com  
 Due to increases in fuel and utilities we had to initiate a rate increase in mid 2023.

We appreciate doing business with you! Thank you.  
 GST # : R101157121

## BASHAW COUNCIL

# Town ponders recreation and public input

Stu Salkeld  
Local Journalism  
Initiative reporter  
ECA Review

The Town of Bashaw council began a discussion about recreation at their Nov. 15 regular meeting but soon decided efforts to develop a master plan could include many other facets of the community.

Town Chief Administrative Officer Theresa Fuller stated the topic of "recreation master plan" was requested by councillors to be placed on the agenda for discussion.

The topic of a wide-ranging approach to all recreation in the community was lit when, a few weeks ago, councillors discussed providing financial assistance to the Bashaw Curling Club; the discussion evolved into a discussion on the challenges facing recreation organizations.

Coun. Kyle McIntosh stated that he felt a recreation master plan could be developed alongside a tourism master plan, as the two slices of the community could be seen as linked.

McIntosh used as an example the Bashaw Ag Society grounds, which are used for recreation and sports events such as rodeo, but also for tourism and culture events such as the medieval fair.

McIntosh pointed out some other Alberta communities

have already taken this wide-ranging approach and Bashaw could examine the fruits of their labours.

The Town of Raymond's website does indeed offer a document called "Integrated Community Sustainability Plan" for perusal. The plan has defined sections for culture, economy, environment, governance and social elements.

The document describes a sustainability plan as, "...a guiding framework designed to lead us to a future with a strong economy, a participatory governance model, ecological integrity, a vibrant cultural scene, and strong social cohesion."

McIntosh also suggested holding a community stakeholder meeting one afternoon to discuss a recreation master plan idea and gather input directly from town residents.

McIntosh also noted that he didn't think this would require the hiring of a consultant as town staff and councillors could handle this on their own.

Coun. Jackie Northey liked the idea and went further with it, suggesting the stakeholder meeting could be akin to a summit to discuss recreation, tourism and culture all at once.

Northey stated she felt Bashaw has many hidden gems in those areas, including tourism and recreation spots

such as Standing Stone Lake.

Northey stated she felt that the next step would be to develop a list of stakeholders and ask them if they'd be interested in this "summit meeting" approach.

Councillors unanimously passed a resolution that the Town of Bashaw will develop a list of stakeholders and contact them to gauge their interest in participating in a recreation, tourism and culture master plan summit meeting.

## Support services budget

Earlier in the meeting councillors heard a presentation from Bashaw & District Support Services (BDSS) which included the organization's draft 2024 budget presented by representatives Terry Brown Gust and Maypu Mann.

BDSS stated they were requesting \$78,365 in Family and Community Support Services (FCSS) funding.

BDSS' presentation listed a wide variety of programming offered in Bashaw, including the community wellness program, Roots of Empathy, Meals on Wheels, Tools for School, youth social programming and much more.

It was noted at the meeting that collectively BDSS received less funding last year than it requested and costs such as staffing are rising.

As well, it's unknown at this time how much money the provincial government will make available for FCSS programming.

Readers should note that FCSS programming is paid on an 80 per cent Government of Alberta, 20 per cent municipality ratio.

Fuller stated the Town of Bashaw pays about \$6,600 for FCSS programming per year. She added FCSS is population based and an existing agreement with the province is in place.

During discussion the topic of Bashaw school population came up, and it was

noted several times that school population is 57.7 per cent rural.

Coun. Northey stated the need and demand for BDSS-like programming is growing.

"It's getting brutal out there," said Northey, who added the local food bank is under a lot of pressure.

It was also noted Bashaw representatives have heard similar feedback from their counterparts in the Village of Alix and Town of Stettler.

Councillors unanimously accepted the BDSS draft budget as information.

## LAND FOR SALE

### CROP LAND

4500 acres - Chinook area  
6000 acres - Cereal area  
2400 acres - south of Hanna  
1 Quarter - south of Veteran

### GRASS LAND

16 quarters - south of Veteran  
90 quarters - Youngstown area  
2 quarters - south of Veteran

1/4 section north of

Veteran - 90 acres  
broke, home site,  
16' x 76' mobile  
home, 40' x 60'  
shop & working  
corrals. Owner  
willing to sub-  
divide acreage out.

Call **Dallas Ellerby**  
Your Farm & Ranch Specialist  
**403.578.8105**



cancow@  
xplornet.com

www.greaterpropertygroup.com  
GREATER PROPERTY GROUP

## BASHAW COUNCIL

# Council approves \$62,000 for new water system pump

Stu Salkeld  
Local Journalism  
Initiative reporter  
ECA Review

Bashaw town council approved \$62,000 to purchase an important water system pump. The decision was one of two made at a special council meeting held Nov. 22.

It was noted the special meeting was called by staff because two items involved non-budgeted expenses.

In a phone call to the *ECA Review* Nov. 27, Town Chief Administrative Officer (CAO) Theresa Fuller confirmed councillors approved by resolution \$62,000 from unrestricted surplus to purchase a new drop-in pump that, staff noted, should last up to 30 years if it's serviced properly.

In her report to council Fuller noted the old pump had been sent away for repair, with costs estimated at about \$14,000. However once the contractor began repairing the old pump it was noted two damaged impellers, previously undetected, that would require another \$12,000 to repair, plus the original \$14,000.

During discussion the CAO noted that the old pump could therefore be repaired for \$26,000, but there was no guarantee it was free of problems.

Fuller stated the Town of Bashaw has three such pumps

within the water system on a rotating schedule, with only two currently available as the old one has been at the shop since September.

She also noted that while councillors did approve \$62,000 for a new pump, town staff are still going to continue looking at options in case a more affordable solution is available.

## Fire truck repairs

Councillors also unanimously approved an additional \$7,397.46 on top of other monies to repair the Town of Bashaw Fire Dept.'s 1992 Volvo fire-fighting unit.

Fuller's memo noted town council previously approved \$22,300 from unrestricted surplus to repair the truck's pump,

As it turned out, however, once the contractor took the pump apart more damage was discovered.

The CAO noted a significant amount of rust was discovered in the pump and transfer case.

She added that the town thought further repairs for the truck would only cost another 10 per cent, but the entire bill eventually came in at over \$30,000.

After negotiations with the contractor, the total bill was eventually cut down to \$29,697.46, just over \$7,000 above the original budget.

Fuller stated councillors were relieved the unit in question is now fully functional and back in service.

## RCMP

# Seeking assistance in identifying assault suspect

RCMP are seeking public assistance in identifying a sexual assault suspect.

On Sept. 27, 2023, a female youth was approached by an unknown male on the streets of Drumheller. The male spoke with the female and started walking with her.

They both eventually sat down behind a building where he proceeded to touch her in a

sexual manner. The male suspect then left the scene.

The suspect is described as dark complexion, approximately 30-40 years old, approximately six feet tall and 180 pounds.

If you have any information regarding this crime, please contact the Drumheller RCMP Detachment at 403-823-2630, online at [www.P3Tips.com](http://www.P3Tips.com).

## LEGACY DRILLING LTD.

Water Wells  
Pasture Wells  
Drilling and Servicing



### Jeff Southworth

Phone: 403-854-0172 • Hanna, AB  
Phone: 403-396-2254 • Delburne, AB  
E-Mail: [legacydrillingltd@outlook.com](mailto:legacydrillingltd@outlook.com)  
Emergency 24/hr On Call

## Town of Bashaw NOTICE OF RESOLUTION

### Sale of Land Below Market Value



Bashaw Town Council is considering:

- Sale of Lot 12, Block 101, Plan 8120619
- Sale Price: \$ 10,000 plus gst.
- The parcel is located east of the trout pond, on the north side of the alley (4606-52 Avenue)

Provide your feedback, or petition by December 11, 2023-prior to 4:00 pm.

- Mail-Box 510, 5011-52 Avenue, Bashaw, AB, T0B 0H0
- Email: [cao@townofbashaw.com](mailto:cao@townofbashaw.com)

Bashaw Town Council will discuss this resolution on December 18, 2023-6:00 pm, at the Bashaw Town office - 5011-52 Street, Bashaw.

Questions: Phone: 780-372-3911, or email: [cao@townofbashaw.com](mailto:cao@townofbashaw.com)

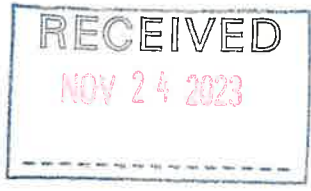
Sale of Land Below Market Value is due to the following reasons:

- Low-lying area with swampy features.
- Significant fill is required to bring the lot to grade

7.3.

**Bashaw Bus Society**

4909 50th Street  
Box 568  
Bashaw AB T0B 0H0



October 5, 2023

Re: 2024 Town of Bashaw Funding

To Whom it May Concern,

The Bashaw Bus Society would like to formally request funding in the amount of \$5000 for 2024.

The Bus Society continues to offer affordable, safe, and reliable transportation in and around Bashaw. Our services are open to all age groups, and the bus is wheelchair accessible. Each year we rely on funding from the Town of Bashaw and we thank you for your continued support over the years.

I have attached the 2023 year to date financials for your review, as well as a basic 2024 budget. I have also included the year to date statistics. Our ridership is similar to years' past. Over and over we hear how important the bus service is, and what a difference the service makes to the clients. We continue to strive to meet our communities needs, and the surrounding area.

Please contact us with any questions or concerns.

Thank you so much for your consideration in this matter.

Sincerely,

Marianne Schroeder (President)  
Sarah Unsworth (Admin Support)  
Bashaw Bus Society

Bashaw Bus Society Statistics 2023

Month	Tuesday AM Bashaw	Camrose Thursdays	Charter
January	4 riders (2 trips)	7 riders (2 trips)	2 trips
February	8 riders (4 trips)	4 riders (2 trips)	2 trips
March	11 riders (4 trips)	4 riders (2 trips)	1 trips
April	6 riders (2 trips)	5 riders (2 trips)	1 trips
May	9 riders (5 trips)	2 riders (1 trip)	5 trips
June	4 riders (3 trips)	5 riders (2 trips)	5 trips
July	3 riders (3 trips)	4 riders (2 trips)	6 trips
August	12 riders (6 trips)	3 riders (1 trip)	2 trips
September	8 riders (3 Trips)	6 riders (2 trips)	3 trips
October	18 riders (5 Trips)	3 riders (1Trip)	3 trips
November	6 riders (3Trips)	8 riders (2 Trips)	2 trips
December			
<b>Total</b>			

We try not to run the bus for only one person going to Camrose, however sometimes it is for a necessary medical appointment that they may not have other transportation to. The same for Tuesday mornings; very many of these riders rely on the bus weekly or monthly as they have no other transportation to go to doctor appointments, lab appointments, banking & bills etc.

Many of the Charter trips are for the Bashaw Meadows Residents Association, Alix Mirror Wellness Supports Society, and Aish clients in Camrose. We are able to direct bill to Aish, with a preauthorization, making it easier for clients to secure the transportation they may need.

2024 Bashaw Bus Society Budget

Notes

<b>Income</b>		
Camrose/Stettler trips	700	
Tues AM trips	350	
Charter trips	7500	
Donations	4250	
Fundraising	1000	
Grants	7000	Anticipated grants from Camrose County (\$2000), Town of Bashaw (\$5000)
	<u>20800</u>	
<b>Expenses</b>		
Admin Fees	4800	
Advertising	200	
Gas & Oil	3300	
Repairs & Maint.	1200	
Fundraising exp.	200	
Insurance	2500	
WCB	300	
Payroll	7300	
Telephone/office supplies	1000	
	<u>20800</u>	

8:38 AM

2023-11-27

Accrual Basis

**Bashaw bus society**  
**Profit & Loss**  
**January through October 2023**

	<u>Jan - Oct 23</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
AG&LC	26,657.10
Camrose Trips	495.00
Charter Trips	5,432.00
Grants	5,000.00
Local Trips - Morning	260.00
	<u>37,844.10</u>
<b>Total Income</b>	<b>37,844.10</b>
<b>Expense</b>	
Administration Fees	4,000.00
Bus Expense	
Gas & Oil	2,445.73
Repairs & Maintenance	570.76
	<u>3,016.49</u>
<b>Total Bus Expense</b>	<b>3,016.49</b>
Contract Services	90.00
Driver Abstract Fees	29.00
Insurance	
Licenses, Permits, Insurance	200.00
WCB	205.36
Insurance - Other	2,476.00
	<u>2,881.36</u>
<b>Total Insurance</b>	<b>2,881.36</b>
Payroll Expenses	
Drivers Wages	5,956.10
E.I. Expense	241.85
	<u>6,197.95</u>
<b>Total Payroll Expenses</b>	<b>6,197.95</b>
Telephone	841.25
	<u>17,056.05</u>
<b>Total Expense</b>	<b>17,056.05</b>
<b>Net Ordinary Income</b>	<b>20,788.05</b>
<b>Net Income</b>	<b>20,788.05</b>

**Bashaw bus society**  
**Balance Sheet**  
**As of 31 October 2023**

	<u>31 Oct 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Chequing/Savings</b>	
Casino chequing	50,607.25
Community Savings - Chequing	5,033.83
Petty Cash	192.00
Savings Account	110.63
<b>Total Chequing/Savings</b>	<u>55,943.71</u>
<b>Accounts Receivable</b>	
Accounts Receivable	1,339.10
<b>Total Accounts Receivable</b>	<u>1,339.10</u>
<b>Other Current Assets</b>	
GST Receivable	221.69
<b>Total Other Current Assets</b>	<u>221.69</u>
<b>Total Current Assets</b>	<u>57,504.50</u>
<b>Fixed Assets</b>	
2011 bus	-18,712.91
2017 New Bus	69,722.72
<b>Total Fixed Assets</b>	<u>51,009.81</u>
<b>TOTAL ASSETS</b>	<u><u>108,514.31</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
GST/HST Payable	-317.93
<b>Total Other Current Liabilities</b>	<u>-317.93</u>
<b>Total Current Liabilities</b>	<u>-317.93</u>
<b>Total Liabilities</b>	-317.93
<b>Equity</b>	
Accumulated Surplus	28,155.48
Opening Bal Equity	59,888.71
Net Income	20,788.05
<b>Total Equity</b>	<u>108,832.24</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>108,514.31</u></u>

7.4.

OCTOBER 30, 2023  
Dakota Hunker

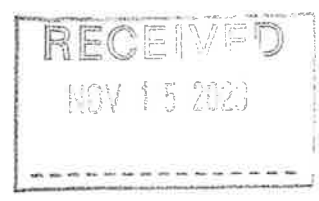
Bashaw, AB  
T0B 0H0

To whom it may concern,

Hello, I am writing today in regards to creating a mental health space in the Bashaw Arena for parents to utilize during their childrens practice times. After becoming a parent of children in sports I can't help but notice how often parents put their own needs on the back burner to ensure their children get everything they need. A sacrifice I so greatly admire. However, it has me thinking there has to be a way to ensure a bit of both worlds! Mental health is so very important and one easy way to ensure this is to create a space for light excersice. "Physical activity is 1.5 times more effective at reducing mild-to-moderate symptoms of depression, psychological stress, and anxiety than medication or cognitive behavior therapy, according to the study's lead author, Dr. Ben Singh."

I have applied and been accepted for a grant to purchase some equipment! Now all we need is a space. My hopes are that the town would allow the equipment to go up in the centenial room so parents can still keep an eye on their children but take a few minutes for themselves with some light excersize! I would provide all the cleaning equipment and maintenance that would be needed. I would like to get smaller equipment that could easily be moved out if the way when the room is required for other activities. If you need any more information please reach out and I would be happy to provide what I can. Thank you so much.

Kind regards,  
*Dakota Hunker*



7.5.

**CAO**

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**From:** Diana Ichtay <Dichtay@albertarecycling.ca>  
**Sent:** December 11, 2023 3:10 PM  
**To:** CAO  
**Subject:** Information about EPR Registration for Town of Bashaw

Dear Theresa,

Thank you for your continued support of Alberta Recycling Management Authority's (ARMA) Stewardship Program. For over 31 years, ARMA has managed four different recycling programs, and now we are embarking on a new chapter to continue advancing our vision of inspiring a future without waste through the extended producer responsibility (EPR) framework.

EPR supports two product streams, Single-use Products, Packaging and Paper Products (PPP) and Hazardous and Special Products (HSP). For communities registered in EPR, recycling collection services for PPP will be accessible to single-family and multi-family dwellings and to recycling depots and/or collection events—associated with the responsible disposal and recycling of HSP.

Alberta communities who register for EPR will shift the cost and responsibility of recycling away from local governments and taxpayers to the producers of recyclable material.

- For communities with existing recycling services, the costs of these services will be transferred to producers, reducing the utility or tax levies associated with waste management.
- Communities without existing recycling services will gain access to recycling services, resulting in:
  - Waste reduction: Recycling reduces the volume of waste ending up in landfills.
  - Economic benefits: Recycling can create jobs in the recycling industry and reduce waste management costs.
  - Conservation of resources: By recycling materials like paper, plastic, and metal, communities can conserve valuable resources.

We encourage all communities to register for EPR to maximize the benefits for our province and want to draw your attention to the following important dates related to the EPR program, some of which are fast approaching:

- Communities with existing services who register for EPR **before December 31, 2023**, will begin receiving collection under the EPR program starting April 1, 2025.
  - Registration can be completed by the community or a community authority such as a waste commission.
  - Detailed registration information is available on the [ARMA website](https://www.albertarecycling.ca) or by contacting [epr@albertarecycling.ca](mailto:epr@albertarecycling.ca).
  - **You can also find a Community Toolkit at [www.albertarecycling.ca/communities/](https://www.albertarecycling.ca/communities/)**
- Communities that register after December 31, 2023, as well as communities currently without recycling services, will start receiving recycling collection services in Phase 2, starting October 1, 2026.

Thank you once again for your time and commitment to this significant environmental initiative. Should you have any questions or require further assistance, please do not hesitate to contact us at [epr@albertarecycling.ca](mailto:epr@albertarecycling.ca). Our team is ready and willing to support you through this process.

Best regards,

Diana.



**EPR Team**

**Alberta Recycling Management Authority (ARMA)**

Toll-free: 888.999.8762



**INSPIRING A FUTURE** WITHOUT WASTE

Dear communities:

Many of you participated in the various engagement Alberta Environment and Protected Areas held regarding the development of Alberta's new extended producer responsibility (EPR) framework for single-use products, packaging, and paper products (PPP), and hazardous and special products (HSP).

I am pleased to be reaching out to you now as we are reaching a significant milestone for EPR implementation. For those of you who have already pre-registered or have registered, thank-you. If your community hasn't already, I encourage you to contact the Alberta Recycling Management Authority (ARMA) in the next few weeks regarding community registration in the EPR system. Only communities that register with the ARMA will receive recycling services under EPR and community registration information is critical for producers to design effective operations for Alberta's new EPR systems.

I understand some communities may not be ready to make a full commitment to EPR at this time. If you are not yet ready to register, I still encourage you to contact the ARMA in the next few weeks so you can be added to their pre-registration list. Pre-registration ensures you have the opportunity to engage with the ARMA, ask questions and gather more information to make a future decision about community registration.

The ARMA has been working throughout the fall to support community enrollment and I want to bring your attention to the following fast approaching key dates. Registration may be completed by the community or a community authority, such as a waste commission.

- Communities with existing services who register for EPR **before December 31, 2023**, will receive PPP and HSP service under EPR starting April 1, 2025.
- Communities that register **after December 31, 2023**, and communities without recycling services prior to November 30, 2022, will start receiving PPP and HSP service under EPR beginning October 1, 2026.
- Communities that choose not to register with the ARMA will continue to be fully responsible for funding and operating recycling programs for PPP and HSP for their communities. The community will not be part of the EPR system.

EPR has many benefits for individual communities and the province as a whole. EPR shifts the financial and operational burden of collecting, transporting, managing, and recycling PPP and HSP materials from individual municipalities to the producers that supply those materials into Alberta. A single, province wide EPR system collecting a consistent list of materials will benefit communities in the following ways:

- A reduction in costs. The costs of collecting, sorting, processing, and recycling materials designated under EPR will move away from local governments and taxpayers to producers and consumers. This shift will reduce the utility or tax burden associated with waste management.

- For communities without existing services, EPR will introduce the opportunity for your residents to recycle. Recycling collection services will be offered for PPP and recycling depots and/or collection events for HSP.
- Communities will no longer need to find markets for these recyclable materials. EPR will improve market conditions of designated materials and the EPR Regulation holds producers accountable for ensuring the designated materials are processed responsibly.
- More consistent and accessible recycling systems. Material collection across Alberta will be consistent as well as the recycling systems between all communities. This will make it easier for Albertans to know what products can be recycled.
- A reduction in waste going to landfill and support for a more circular economy. EPR will allow all communities to recycle no matter where they are located geographically, and it will keep recyclables in the market, creating more jobs.

For more information and how a community can register please visit the ARMA's website at <https://www.albertarecycling.ca/epr-oversight/>. Any questions about EPR can be sent to the ARMA via their dedicated email at [epr@albertarecycling.ca](mailto:epr@albertarecycling.ca) or toll-free at 1-888-999-8762. If you require additional departmental support, please contact me at 780-427-0554 or at [david.mckenna@gov.ab.ca](mailto:david.mckenna@gov.ab.ca).

Kind regards,

David

David McKenna  
Director, Waste Policy Section  
Water and Waste Policy Branch  
Alberta Environment and Protected Areas  
Government of Alberta

Office- 780/427-0554  
Cell- 780/913-3227  
[David.McKenna@gov.ab.ca](mailto:David.McKenna@gov.ab.ca)

 Alberta

# **Safety and Use Bylaws**

## **Town of Bashaw Library Board**

**Adopted by the Town of Bashaw Library Board**

**December 11, 2023**

# Safety and Use Bylaws of the Town of Bashaw Library Board

Approved by the **Town of Bashaw Library Board** on: December 11, 2023

Accepted by Town of Bashaw Council on: December 18, 2023

The Town of Bashaw Library Board enacts the following bylaws pursuant to the *Libraries Act*.

## 1. Definitions

Definitions in these bylaws shall mean:

- 1.1. board: the Town of Bashaw Library Board.
- 1.2. applicant: a person applying for a library card.
- 1.3. cardholder: the registered user of a current library card.
- 1.4. cardholder categories shall include the following:
  - 1.4.1. adult: any person 18 years and older.
  - 1.4.2. young adult: any person 13 through 17 years of age.
  - 1.4.3. child: any person up to and including 12 years of age.
  - 1.4.4. family: two or more members of the same family residing in the same home.
  - 1.4.5. ME Libraries borrower: a cardholder whose card is registered in the ME Libraries program. This could include non-residents with a card from another library.
- 1.5. good standing: a cardholder whose card is active, and not suspended or revoked by the library that issued the card.
- 1.6. library manager: the person charged by the board with operation of the Town of Bashaw Public Library.
- 1.7. library: the Town of Bashaw Public Library.
- 1.8. library resources: any resources, regardless of format, that are held in the board's collection, or borrowed by the cardholders of the Town of Bashaw Public Library.
- 1.9. loan period: the period of time, as set out in schedule B, which a cardholder may borrow library resources and includes any renewal of an original loan period.
- 1.10. ME Libraries: A provincial program that allows library cardholders to borrow materials from any library in Alberta that participates in the Alberta Public Library Network.
- 1.11. non-resident: any person who does not have a residence within the service area and does not pay property or business taxes within the service area (see "service area").

1.12.resident: any person who has a residence within or pays property or business taxes within the service area (see “service area”).

1.13.service area: the Town of Bashaw and the school divisions of the County of Camrose.

## **2. Admittance to and Conduct in the Building**

2.1. The building is to be open free of charge to the public for library purposes at the hours posted.

2.2. No person using the library building shall:

2.2.1. Contravene any board policy

2.2.2. Create any unnecessary disturbance for other library users

2.2.3. Take away any library item from the building unless the item has been properly checked out in accordance with library circulation policies and procedures.

2.2.4. Solicit other library users and staff for personal, commercial, religious, or political reasons.

2.3. Except with the permission of the library staff, no person shall:

2.3.1. Bring any animal, other than a service animal, into the building.

2.3.2. Bring a wheeled vehicle or conveyance, other than a wheelchair, walker, baby carriage or stroller, into the building.

2.4. Persons who do not act in accordance with these bylaws shall be asked to put an end to their actions. If the action continues or the seriousness of the action justifies it, library staff will direct the person to leave the building. Library staff may also ask for outside assistance, including contacting local law enforcement officers.

2.5. All persons entering or otherwise using the library building shall comply with applicable public health regulations.

2.6. No member of the public is to be left in the library building for any purpose without a library staff person present at all times, unless that member of the public has been previously authorized to use the library building without staff present in accordance with library policies. Town of Bashaw staff shall have access to the building in relation to building concerns. Law enforcement officers or fire fighters may have access to the building in emergency situations.

### **3. Procedures for Acquiring a Library Card**

3.1. Anyone is eligible to apply for a library card. However, non-residents are encouraged to apply for a library card at their local library.

3.2. A library card is issued upon:

3.2.1. We supply Parkland Regional Library System cards. The cards are for the Town of Bashaw Library.

3.2.2. Presentation of one piece of photo identification bearing the applicant's permanent address if an adult or young adult is applying for a card. If a child is applying for a card, a parent or legal guardian must present photo identification bearing his/her permanent address. The library may also accept a combination of other forms of identification or other documentation bearing the permanent address.

3.2.3. Payment of any applicable fees as outlined in Schedule A.

3.3. Applicants will receive a library card which:

3.3.1. is valid from the date of issue to the date of expiry, unless suspended or revoked by the library staff under these bylaws.

3.3.2. remains the property of the Town of Bashaw Library Board.

3.4. A library user may participate in the ME Libraries program if the library user is a cardholder in good standing at a public library participating in the ME Libraries program.

### **4. Responsibilities of a Cardholder**

4.1. The cardholder named on a library card will be the only person that may use the card. The cardholder may designate alternate people to access his/her/they/them library records or collect holds on their behalf.

4.2. A cardholder will return or renew any library items on or before the due date as provided in Schedule B.

4.3. A cardholder is responsible for all library items borrowed on their card and will compensate the library for all library items damaged or lost while borrowed on their card.

4.3.1. In the case of a child or young adult card, the parent or legal guardian who signed the child or young adult cardholder's application form is responsible for all library items borrowed on that library card and will compensate the library for all library items damaged or lost while borrowed on that card.

4.3.2. In the case of a library card listed on a family application form, the designated cardholder indicated on the family application form is responsible for all library items borrowed on all library cards listed on that application form, and will compensate the library for all library items damaged or lost while borrowed on those cards.

4.4. Loss or theft of a current library card must be reported immediately to the library. Cardholders are responsible for all library resources borrowed and all charges attributable before the loss or theft of the card is reported.

4.5. Cardholders must notify the library of any change of contact information as soon as possible.

## **5. Loan of Library Resources**

5.1. There is no charge for using library resources on library premises, borrowing library resources normally lent by the library, consultation with members of the library staff or receiving basic information service.

5.2. Loan periods for library resources are set out in Schedule B.

5.3. Library resources may be reserved and/or renewed in accordance with current library policies and procedures.

## **6. Penalty Provisions**

6.1. The procedures for demanding the return of overdue resources are as set out in Schedule C.

6.2. As per these bylaws, cardholders are responsible for all charges resulting from failing to return or the late return of library resources. The fine schedule is outlined in Schedule C.

6.3. A library card may be suspended or revoked if the cardholder has repeatedly violated the terms of these bylaws. The decision to suspend or revoke a library card will be made by the library manager or by staff designated by the library manager.

6.4. In cases of serious dereliction, the board may prosecute an offence under the *Libraries Act*. Such an offence is punishable under the *Libraries Act*.

6.5. Any fine or penalty imposed pursuant to an offence under 6.4 inures to the benefit of the [name of municipality] Library Board in accordance with the *Libraries Act*.

## **7. Service Fees**

7.1. Service fees, including charges for the use of library premises not normally used for public library purposes (i.e. the library meeting room), are listed in Schedule D.

## **SCHEDULE A – Fees for the Issuance of Library Cards**

Individual Adult / Senior card fee: \$5.00 per year

Annual Students / Youth fee: \$3.00

Annual Children fee: \$2.00

Family card fee: \$10.00 per family per year

Card fees may be waived at the discretion of the library manager or by staff designated by the library manager. All library cards are subject to review.

## **SCHEDULE B – Loan of Library Resources**

1. A cardholder in good standing may borrow a maximum of one hundred (100) circulating resources in their account at any one time. The Takeout/Checkout limit is 15 items per visit. All circulating resources are loaned for three weeks:
  - a. Resources from the video collection and circulating magazines are loaned for three weeks.
  - b. Interlibrary loan items are typically loaned for three weeks unless otherwise authorized by the lending library.
2. Renewal Periods: All circulating resources may be renewed a maximum of five times for a total loan of fifteen weeks, with the exception of resources from the video collection which may be renewed twice for a total loan of three weeks.
  - a. Extended due dates may be granted by at the discretion of the library manager or staff designated by the library manager in the event of upcoming travel, anticipated hospitalization or recuperation, or other foreseeable absences.
  - b. All renewals are subject to reservations from other cardholders.

## **SCHEDULE C – Overdue Fees and Fees for Lost or Damaged Items**

### **Overdue fees**

Overdue fees shall only be charged to adult cardholders. No overdue fees will be charged to child or young adult cardholders.

Overdue fees for adult cardholders shall be assessed at \$0.25 per item per day. No adult cardholder shall accrue more than \$5.00 in overdue fees until the outstanding fees are repaid.

### **Fees for lost or damaged items**

The purchase cost as listed in the library's catalogue shall be charged. If the item is found after a replacement copy has been purchased, the found item becomes the property of the cardholder and the replacement fee will not be waived.

### **SCHEDULE D – Service Fees**

Photocopying and printing: \$0.25 per page

Meeting room rental fees – not-for-profit groups and private individuals: \$25.00/evening

Meeting room rental fees – for-profit companies: \$25.00/evening or donation

## Bashaw Municipal Library

Date: December 13, 2023

Dear Bashaw Town Council,

### RE: Library Board Member Changes

Please pass the following motions for the two Bashaw Library Board Trustees whose 3-year terms will begin immediately as a result of recent resignations. Their term will commence on the date the motion is made by the Town council.

**MOVED BY** \_\_\_\_\_ to appoint Jackie Northey to the Bashaw Library Board effective December 18, 2023 for a three-year term.

Yours truly,

Terri Brown-Gust  
Chairperson  
Town of Bashaw Library