



**REGULAR MEETING OF COUNCIL  
A G E N D A  
Monday, February 5, 2024, 6:00 pm  
Council Chambers & Zoom Access**

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. PUBLIC HEARINGS
4. DELEGATIONS
5. APPROVAL OF MINUTES
  - 5.1 Minutes of the January 17, 2024, Regular Meeting of Council
6. CONSENT AGENDA
  - 6.1 Letter to Council from Haley Perry
  - 6.2 Staff Projects and Council Requests Listing 2024
  - 6.3 Community Policing Report – Sergeant Trent Cleveland
  - 6.4 Bill C-310 – Response from Damien Kurek
  - 6.5 Alberta Health Services – Medical First Response Financial Support
7. NEW & UNFINISHED BUSINESS
  - 7.1 Letter to Council – Conflict of Interest Inquiry
  - 7.2 Bashaw Municipal Library – Trustee Motion request
  - 7.3 Notice of Motion – Council Remuneration
  - 7.4 Notice of Motion – Council Transparency
  - 7.5 Alberta Mid-Sized Towns Mayor’s Caucus
  - 7.6 Water Leak Report – Report to be circulated the day of the Meeting for most updated information.
8. COMMITTEE REPORTS – action to be considered.
9. CORRESPONDENCE ITEMS – Action to be considered.
10. CLOSED MEETING OF COUNCIL
11. NOTICES OF MOTION
12. NEXT MEETING: February 21, 2024 – 6:00 pm
13. ADJOURNMENT



**REGULAR MEETING OF COUNCIL  
MINUTES  
Wednesday, January 17, 2024, 6:00 pm  
Council Chambers & Zoom Access**

- In Person:** CAO Fuller (5:45 pm), Deputy Mayor Orom (5:45 pm), Councillor McIntosh (5:45 pm), Councillor Northey (5:50 pm), Councillor Gust (5:55 pm), Public Works Foreman Taylor (5:50 pm)
- By Zoom:** Mayor McDonald (5:50 pm) Requested Deputy Mayor Orom chair the meeting. (Mayor McDonald attended the meeting by Zoom)
- Absent with notice:** none
- Public Zoom:** L. Turcotte (5:59 pm), Sherry Letendre (5:59 pm)
- Recording Secretary:** Secretary Morrison (5:45 pm)
- Press by zoom:** Kevin Sabo (6:00 pm)

1. CALL TO ORDER by Deputy Mayor Orom at 5:59 pm.
2. ADOPTION OF AGENDA

Deputy Mayor Orom requested to place agenda item 6.3 – Public Works Foreman report to New and Unfinished Business - Item 7.5 Snow Removal, and Councillor McIntosh requested to add CAO Report - Dogs to New and Unfinished Business – Item 7.6.

**MOVED** by Councillor McIntosh to approve the January 17, 2024, Regular Meeting of Council Agenda with the additions of 7.5 Snow Removal and 7.6 CAO Report – Dogs: to New and Unfinished Business.

**MOTION #012-2024**

**CARRIED**

3. PUBLIC HEARINGS – None
4. DELEGATIONS - None
5. APPROVAL OF MINUTES
  - 5.1 Minutes of January 3, 2023, Regular Meeting of Council.

**MOVED** by Mayor McDonald to approve the minutes of the January 3, 2024, Regular Meeting of Council.

**MOTION #013-2024**

**CARRIED**

6. CONSENT AGENDA
  - 6.1 Town of Bashaw December 31, 2023, Monthly Statement
  - 6.2 Council Committee Reports
  - 6.3 Foreman Report
  - 6.4 CAO Report
  - 6.5 Taxervice – 2022 Final Report Notification Matter (Land)
  - 6.6 Nordic Managing Systems – Community Hall Energy Report
  - 6.7 Municipal Affairs – Local Government Fiscal Framework Program

## 7. NEW & UNFINISHED BUSINESS

### 7.1 Municipal Councils and Library Boards – The Nine Roles and Responsibilities of Municipal Councils.

**MOVED** by Councillor McIntosh to accept Municipal Councils and Library Boards – the nine Roles and Responsibilities of Municipal Councils, as information.

**MOTION #014-2024**

CARRIED

### 7.2 Bashaw Municipal Library – Safety & Use Bylaws – Revised version

**MOVED** by Councillor McIntosh to approve revised version of Bashaw Municipal Library – Safety & Use Bylaws on January 17, 2024, regular meeting of council.

**MOTION #015-2024**

CARRIED

### 7.3 Central Region All-Hazards Incident Management Team – Memorandum of Understanding Membership – request for approval of new/updated document

**MOVED** by Councillor McIntosh to request Mayor McDonald to chat with the Reeve of Red Deer County regarding Central Region All-Hazards Incident Management Team - Memorandum of Understanding Membership.

**MOTION #016-2024**

CARRIED

**MOVED** by Councillor McIntosh to direct administration to provide a report to Bashaw Town Council on the Central Region All-Hazards Incident Management Team Framework.

**MOTION #017-2024**

CARRIED

**MOVED** by Councillor McIntosh to approve continued participation in the Central Region All-Hazards Incident Management team supporting jurisdiction membership.

**MOTION #018-2024**

CARRIED

The meeting Recessed at 6:38 pm.

Foreman Taylor and Deputy Mayor Orom left the meeting at 6:38

Foreman Taylor and Deputy Mayor Orom returned to the meeting at 6:41

Meeting Continued 6:42 pm.

### 7.4 Bylaw 778 – 2018 Water Restriction Bylaw

**MOVED** by Councillor Northey to direct administration to proceed with a communication strategy to inform the public about the potential drought situation. Implement information about water restriction based on 778 – 2018 Water Restriction Bylaw.

**MOTION #019-2024**

CARRIED

### 7.5 Town Foreman Report - Snow Removal

Discussion progressed. Information about snow removal will be circulated by post office bulletin board poster, Voyent Alert, town website, town Facebook page.

Foreman Taylor left the meeting at 7:00 pm.

### 7.6 Dogs

CAO Fuller shared the information.

## 8. COMMITTEE REPORTS – none

## 9. CORRESPONDENCE ITEMS – none

**MOVED** by Councillor McIntosh to move into Closed Meeting of Council for 10.1 Personnel – CAO Performance  
- FOIP Section 17: at 7:05pm

**MOTION #020-2024**

CARRIED

Public Zoom Connections were disconnected from the meeting at 7:05 pm.  
Secretary Morrison left the meeting at 7:05 pm.

10. CLOSED MEETING OF COUNCIL

10.1 Personnel – CAO Performance – FOIP Section 17

**MOVED** by Councillor McIntosh to exit Closed Meeting of Council for 10.1 Personnel – CAO Performance - FOIP  
Section 17: at 7:17pm

**MOTION #021-2024**

CARRIED

11. NOTICES OF MOTION

Councillor McIntosh presented the following Notices of Motion:

NOTICE OF MOTION – Council Remuneration

NOTICE OF MOTION - Council Transparency

Councillor McIntosh read the full version at the meeting. The full versions were provided by email during the meeting.

12. NEXT MEETING: February 5, 2024, 6:00 pm.

13. ADJOURNMENT – Councillor Northey adjourned the meeting at 7:31 pm.

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CHIEF ELECTED OFFICIAL

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CHIEF ADMINISTRATIVE OFFICER

# NOTICE OF MOTION

RE: Council Remuneration

Councillor Kyle McIntosh

**WHEREAS** the purpose of the municipality pursuant to section 3(a) of the *Municipal Government Act* is to provide good government;

**AND WHEREAS** Municipal Elected Officials are in a unique position to set their own pay with taxpayer dollars;

**AND WHEREAS** it is desirable to make decisions informed by research, removing perceptions of bias, and, where possible, at “arms’ length”;

**AND WHEREAS** 2025 is a municipal election year with the ‘campaign period’, as defined in the *Local Authorities Election Act* section 147.1(1)(b)(i), beginning on January 1<sup>st</sup> of that year;

**AND WHEREAS** prospective candidates should know their remuneration before declaring their candidacy for elected office;

**NOW THEREFORE, BE IT RESOLVED** that Council direct administration to draft a Frame of Reference for a Council Remuneration Review Committee (advisory), including the following elements:

- (a) Number of members – three (3);
- (b) A restriction on members of Council or anyone declared under pecuniary interest statutes from serving on this committee;
- (c) A timeline for implementation that allows Council to make an informed decision prior to the January 1<sup>st</sup> campaign period;
- (d) Inclusion of external markets to be surveyed based on size, locality, industry, or other such relevant measures;
- (e) Descriptions of duties, powers, meeting schedules, review, or other such measures the CAO deems necessary.

# NOTICE OF MOTION

RE: Council Transparency

Councillor Kyle McIntosh

**WHEREAS** the purpose of the municipality pursuant to section 3(a) of the *Municipal Government Act* is to provide good government;

**AND WHEREAS** open and transparent governments engender the public trust;

**AND WHEREAS** local government is the order of government closest to the everyday lives of residents, impacting services such as roadways, waste removal, water, and other programming that enhances the quality of life of residents;

**AND WHEREAS** the current term of Council has seen a higher interest in its dealings than comparator municipalities, as determined by the number of attendees at meetings (both online and in person) and media coverage;

**AND WHEREAS** the current term of Council has seen multiple members of Council attend meetings remotely;

**NOW THEREFORE, BE IT RESOLVED** that Council direct administration to draft amendments to the necessary Bylaws and Policies, no later than July 30<sup>th</sup> of 2024, to enact the following:

- (a) Recording and public distribution of Council and Committee meetings;
- (b) The release of an unofficial summary of highlights from each Council and Committee meeting;
- (c) Automatically making every vote of Council a "recorded vote" and denoting motions that are "CARRIED UNANIMOUSLY" as such within meeting minutes to save space;
- (d) A defined process for soliciting the names of residents to be appointed to Municipal agencies, boards, and commissions;
- (e) Regular engagement with the public in the form of "Citizen Satisfaction Surveys" or similar;
- (f) Any other such items that the CAO believes will foster the public trust through increased transparency.

**BE IT FURTHER RESOLVED** that Council direct administration to research and report costs and implementation challenges, no later than July 30<sup>th</sup> of 2024, on modernizing Council livestreams, livestream equipment, and other such technological components that enhance Council transparency, recognizing the key role such technology plays in the participation of Municipal Elected Officials, the public, and press in the democratic process.

To:

The Bashaw Library Board  
Town of Bashaw  
And To Anyone This May Concern

I first off want to voice my absolute admiration for Ms Cindy Hunter. She is a Pillar of this community and the love she has for our library and it's participants is unmatched. Her passion for the children that attend the library as well as the preschool and daycare is something all of us parents dream to find as part of our village. She would order books for my daughters without being prompted but just because she knew they would enjoy them. The imagination library that she tirelessly fundraised for because she knew this community and its children would benefit

greatly from it. The Golden ticket was always something to look forward to! Just like her infectious smile laughter and presence in the building. There is no one quite like her.

Second I want to express my absolute outrage at her termination. Not only is the timing (12 days before Christmas) disgusting and aggregous. I believe that without Ms Hunter the library will not be the place of community that it is without her. The library was somewhere children, teenagers, adults and seniors wanted to come and enjoy.

As a tax payer in this town and county who's money goes into these programs and who's children attend the many programs that Cindy Hunter has provided,organized and executed, I feel

that we should have a say in these matters and do not and will not ever support this decision.

It is appalling that her passion was taken away from her to begin with let alone at Christmas.

The excuse of "she wasn't doing her job" is a cop out and everyone on that board knows it. That library always had new books to browse, it was clean, organized, receiving funding from programs and contests Cindy Hunter participated in and found. She went above and beyond for that place constantly. In my eyes looks like she was doing an outstanding job and maybe needed more support from the people that chose to terminate her without cause.

No one could possibly replace her or even

attempt to.

People who don't even attend the programs or witness anything that she has done for this town get to decide this?

Disgusting.

Sincerely

Haley Perry

CAO



**From:**  
**Sent:** January 26, 2024 2:25 PM  
**To:** CAO  
**Subject:** Re: Letter to Council - RE: Library Concerns

Hello,

Yes I consent to my letter to be apart of the council meeting.

Haley Perry

On Fri, Jan 26, 2024, 1:34 p.m. CAO <[cao@townofbashaw.com](mailto:cao@townofbashaw.com)> wrote:

Hi,

We have received a letter from you addressed to council.

Please confirm if you would like your letter shared publicly within the Council Agenda Package.

Confirm if you would like your full name included, and the content as it was provided to us.

Please provide your consent by responding to this email.

Sincerely,

Theresa Fuller, CLGM

Chief Administrative Officer

Town of Bashaw

(780) 372 – 3911

Fax: (780) 372 – 2335

[cao@townofbashaw.com](mailto:cao@townofbashaw.com)

## Staff Projects and Council Requests 2024

6.2

<b>1 Utility Billing</b>	Update to email billing Monthly Meter reads & send billings.
<b>2 Personnel Policy Update</b>	Personnel handbook is outdated.
<b>3 Town Mapping</b>	Update mapping for preparation - assist with next Generation 911 implementation.
<b>4 Public Works Mapping Upgrade</b>	We plan to purchase software and GPS locator to assist with valve, cc location, etc.
<b>5 Small Community Opportunity Grant</b>	Staff will be required to assist with the implementation and sustainability of the business supports. If we get approved for the Grant.
<b>6 Communication</b>	Ongoing implementation, support to residents to use Voyent Alert. Increased communication expectation from residents.
<b>7 Recreation Master Plan</b>	Council has requested engagement with recreation users, and volunteer groups - interaction regarding the various town facilities.
<b>8 Fees Review</b>	Public works fees, concession fees, rents, ice rental, bulk water, wastewater, /ball diamond fees, costs for washroom supplies of public facilities; all the various fees need to be updated.
<b>9 Water Loss Monitoring</b>	Each billing reviewing data, watching for anomalies, vacant properties, omissions. Tracking the data.
<b>10 Staff Development</b>	Staff need to be able to leave the office for short periods of time to attend training.

## Staff Projects and Council Requests 2024

	<p>Currently administration staff are working additional time, banking hours, and so far; have been able to take their time back.</p>
	<p>This is being monitored. However, this is an indicator of service levels increase.</p>
	<p>Council requested CAO to attend a minimum of 30 hours training.</p>
<p><b>11 Archiving</b></p>	<p>This is completed annually. If it is not completed it compounds into a larger job.</p>
<p><b>12 On the Job Training</b></p>	<p>Staff are new to their positions. As we get caught up on the pressing items, there are many systems that are used to track passwords, contracts, etc. that require updating.</p>
	<p>These activities compound when not completed.</p>
<p><b>13 Asset Retirement Obligation</b></p>	<p>Provincial Request within the audit</p>
	<p>All town owned facilities require review by a qualified professional - for Asbestos, or features that would require reclamation.</p>
	<p>The province is requiring that municipalities come up with cost estimations for reclamation attributes of all municipally owned facilities, and facilities that would be given to the town as per agreement.</p>
<p><b>14 New Water &amp; Waste removal Bylaw</b></p>	<p>CAO to prepare the bylaw for council review and community education.</p>
	<p>The bylaw needs to be reviewed with staff for functionality and understanding of implementation.</p>
	<p>Community education on the bylaw will need to proceed prior to council final approval.</p>
<p><b>15 2024 Water Price Review</b></p>	<p>Generate proposal for water price and share with council.</p>

## Staff Projects and Council Requests 2024

<b>Report to Council - Development application 16 processing Options.</b>	Generate a report about development permit processing options, include recommendations for improvement.
<b>17 Capital Budget 2024</b>	Circulate tenders to obtain quotes for various projects.
<b>18 Audit Preparation</b>	Ongoing Provincial requirement
	Complete 2023 Grant Reporting
	The auditor spends two days in the office. During this time staff answer questions regarding the 2023 town activities.
<b>19 Municipal Emergency Management Planning</b>	Required by Province.
	Arrange/monitor training of staff, DEM, DDEM, and various affiliated volunteers.
	Follow up required from the Municipal Accountability Review.
<b>20 Planning Policies Listing</b>	Municipal Accountability Review Item
	Review website, check for additional development related policies that require inclusion.
<b>21 5 Year Capital Plan</b>	Required by Province.
	Start planning next infrastructure project.
<b>22 Annual Budget</b>	
<b>23 Safety Codes Internal Audit</b>	Provincial Requirement
	Due by March 31, 2024.
<b>24 Water Restriction Communication Strategy</b>	Council requested.
<b>Central Region All Hazards Incident 25 Management Team</b>	Council requested a report.
<b>26 Water Meter Replacement Project</b>	There are water meters remaining to be changed.

## Staff Projects and Council Requests 2024

<b>Office Operation - evolving from paper 27 operations to digital.</b>	Aspects of operations are paper process, we would like to implement digital functionality.
<b>28 Website Improvement</b>	Update website with pictures of town, improve functionality of forms, applications, etc. This requires staff training.

Shared February 5, 2024 Regular Meeting of Council.



2024-01-28

Rob MacDonald  
Mayor  
Bashaw, Alberta

Dear Rob MacDonald,

Please find the quarterly Community Policing Report attached that covers the October 1<sup>st</sup> to December 31<sup>st</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.

I would also like to update you on one of our current technological endeavours. Over the last decade, the RCMP has utilized Remotely Piloted Aircraft Systems (RPAS) to support our specialized units, i.e. our Emergency Response Teams – which has been incredibly effective for enhancing police and public safety. Although the advancement of technology benefits industry and recreation, it facilitates greater accessibility for criminals, which requires a strategic response. To remain current in our ever-changing environment, and to be responsive to public reviews that call for better access to air support such as the Nova Scotia Mass Casualty Commission of Inquiry, we are actively researching and testing new technologies in a policing environment to enhance public safety. One such technology is how we might use RPAS for potential new police applications. This includes how we might use RPAS to assist with select calls for service, crime photography, search and rescue, and unfolding critical incidents, i.e. an active shooter. With its potential and capability for wider applications, we are further considering program options for our municipal, rural, and Indigenous communities; scalable depending on community need and interest. While we will always need a helicopter and fixed-wing aircraft for the movement of resources, these larger assets are not always immediately available. RPAS technology is providing an opportunity for our communities to effectively have their own police air support, at a significantly lower cost. As I learn more about further opportunities and challenges, I will be sure to keep you updated and informed.

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) Q4: 2019 - 2023

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

January 5, 2024

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		1	0	1	0	0	-100%	N/A	-0.2
Robbery		1	0	1	0	0	-100%	N/A	-0.2
Sexual Assaults		1	1	3	1	0	-100%	-100%	-0.2
Other Sexual Offences		2	2	0	0	0	-100%	N/A	-0.6
Assault		3	2	17	6	8	167%	33%	1.4
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	1	N/A	N/A	0.2
Criminal Harassment		7	7	0	3	5	-29%	67%	-0.8
Uttering Threats		3	2	5	4	3	0%	-25%	0.2
<b>TOTAL PERSONS</b>		<b>18</b>	<b>14</b>	<b>27</b>	<b>14</b>	<b>17</b>	<b>-6%</b>	<b>21%</b>	<b>-0.2</b>
Break & Enter		25	5	19	3	11	-56%	267%	-3.0
Theft of Motor Vehicle		11	8	6	5	2	-82%	-60%	-2.1
Theft Over \$5,000		1	3	4	0	5	400%	N/A	0.5
Theft Under \$5,000		23	7	23	14	21	-9%	50%	0.3
Possn Stn Goods		12	3	8	5	7	-42%	40%	-0.8
Fraud		11	6	10	8	4	-64%	-50%	-1.2
Arson		1	0	0	0	3	200%	N/A	0.4
Mischief - Damage To Property		15	9	20	14	19	27%	36%	1.3
Mischief - Other		2	3	5	7	3	50%	-57%	0.6
<b>TOTAL PROPERTY</b>		<b>101</b>	<b>44</b>	<b>95</b>	<b>56</b>	<b>75</b>	<b>-26%</b>	<b>34%</b>	<b>-4.0</b>
Offensive Weapons		6	2	1	0	1	-83%	N/A	-1.2
Disturbing the peace		0	1	1	1	0	N/A	-100%	0.0
Fail to Comply & Breaches		4	2	0	9	6	50%	-33%	1.1
<b>OTHER CRIMINAL CODE</b>		<b>6</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>5</b>	<b>-17%</b>	<b>67%</b>	<b>-0.1</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>16</b>	<b>7</b>	<b>5</b>	<b>13</b>	<b>12</b>	<b>-25%</b>	<b>-8%</b>	<b>-0.2</b>
<b>TOTAL CRIMINAL CODE</b>		<b>135</b>	<b>65</b>	<b>127</b>	<b>83</b>	<b>104</b>	<b>-23%</b>	<b>25%</b>	<b>-4.4</b>

# RCMP-GRC



ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA  
Bachaw Provincial Detachment

## Crime Statistics (Actual) Q4: 2019 - 2023

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

January 5, 2024

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		0	0	0	1	0	N/A	-100%	0.1
Drug Enforcement - Trafficking		1	0	0	1	0	-100%	-100%	-0.1
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>-100%</b>	<b>-100%</b>	<b>0.0</b>
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		0	2	0	0	3	N/A	N/A	0.4
<b>TOTAL FEDERAL</b>		<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>200%</b>	<b>50%</b>	<b>0.4</b>
Liquor Act		1	1	3	3	1	0%	-67%	0.2
Cannabis Act		2	0	0	0	1	-50%	N/A	-0.2
Mental Health Act		13	14	16	13	13	0%	0%	-0.1
Other Provincial Stats		25	30	22	16	23	-8%	44%	-1.8
<b>Total Provincial Stats</b>		<b>41</b>	<b>45</b>	<b>41</b>	<b>32</b>	<b>38</b>	<b>-7%</b>	<b>19%</b>	<b>-1.9</b>
Municipal By-laws Traffic		0	1	0	1	0	N/A	-100%	0.0
Municipal By-laws		1	2	0	3	7	600%	133%	1.3
<b>Total Municipal</b>		<b>1</b>	<b>3</b>	<b>0</b>	<b>4</b>	<b>7</b>	<b>600%</b>	<b>75%</b>	<b>1.3</b>
Fatals		1	0	1	1	0	-100%	-100%	-0.1
Injury MVC		5	2	10	0	1	-80%	N/A	-1.0
Property Damage MVC (Reportable)		71	50	78	75	76	7%	1%	3.5
Property Damage MVC (Non Reportable)		7	3	7	11	4	-43%	-64%	0.2
<b>TOTAL MVC</b>		<b>84</b>	<b>55</b>	<b>96</b>	<b>87</b>	<b>81</b>	<b>-4%</b>	<b>-7%</b>	<b>2.6</b>
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	1	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>296</b>	<b>213</b>	<b>143</b>	<b>163</b>	<b>113</b>	<b>-62%</b>	<b>-31%</b>	<b>-41.6</b>
<b>Other Traffic</b>		<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>-100%</b>	<b>-100%</b>	<b>0.0</b>
<b>Criminal Code Traffic</b>		<b>8</b>	<b>6</b>	<b>3</b>	<b>3</b>	<b>5</b>	<b>-38%</b>	<b>67%</b>	<b>-0.9</b>
<b>Common Police Activities</b>									
False Alarms		8	8	10	4	3	-63%	-25%	-1.4
False/Abandoned 911 Call and 911 Act		5	3	3	0	2	-60%	N/A	-0.9
Suspicious Person/Vehicle/Property		34	26	33	25	24	-29%	-4%	-2.1
Persons Reported Missing		2	1	2	1	2	0%	100%	0.0
Search Warrants		1	0	0	0	0	-100%	N/A	-0.2
Spousal Abuse - Survey Code (Reported)		7	5	14	16	9	29%	-44%	1.5
Form 10 (MHA) (Reported)		0	0	2	3	1	N/A	-67%	0.5



## RCMP Provincial Policing Report

<b>Detachment</b>	Bashaw
<b>Detachment Commander</b>	Sgt. Trent Cleveland
<b>Quarter</b>	Q3
<b>FTE Utilization Plan</b>	2023/24
<b>Date of Report</b>	

### Community Consultations

<b>Date</b>	2023-10-03
<b>Meeting Type</b>	Meeting with Elected Officials
<b>Topics Discussed</b>	Regular reporting and information sharing
<b>Notes/Comments</b>	Annual meeting with all of the Lacombe stakeholders including Blackfalds, Sylvan Lake, Bashaw and CAD.

<b>Date</b>	2023-12-19
<b>Meeting Type</b>	Meeting with Stakeholder(s)
<b>Topics Discussed</b>	Regular reporting and information sharing
<b>Notes/Comments</b>	Quarterly community consultant group meeting to provide updates, initiatives, and sharing of information to the delegates from each community.



**Community Priorities**

<p><b>Priority 1</b></p>	<p>Crime Reduction</p>
<p><b>Current Status &amp; Results</b></p>	<p>This quarter the Bashaw Detachment had 25 property related thefts. Currently this will keep the detachment on pace to reduce the overall property related thefts to under 100 compared to the previous year of 122. 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>In October Bashaw Detachment held an RCMP 150 Contest with students and youth in the jurisdiction. Early grades and ages the contest was a coloring contest and the older grades and ages was an essay, "What does the RCMP mean to Canada". A number of winners were selected for each age category. The winners received a Detachment Commander Certificate and an RCMP 150 coin. For Halloween Bashaw RCMP put on a pumpkin carving contest. 9 winners were selected with a local business donating prizes for the winners. December we had the first annual design the Bashaw RCMP Christmas Card. 3 winners were selected to have their poster as the cover for the Christmas card. Prizes were donated. Members continue to attend schools on a regular basis. By this quarter the detachment has already met and surpassed community participation.</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	October - December			January - December		
	2022	2023	% Change Year-over-Year	2022	2023	% Change Year-over-Year
<b>Total Criminal Code</b>	83	104	25%	381	364	-4%
<i>Persons Crime</i>	14	17	21%	66	69	5%
<i>Property Crime</i>	56	75	34%	262	252	-4%
<i>Other Criminal Code</i>	13	12	-8%	53	43	-19%
<b>Traffic Offences</b>						
<i>Criminal Code Traffic</i>	3	5	67%	10	16	60%
<i>Provincial Code Traffic</i>	163	113	-31%	660	824	25%
<i>Other Traffic</i>	2	0	-100%	2	2	0%
<b>CDSA Offences</b>	2	0	-100%	8	0	-100%
<b>Other Federal Acts</b>	2	3	50%	13	7	-46%
<b>Other Provincial Acts</b>	32	38	19%	132	152	15%
<b>Municipal By-Laws</b>	4	7	75%	16	25	56%
<b>Motor Vehicle Collisions</b>	87	81	-7%	257	251	-2%

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

## Trends/Points of Interest



**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	6	4	1	1
Detachment Support	2	2	0	0

2. Data extracted on December 31, 2023 and is subject to change.

3. 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.

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

**Comments**

Police Officers: Of the six established positions, four officers are currently working with one on special leave (Parental). There is one hard vacancy.

Detachment Support: Of the two established positions, two resources are currently working. There are no hard vacancies.

**Quarterly Financial Drivers**



*Damien C. Kurek*

Member of Parliament  
Battle River-Crowfoot

Mayor Robert McDonald  
Town of Bashaw

Via email: [cao@townofbashaw.com](mailto:cao@townofbashaw.com)

Dear Mayor McDonald and Council,

Thank you for your letter regarding Bill C-310, an Act to Amend the Income Tax Act. As your Member of Parliament, I appreciate hearing your support for this bill.

This Private Member's Bill (PMB) was introduced on December 8, 2022, by Gord Johns. Unfortunately, it has only had its first reading done and has since fallen off the Order of Precedence and likely won't be up for debate again in this Parliament. As such, it will have to be re-introduced after the next election.

Very few PMBs actually even make it to a second reading, let alone to the Senate from the House of Commons. This one is certainly one I would vote in favour of and would support changes that reflect this in legislation.

I firmly believe that our first responders, who give so much of their time and energy, should be given as many breaks as possible. Most of the first responders in rural Alberta are volunteers and could certainly use the tax break. I recently met with some fire chiefs that came to Ottawa from Battle River-Crowfoot, and this was one of the items they brought to my attention.

Thank you again for your letter and sharing your support for firefighters.

Sincerely,

Damien C. Kurek, MP  
Battle River -- Crowfoot

☎ 1-800-665-4358  
🌐 [www.damienkurek.ca](http://www.damienkurek.ca)  
📞 403-575-5625  
✉ [damien.kurek@parl.gc.ca](mailto:damien.kurek@parl.gc.ca)  
📱 @dckurek

*Main Office*  
☎ 780-608-4600  
📞 780-608-4603  
📍 4945 – 50 Street  
Canrose, AB T4V 1P9

*Satellite Office*  
☎ 403-577-0715  
📞 403-577-0716  
📍 4809 – 50th Street  
Consort, AB T0C 1B0

*Parliamentary Office*  
☎ 613-947-4608  
📞 613-947-4611  
📍 Rm. 585, Confederation Bldg.  
Ottawa, ON K1A 0L1

## Memorandum

**Date:** January 19, 2024  
**To:** Alberta Medical First Response Agency Coordinators  
**From:** Alberta MFR Program  
**Subject:** **MFR Financial Support**

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The Alberta Medical First Response (MFR) Program is pleased to provide an update on the financial support available from Alberta Health Services. As part of the Alberta EMS Provincial Advisory Committee (AEPAC) Report, AHS has allocated funding for more direct support of MFR agencies, including expansion of the existing annual MFR Training & Equipment Fund and a framework for direct financial support.

### **MFR Training & Equipment Fund**

As shared in September 2023, the annual fund administered since 2014 has increased to \$1.35M for 2023-2024. Eligibility for the fund also expanded to include medium, large and metro MFR agencies, municipalities and Indigenous communities. The MFR team is in the process of notifying applicants about their application status and funds will be paid before March 31, 2024.

AHS will begin accepting applications for the 2024-2025 Training & Equipment Fund in the spring of 2024. The fund details and application window will be shared by email and at [AlbertaMFR.ca](http://AlbertaMFR.ca). All MFR agencies are encouraged to apply for funding to support local patient care and responder safety-related priorities.

### **MFR Direct Financial Support**

The new stream of financial support is available to eligible MFR partner agencies starting immediately. This funding, totalling \$2.5M, is intended to offset some of the direct costs incurred by MFR partners delivering care in local communities alongside EMS.

Funding for 2023-2024 has been allocated among enrolled MFR agencies according to factors such as overall participation in life-threatening medical events and community size. AHS intends to disburse the funds before March 31, 2024. MFR agency leaders do not need to apply for this funding and will be contacted by the MFR team directly with the allocation amount and instructions to initiate disbursement. Funds will be allocated on an annual basis moving forward and will incorporate further stakeholder input on this process through the newly forming Alberta EMS Standing Committee.

Direct financial support for 2024-2025 is expected to be initiated in the 1<sup>st</sup> and 2<sup>nd</sup> quarters of the AHS fiscal year. The funding allocation is intended to be predictable year-to-year, using a formula that can be applied province-wide. Ongoing eligibility will require regular submission of



MFR patient care reports when applicable and agencies remaining in good standing with the Alberta MFR Program.

Eligible MFR agencies include those who are routinely responding to medical emergencies in their communities multiple times per week. Agencies that do not qualify will continue to be able to apply for meaningful financial support through the annual MFR Training & Equipment Fund to better meet their needs in supporting patient care.

### **For More Information**

FAQs for the direct financial support model have been attached to this document. If you have any additional questions, please contact us at [MFR@ahs.ca](mailto:MFR@ahs.ca). The MFR team has also scheduled virtual quarterly regional updates for each zone starting in late January. Details for these virtual group meetings have already been shared with Agency Coordinators and we hope you will join us regularly to continue sharing information and your feedback with AHS.

MFRs play a vital role in the chain of survival and AHS is pleased to offer this financial support. Thank you for the continued partnership with EMS in your community!

## Frequently Asked Questions – MFR Direct Financial Support

### 1. Why is AHS implementing MFR direct financial support?

As a key partner, AHS is committed to supporting MFR agencies in providing high-quality patient care throughout the province using various means. We recognize there are many expenses with MFR activity related to personnel, training, equipment, and supplies. The financial support is intended to offset some of the direct costs incurred by MFR partners delivering care in local communities alongside EMS.

### 2. How are funding allocation amounts determined?

The funding allocation is activity-based, considering the local rate of participation in life-threatening medical events using current EMS data and MFR response plans registered with the MFR Program. The allocation formula includes a 'base allocation' based on local activity as well as an additional 'top-up rate' which spreads out unallocated funding among agencies included in the community category (small, medium, large, metro).

### 3. Will allocated funds be the same every year?

Funding allocation is intended to be predictable year-to-year, using a formula that can be applied province-wide. The allocation formula includes a 'base allocation', which is expected to remain relatively stable, as well as an additional 'top-up rate', allocating the remaining funds among the agencies included in the community category (small, medium, large, metro). The top-up rate portion may fluctuate with changes to MFR agency participation in the province.

Ongoing eligibility will require active participation and enrolment in the MFR Program, including regular submission of MFR patient care reports when applicable and agencies remaining in good standing.

### 4. Why don't very small MFR agencies qualify for direct financial support?

A sliding scale has been developed to ensure smaller agencies are allocated a meaningful contribution for their MFR participation, but some regions do not have sufficient activity to support them in a meaningful way through this funding stream. With a funding model based on activity and community size, MFR agencies with fewer than one 9-1-1 medical event per week on average would not be eligible for a significant amount of direct financial support.

Instead, these partners are encouraged to apply for meaningful financial support through the annual MFR Training & Equipment Fund to better meet their needs.

**5. How can I provide feedback on MFR direct financial support?**

Funds will be allocated on an annual basis moving forward and will incorporate further stakeholder input on this process through the newly forming Alberta EMS Standing Committee. Feedback can also be shared directly with the MFR team during local engagements or by email at [MFR@ahs.ca](mailto:MFR@ahs.ca).

**6. Do I need to apply for the MFR direct financial support?**

No. Direct financial support for 2024-2025 is expected to be initiated in the 1st and 2nd quarters of the AHS fiscal year. Members of the MFR team will reach out to agency leaders directly with more information.

**7. If my agency receives direct financial support, can I still apply for the MFR Training & Equipment Fund?**

Yes. MFR Agencies are encouraged to apply for the annual MFR Training & Equipment Fund to support local patient care and responder safety-related priorities.

**8. How will MFR agencies be paid?**

The MFR team will connect with agency leaders directly to provide the information needed to initiate disbursement. AHS intends to issue payments before March 31, 2024.

RECEIVED

JAN 16 2024

7.1

**CAO**

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**From:** Kyle McIntosh  
**Sent:** January 15, 2024 5:26 PM  
**To:**  
**Cc:** CAO  
**Subject:** Fw: Question for Town Council  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Please find the attached correspondence from an area resident.

Kyle

---

**From:** :  
**Sent:** January 15, 2024 11:11 AM  
**To:** Kyle McIntosh  
**Subject:** Question for Town Council

Dear Town Councilors,

I am wondering about having Liane McDonald doing the audit for the library. I have inquired with other municipalities and have been informed that this is a major conflict of interest being that Rob is on the library board and the mayor. When I asked around, I was informed that the council members should never have passed this. So my question is, why did council pass this and not flag it as a major conflict of interest?

I was told the town councilors have no interest in changing or getting involved with the library board because they are their own entity. Well you now have 2 councilors on the board, so this becomes a Town council issue. They do represent the town do they not?

Be kind to one another.

Library Conflict of Interest Inquiry:

1. Liane McDonald does not financially benefit from reviewing the Bashaw Municipal Library's Books.
  - Absence of financial gain.
  - Council voted to approve Liane McDonald to review the Library's books. March 16, 2023.

<b>MOTION #067-23</b>	<b>MOVED</b> by Councillor Northey to approve Liane McDonald as the financial reviewer, as per section 9b of the Library Act.
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-Bashaw Municipal Library financials; had been reviewed within the Town of Bashaw Financial audit. The auditor presented no concerns.

2. Rob McDonald is the Mayor for the Town of Bashaw. As an elected official is required to vote while participating in Council meetings.
  - The Mayor gets paid for being a Council member. He does not receive additional funds for participating in Library Board Meetings.
  - Two council members on a Library Board of 5 members does not provide enough members to be quorum. It is compliant with the Library Act/regulation.
  - Both members being on the library board – they share information about the library activities.
  - If the Library Board makes a request from council – other trustee members come to council with the request.
3. Bashaw Library Board – has their own governing authority. Bashaw Town Council has no authority over the Library Board, other than to approve their budget, approve their trustee appointments, and as per the Library Act approve their financial reviewer.

Conflict of interest – Definition:

A conflict of interest occurs when an individual's personal interests – family, friendships, financial, or social factors – could compromise his or her judgement, decisions, or actions in the workplace.

MGA Pecuniary interest:

Section 170 (3) A council member does not have a pecuniary interest by reason only of any interest

(b) That the councillor or member of the councillor's family may have by reason of being appointed by the council as a director of a company incorporated for the purpose of carrying on business for and on behalf of the municipality or by reason of being appointed as the representative of the council on another body.

(c) that the councillor or member of the councillor's family may have with respect to any allowance, honorarium, remuneration or benefit to which the councillor or member of the councillor's family may be entitled by being appointed by the council to a position described in clause (b).

(j) That is so remote or insignificant that it cannot reasonably be regarded as likely to influence the councillor, or

**From:** Bashaw Library <bashawlibrary@prl.ab.ca>  
**Sent:** January 23, 2024 3:05 PM  
**To:** CAO  
**Subject:** Library Trustee

Dear Town of Bashaw Council

I have discovered the absence of the motion approving Terri Brown Gust as a trustee of the Library Board.

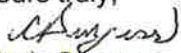
I have requested the CAO review of the past motion registers—the motion is not within them. This would lead me to believe that the past Library Manager had missed sending this to CAO Fuller to be placed on the Council agenda. I understand this was the process in the past, and examples exist through the approval of many other trustees.

The motion should have proceeded in June 2023. It did not.

Therefore, I am requesting council to pass the following motion:

Moved by \_\_\_\_\_ To appoint Terri Brown-Gust to the Bashaw Library Board effective February 5, 2024, for the first term of the three years.

Yours truly,



Cindy Burgess

Library Manager (Interim)

Bashaw Library 5020 52 Street Bashaw, AB T0B 0H0

www.bashawlibrary.prl.ab.ca

780.372.4055

**Libraries – Value Beyond Words**

# NOTICE OF MOTION

RE: Council Remuneration

Councillor Kyle McIntosh

**WHEREAS** the purpose of the municipality pursuant to section 3(a) of the *Municipal Government Act* is to provide good government;

**AND WHEREAS** Municipal Elected Officials are in a unique position to set their own pay with taxpayer dollars;

**AND WHEREAS** it is desirable to make decisions informed by research, removing perceptions of bias, and, where possible, at “arms’ length”;

**AND WHEREAS** 2025 is a municipal election year with the ‘campaign period’, as defined in the *Local Authorities Election Act* section 147.1(1)(b)(i), beginning on January 1<sup>st</sup> of that year;

**AND WHEREAS** prospective candidates should know their remuneration before declaring their candidacy for elected office;

**NOW THEREFORE, BE IT RESOLVED** that Council direct administration to draft a Frame of Reference for a Council Remuneration Review Committee (advisory), including the following elements:

- (a) Number of members – three (3);
- (b) A restriction on members of Council or anyone declared under pecuniary interest statutes from serving on this committee;
- (c) A timeline for implementation that allows Council to make an informed decision prior to the January 1<sup>st</sup> campaign period;
- (d) Inclusion of external markets to be surveyed based on size, locality, industry, or other such relevant measures;
- (e) Descriptions of duties, powers, meeting schedules, review, or other such measures the CAO deems necessary.

## NOTICE OF MOTION

RE: Council Transparency

Councillor Kyle McIntosh

**WHEREAS** the purpose of the municipality pursuant to section 3(a) of the *Municipal Government Act* is to provide good government;

**AND WHEREAS** open and transparent governments engender the public trust;

**AND WHEREAS** local government is the order of government closest to the everyday lives of residents, impacting services such as roadways, waste removal, water, and other programming that enhances the quality of life of residents;

**AND WHEREAS** the current term of Council has seen a higher interest in its dealings than comparator municipalities, as determined by the number of attendees at meetings (both online and in person) and media coverage;

**AND WHEREAS** the current term of Council has seen multiple members of Council attend meetings remotely;

**NOW THEREFORE, BE IT RESOLVED** that Council direct administration to draft amendments to the necessary Bylaws and Policies, no later than July 30<sup>th</sup> of 2024, to enact the following:

- (a) Recording and public distribution of Council and Committee meetings;
- (b) The release of an unofficial summary of highlights from each Council and Committee meeting;
- (c) Automatically making every vote of Council a “recorded vote” and denoting motions that are “CARRIED UNANIMOUSLY” as such within meeting minutes to save space;
- (d) A defined process for soliciting the names of residents to be appointed to Municipal agencies, boards, and commissions;
- (e) Regular engagement with the public in the form of “Citizen Satisfaction Surveys” or similar;
- (f) Any other such items that the CAO believes will foster the public trust through increased transparency.

**BE IT FURTHER RESOLVED** that Council direct administration to research and report costs and implementation challenges, no later than July 30<sup>th</sup> of 2024, on modernizing Council livestreams, livestream equipment, and other such technological components that enhance Council transparency, recognizing the key role such technology plays in the participation of Municipal Elected Officials, the public, and press in the democratic process.

### Terms of Reference

#### 1. Purpose

Strengthen the significance and position of mid-sized towns as a relevant and important voice within the province-wide framework, collaborating, strategizing, and advocating to address matters that directly impact mid-sized towns.

#### 2. MTMC Statement

The MTMC is a solution-based organization focusing on advancing the interests of mid-sized towns. The Alberta Mid-Sized Towns Caucus identifies mid-sized towns as those with populations between 1000 and 14,999, of which there are 84 towns with such populations within our province.

#### 3. Objectives

- a) Recognize the unique needs and interests of the membership and develop strategies to respond and advocate for such.
- b) Provide a forum for information, best practice sharing, and developing solutions to issues that are of mutual interest.
- c) Advocate for mid-size towns through ongoing communication with the following:
  - i) Provincial Government
  - ii) Federal Government
  - iii) Alberta Municipalities
  - iv) other municipalities, including member municipalities
  - v) other groups/organizations as determined by a majority of the membership
- d) Support the enhancement of members through networking and information sharing.

#### 4. Membership Requirements

- a) Members of the MTMC must
  - i) be a municipality located within the Province of Alberta, and:
    - (1) an incorporated town, or
    - (2) a town with a population between 1000 and 14,999.
  - ii) Pay the annual membership fee in the amount of \$250/year. Memberships run January 1 to December 31, and fees shall be due by January 31.
  - iii) Member municipalities will be responsible for per diems and expenses.

#### 5. Membership, Representation & Voting

Each member municipality shall have one vote and shall be represented by their respective Mayors. Should a Mayor be unable to attend a meeting, an alternate member from their Council may attend on their behalf and have voting privileges. A Mayor may also send a proxy vote to an agenda item, by emailing their vote to the Chair.

Meetings may take place without a quorum of the MTMC membership; however, matters requiring a vote shall not be called without a quorum of the voting membership being present. Quorum shall be as defined by the *Municipal Government Act* (i.e., the majority of the voting members that comprise the Mid-Sized Towns Mayor's Caucus). Abstentions must be noted in the meeting minutes and tie votes shall be considered defeated. However, the overarching goal of the MTMC shall be consensus building and collaboration.

The Membership Fee shall create a seed funding pool that will be used towards expenses of hosting meetings. Eligible expenses include, but are not limited to, conference room fees, beverages, and snacks. Host Municipalities must keep an accounting of the funds spent on meeting events and send a final report to the Chair Municipality. All funds distributed shall be reviewed and shared with members during the Chair's annual reporting. Host Municipalities shall submit an invoice to the Chair Municipality for reimbursement of costs for hosting meetings.

Any funds remaining in the seed funding pool at the end of each year shall be used for initiatives as determined by the MTMC Voting Membership.

## **6. Appointment of Caucus Committees**

### **a) Executive Caucus Committee**

Every two years in November, the MTMC shall elect a minimum of three mayors to represent the MTMC as the Executive Caucus Committee. The Executive Caucus municipalities shall be assigned funds as outlined in Section 5 above, to cover costs related to hosting the MTMC bi-monthly meetings. The Executive members shall be appointed as follows:

#### **i) Chair**

The Chair shall chair the meetings, prepare meeting agendas, and ensure meeting minutes are recorded.

#### **ii) Vice-Chair**

The Vice-Chair shall perform the meeting duties of the Chair in the absence of the Chair. The Vice-Chair municipality shall be the secondary administrative municipality, providing assistance to the Chair municipality where necessary

#### **iii) Executive Board Member**

The Executive Board Member shall provide additional support where necessary.

#### **iv) Additional Executive Board Members**

Where the MTMC membership determines appropriate, an additional two members may be appointed to the Executive as general Board Members.

#### **v) A designated membership municipality will be responsible for accounts payable/receivable for MTMC. This municipality shall provide the membership with an annual financial report and budget.**

#### **vi) Chief Administrative Officers may be invited by their Mayor to participate in the regular meetings of the MTMC and may assist with the MTMC objectives.**

**7. Meeting Schedule**

- a) The MTMC shall meet in-person bi-monthly on the 1<sup>st</sup> Thursday of January, March, May, July, September (ABmunis Conference), and November, commencing at 3:00 p.m. Joining virtually will be an option.
- b) Executive Caucus Committee Meeting hosts shall be appointed by the membership annually and shall be distributed as evenly as possible throughout the province in order to create equitable travel for the membership in general. Considering the vast area of representation, virtual meetings will be available. Caucus hosts shall:
  - i) Plan and organize the Caucus agenda and activities (see Appendix A).
  - ii) Identify and invite government representatives and other guest speakers.
  - iii) Coordinate local and provincial post-caucus media release.
  - iv) Receive MTMC seed money to aid in the costs of hosting the event, as outlined in-Section 5 of this Terms of Reference.
- c) Once a year, meet in person at the annual ABmunis conference. The Host shall be determined by the MTMC membership in advance and be provided MTMC seed money as outlined in Section 5 to aid in covering costs of the event.
- d) This schedule may be changed through a majority vote of the MTMC membership. Slight adjustments to the general meeting schedule may also be made at the discretion of the Chair where it is determined reasonably necessary.

**8. Advocacy**

Recognizing that the MTMC can only effectively advocate for a limited number of municipal initiatives or issues, the membership shall ensure to keep advocacy items to a minimum, determining which are of the highest priority and thus garnering the main focus of the membership. Priority ranking may change, as municipal environments and issues change and as determined by the membership.

As the administrating municipalities, the Executive Caucus Committee shall work together to ensure the initiatives are advanced and to build an advocacy framework/plan to present to the MTMC for approval.

The MTMC may take on other small advocacy initiatives where time and resources permit and where the MTMC membership feel such initiatives are necessary and important to the group.

**9. Communication**

As a Caucus wanting to present a unified voice on advocacy initiatives, it is important to present consistency in messaging. Unless the membership directs otherwise, the Chair of MTMC is recognized as the official spokesperson, and, in the absence of the Chair, it is the Vice Chair. This includes commenting publicly on the decisions and business of MTMC. (this could also be added: MTMC members will refrain from publicly commenting on the decisions or business of MTMC and will defer all such comments to the Chair as the MTMC spokesperson.

Appendix A  
Agenda Building and Workflow Best Practice

1. Mayors may request that general items be added to a meeting agenda.
2. Requests to have an outside party attend a meeting, should allow to have a meeting prior to their attendance, in order for the membership to prepare for the visit.
  - a. Invitations to outside parties should remain consistent and be sent by the Chair Municipality on behalf of the members.
3. Matters that may require a formal resolution from member municipalities must be brought forward with sufficient time to allow for this to happen.
4. For consistency, any correspondence or documentation drafted by a member municipality on behalf of the MTMC,
  - a. shall be sent to the Chair municipality for distribution to the group;
  - b. where necessary, shall be done in a timely manner to align with item 3 outlined within this Appendix A;
  - c. where necessary and once finalized, shall be forwarded to the appropriate party by the Chair municipality;
  - d. Letters of Support shall confirm permission of a municipality and will accompany correspondence or letters sent on behalf of MTMC; where a Letter of Support cannot be confirmed or has not been received that municipality shall not be included.