



**REGULAR MEETING OF COUNCIL  
A G E N D A  
Tuesday, August 20, 2024, 6:00 pm  
Council Chamber & Zoom Access**

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. PUBLIC HEARINGS
  - 3.1 Bylaw 827 – 2024 – Amend Land Use Bylaw 780 - 2018 – Change Land Use of Lot 1, Block 1, Plan 242 0994 from Urban Expansion to Low Density Residential District
4. DELEGATIONS
  - 4.1 Request to Appeal Penalty of \$100.00 – Bill & Marlene McGhie
5. APPROVAL OF MINUTES
  - 5.1 Minutes of the July 10, 2024, Regular Meeting of Council
6. CONSENT AGENDA
  - 6.1 Alberta Municipal Affairs – Sustainable Water Reduction Strategy Application for 2024 Minister’s Awards for Excellence
  - 6.2 Alberta Municipal Affairs – Regional Flush Truck Initiative Application for 2024 Minister’s Awards for Excellence
  - 6.3 Alberta Municipal Affairs – Continuation of Canada Community Building Fund
  - 6.4 Ty Christian Wilson – Request to list land with realtor
  - 6.5 Water Reconciliation Report – Jan – July 2024
  - 6.6 Town of Bashaw July 31, 2024, Monthly Statement
  - 6.7 July 31, 2024 – Balance Variance Report
  - 6.8 Council Committee Reports
  - 6.9 ATCO Gas – Legislation changes requiring advertisement to continue franchise Agreement
  - 6.10 Public Works Foreman Report
7. NEW & UNFINISHED BUSINESS
  - 7.1 Land Use Bylaw Amendment - Bylaw 827 – 2024
  - 7.2 Canada Community Building Fund – Declined projects, discuss alternate funding
  - 7.3 Policy Number 7.20 - Respect in the Workplace
  - 7.4 Direct Control 5240 – 52 Avenue, Bashaw – Potential land purchaser; Jersey Milk Cow Request
  - 7.5 Strategic Planning Discussion
  - 7.6 Discussion – Implementation of Charge for Paper Utility bill
  - 7.7 Memorandum of Understanding – Family & Community Support Services Camrose County Contribution Funding agreement
  - 7.8 Street Closure for Hometown Days Parade.
8. COMMITTEE REPORTS – action to be considered.
9. CORRESPONDENCE ITEMS – Action to be considered.

10. CLOSED MEETING OF COUNCIL

11. NOTICES OF MOTION

11.1 Truth & Reconciliation – Councillor McIntosh – direct Administration to draft a policy and procedure framework with the aim of advancing truth and reconciliation calls to action in the community.

11.2 Community Services Advisory Board – Councillor McIntosh – direct administration to bring forward first reading of a Community Services Advisory Board Bylaw not later than the second meeting in October.

12. NEXT MEETING: Regular Meeting – September 4 & 18, 2024 – 6:00 pm

13. ADJOURNMENT



**TOWN OF BASHAW**

**PUBLIC HEARING AGENDA**

**Land Use Bylaw Amendment Bylaw #827-2024**

**Tuesday, August 20, 2024**

1. Open Hearing –Mayor
2. Record of those Present (see attendance sheet)
3. Staff Report
4. Present Written Submissions
5. Ask for Verbal Submissions
6. Opportunity of Council to Ask Questions
7. Close Hearing

Town of Bashaw

Staff Report



Meeting:	Public Hearing
Meeting Date:	August 20, 2024
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	3.0 Staff Report - Bylaw 827-2024 Land Use Bylaw Amendment

**Background/Proposal:**

Peter & Cindy Vanderwater have requested the Land Use Bylaw be amended. They have generated the application and paid the applicable fee.

They recently purchased a newly subdivided parcel located at Lot 1, Block 1, Plan 242 0994. It is a unique parcel located on the very edge of town limits.

The current Land use district is Urban Expansion, they have requested the district be changed to Low Density Residential. This will enable them to develop the property as a residence.

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

Advantages: Meets the property owner requirements for development into a residential property.

Disadvantages: none known.

Typically, with parcels there is an area structure plan, with multiple lots so that the development has a global planned vision. However, this was subdivided as an individual lot. The subdivision was approved and has been completed. The subdivision is not being debated.

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

Fee for service, applicant has provided payment.

**Applicable Legislation:**

Land Use Bylaw – 780 – 2018

The new land use will be Low Density Residential.

**Community Engagement Consideration:**

The proposed amendment to the bylaw has been advertised in the East Central Review for the weeks of July 18, 2024, and July 25, 2024.

Adjacent property owners were sent written notification.

We have received one written submission from Camrose County, no objection was presented.

**Recommendation:**

Administration would recommend proceeding to second and third reading, unless additional information is presented verbally at the hearing.

BASHAW COUNCIL

# Initial nod to rezoning given

*Stu Salkeld  
Local Journalism  
Initiative reporter  
ECA Review*

Bashaw town council gave an initial nod to a request for rezoning at the very north tip of the municipality. The passing of a Land Use Bylaw amendment (LUB) first reading was made at the July 10 regular meeting of council.

Councillors read a request for rezoning of a new parcel on the north edge of town which was presented by Chief Administrative Officer (CAO) Theresa Fuller.

"A new parcel of land has been subdivided off NE4-42-21-4," stated Fuller's report to council. "The new parcel is Lot 1 Block 1 Plan 242 0994."

"The new owners are requesting to change the district from urban expansion (UE) to low density residential (LDR)."

Fuller explained in her report the request, if granted, requires a change to the LUB and therefore a bylaw.

The CAO explained the

current UE won't meet the new owner's plans.

"Changing the district to LDR will enable the new owners to develop the property into a personal residence," stated Fuller. "UE districting does not have provision for new residential development."

"The parcel is located on the most northerly tip of the Bashaw town limits. The parcel is not connected to town services."

During discussion the CAO noted the applicant intends to develop a residence and do some landscaping.

When asked if neighbouring landowners know about the application, Fuller responded neighbouring landowners in Camrose County will be notified as part of the bylaw process; Fuller added that the application meets the requirements of the intermunicipal development plan Bashaw has with the county.

It was also noted that if first reading was approved this rezoning application would be publicly advertised for two weeks, followed by a public

hearing. Councillors unanimously approved first reading.

Land sale funds Councillors unanimously agreed to transfer revenue from a recent land sale to a different account.

Fuller noted the Town of Bashaw sold property and the revenue needed to be placed in a different account.

"The town had sold a parcel of land near Bashaw Concrete earlier this year," stated the CAO in her memo to council. "This was the under-market value parcel that had been advertised."

The report stated this piece of property was eventually sold for \$10,000.

Fuller noted that when the town sells property the funds are placed in a reserve account where they may be needed in the future.

"The recommendation is to transfer the funds into the restricted for operating water reserve," stated the CAO, who noted that reserve fund only has \$8,440 in it.



Lee Adamson, Keith Woods and Chris Arcand run a close penalty free Heat No. 3 at the Hardisty Rodeo, Friday July 19 pony chuckwagon races as they head off the barrels and onto the track. Adamson finished first with a time of 59.54 which placed him in second place after the dust settled on the seven heats, defeated only by Cole Adamson with a 59.14. Three days of rodeo, chariots and chuckwagon races began on Friday, July 19 with a pancake breakfast, street fair, rodeo slack and dance, a Saturday parade and finished on Sunday, July 21 with the Combine Crunch ending rodeo weekend for another year. ECA Review/J.Webster

## Report on crime reduction efforts

Cont'd from Pg 1

They requested town council approve the following accommodations for the 2024 event: road closure at 54 Ave below the water tower during the event, road closure at 52 Ave from the library to the fitness park, alleyway use behind Sproule and Robinson Places, external space at Bashaw Arena and tourism booth, use of town traffic barricades, integration into Town of Bashaw's existing emergency response plan and help communicating with the public about the above closures.

Organizers stated the event route is similar to 2023, with the addition of a bit of the nature trail. It was noted organizers would appreciate the use of some public washroom facilities but noted they are also using some portable facilities of their own.

Councillors unanimously approved the requests.

Traffic patrols Councillors read a regular committee report submitted from the Bashaw Community Consultative Group.

In the report it was noted crime reduction efforts involve flex shifts, hot spot patrols and suppression shifts with the use of internal and external resources.

The report also noted traffic and road safety efforts include an expectation to have RCMP members on the road interacting with at least 10 drivers a month.

"This could be for violation tickets, warnings or positive driving," stated the report.

The Bashaw RCMP detachment also noted it was planning four major public engagement events soon.

In memory Councillors unanimously approved a family's request to

place a memorial bench in the Bashaw Cemetery.

"We are asking if it would be possible to put the bench made of wood to the north of the trout plots near the fence in the corner," stated a letter from Bob and Star Kerik, who noted the bench would honour the memory of their three aunts.

The Keriks noted the bench would have a rubber pad to discourage weeds and the family would handle regular maintenance.

Coun. Bryan Gust stated it looked like the bench would be off in a corner by itself and so cause no obstruction. He said the family offered to do maintenance so he had no objection to this request. It was also noted the bench would have no effect on other plots.

Councillors unanimously approved the request.

## WEEKEND ON-CALL HOURS

For medical emergencies and life-threatening conditions, call 911.

### August 2024

July 27 & 28 ..... Castor Hospital

August 3, 4, 5 ..... Castor Hospital

August 10 & 11 ..... Coronation Hospital

August 17 & 18 ..... Castor Hospital

August 24 & 25 ..... Coronation Hospital

August 31, Sept 1, 2 ..... Castor Hospital

For Urgent Medical Problems call:

- 811 for health advice from a registered nurse 24/7

For Routine or Ongoing Medical Issues:

- Schedule an appointment with your family physician

**Important:** Patients are advised to telephone the hospital on-call prior to going there.

Coronation (403) 578-3803

Castor (403) 882-3434

#### Addictions and Mental Health Services

are available Monday to Friday at a facility near you. Phone: Access AMH 1-888-594-0211



Covenant Health



Alberta Health Services

Visit [ahs.ca/knowyouoptions](https://ahs.ca/knowyouoptions)

### NOTICE OF PUBLIC HEARING

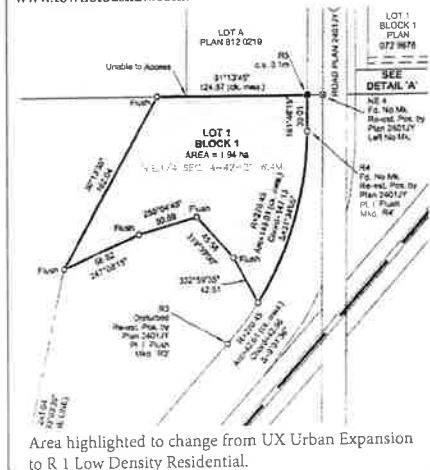
#### BYLAW 827 - 2024

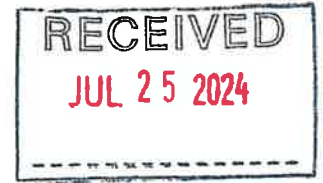
Pursuant to Section 606 of the Municipal Government Act, the Council of the Town of Bashaw gives notice that it has given First Reading to By-law No. 827 - 2024 to amend Land Use By-law No. 780 - 2018.

The purpose of this By-law is to redistrict Lot 1, Block 1, Plan 242 0994 & 6010 - 49 Street, Bashaw, from (UX) Urban Expansion to (R 1) Low Density Residential District. This will allow the property owners to develop the property into a personal residence.

Anyone affected by this amendment may make written submissions before August 13, 2024, by 4:00 pm at Box 510, 5011 - 52 Avenue, Bashaw. (email: [cao@townofbashaw.com](mailto:cao@townofbashaw.com)) The Public Hearing for By-law No. 827 - 2024 will be held on Tuesday, August 20, 2024, at 6:00 pm in the Town of Bashaw Council Chambers, 5011 - 52 Avenue. Written submissions will be heard first, oral submissions will be heard as time permits.

Copies of the proposed By-law are available at the Town of Bashaw Office during office hours, Monday to Friday, 8:30-4:30 (we are closed 12:30-1:30 pm) or online at [www.townofbashaw.com](https://www.townofbashaw.com).





July 25, 2024

File: Bashaw

**BY EMAIL ONLY:** [cao@townofbashaw.com](mailto:cao@townofbashaw.com)

**RE: Redistricting Application - Bylaw 827-2024  
Lot 1, Block 1, Plan 242-0994  
From UX to R1**

Camrose County administration has reviewed the proposed amendment to Land Use Bylaw 780-2018 outlined in your email of July 15, 2024, and has no objections to the proposed change.

If you have any questions, please contact my office at (780) 678-3070 or [planning@county.camrose.ab.ca](mailto:planning@county.camrose.ab.ca).

Sincerely,

**Camrose County**

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

/ALH



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR115295

July 4, 2024

His Worship Robert McDonald  
Mayor  
Town of Bashaw  
PO Box 510  
Bashaw AB T0B 0H0

Dear Mayor McDonald:

Thank you for your submission of the *Sustainable Water Reduction Strategy* initiative to the Smaller Municipalities category of the 2024 Minister's Awards for Municipal and Public Library Excellence.

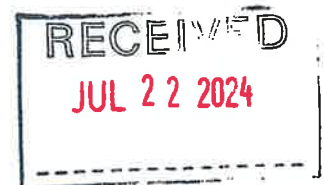
The Minister's Awards review committee reviewed 21 submissions this year. Although your submission was not selected to receive an award, I commend your work to make your community strong, prosperous, and resilient, and to provide excellent service to your residents and stakeholders. I appreciate your willingness to share this accomplishment and wish you continued success with this initiative.

To build on this program's objective to share municipal and public library success and knowledge across the province, summaries of each initiative submitted for this year's Minister's Awards will be posted on the Government of Alberta website later this fall.

Sincerely,

Ric McIver  
Minister

cc: Theresa Fuller, Chief Administrative Officer, Town of Bashaw





ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR115295

July 4, 2024

His Worship Robert McDonald  
Mayor  
Town of Bashaw  
PO Box 510  
Bashaw AB T0B 0H0

Dear Mayor McDonald:

Thank you for your submission of the *Regional Flush Truck* initiative to the Partnership category of the 2024 Minister's Awards for Municipal and Public Library Excellence.

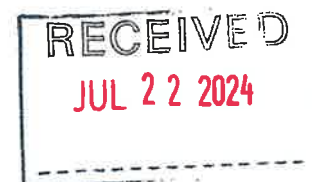
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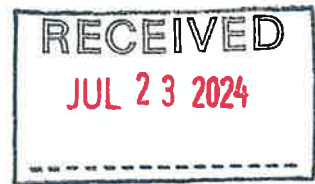
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Sincerely,

Ric McIver  
Minister

cc: Theresa Fuller, Chief Administrative Officer, Town of Bashaw





ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR115493

July 23, 2024

His Worship Robert McDonald  
Mayor  
Town of Bashaw  
PO Box 510  
Bashaw AB T0B 0H0

Dear Mayor McDonald:

I am pleased to announce that Canada and Alberta have signed an agreement renewing the Canada Community-Building Fund (CCBF) to March 31, 2034. I can also confirm that Alberta will receive \$265 million in funding in 2024 under the newly negotiated CCBF agreement. This partnership between the province and the federal government will help ensure local governments in Alberta can continue to make needed investments in local infrastructure.

To that end, I am happy to confirm the allocation amounts to your community for the CCBF program. For the Town of Bashaw, the 2024 CCBF allocation is \$99,402.

Payments to local governments are anticipated to flow by the end of summer, as communities meet the payment criteria.

CCBF funding amounts for all municipalities and Metis Settlements are also posted on the Government of Alberta website at [open.alberta.ca/publications](https://open.alberta.ca/publications).

Your community's allocation reflects an updated allocation formula under the CCBF agreement, which ensures base funding for all local governments, with the remainder of funds allocated on a per capita basis.

In addition, the renewed CCBF agreement involves several other changes, including to local government reporting and new housing-related reporting requirements for larger local governments. Municipal Affairs will share the updated CCBF program guidelines reflecting these changes as soon as possible.

.../2

The department will also be providing a Memorandum of Agreement for the renewed CCBF. Execution of this agreement is a condition to receive your community's 2024 CCBF allocation.

I look forward to working together with you and the federal government to help your community in addressing its infrastructure needs.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver". The signature is written in a cursive, slightly slanted style.

Ric McIver  
Minister

cc: Theresa Fuller, Chief Administrative Officer, Town of Bashaw

## CAO

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**From:** Ty Christian Wilson <tychristianwilson@gmail.com>  
**Sent:** July 31, 2024 12:23 AM  
**To:** B. G; Jackie Northey; CAO; Reception; hello@betterbashaw.com;  
cindyorom@gmail.com; rob.bashaw.council@gmail.com  
**Subject:** Attn Bashaw Town Council

For Your Consideration,

Alberta Real Estate in 2024 charges forward in what continues to be an all time great Canadian Market. There are many factors that contribute to this, namely: excessive inflation, and mass immigration bolstering the demand for housing. Alberta sits in a particularly strong position as we are doing well economically and our property values are still considered reasonable compared to most parts of the country.

It would be a shame for our town to miss out on such an unprecedented opportunity and I would strongly urge you to capitalize on it. I can share a few recent case studies. 'The Nillson Livestock' Industrial lots between the Bashaw Farm Supply and Seed Cleaning plant were recently listed with a real estate professional from Red Deer and were marketed on the industry leader MLS. In my opinion, the listing looked terrible. Not necessarily the fault of the agent, it was a hard time of year to make property look nice and the day they were able to take pictures offered abysmal weather. The lots looked messy, and access looked questionable. I'm pleased to announce that both of those lots SOLD within one week of each other and to separate buyers! I was lucky to represent them both, one came all the way from the BC interior, the others being a good local construction group.

Another quick case study. I was approached about selling a bare lot in Empress, Alberta. Although not that lucrative at a \$4000 list price, curiosity prevailed and I took the five hour drive to see the area and list the property. I came to discover that Empress is quite lovely and had a lot to offer, even if the population and local businesses were extremely limited. Not sure what to expect I built a marketing package and listed it on the MLS. Within two days I had five offers and the property sold for \$1000 above asking price to a young family out of Ontario!

Strangely, when there are multiple offers that means there are multiple losers. It is disappointing when there is a need but no ability to fulfil it. I called the village office to see if they knew of any others available, and I was provided with a list of over 40 lots for sale of all different price points and features! By the end of the week I'd facilitated the sale of multiple lots, and had sent the package out over 20 times. Once my initial lot sale solidified I had to remove the listing, and without that point of contact the leads dried up as there would be no reason for someone from Ontario to call me about a lot five hours away. I haven't checked in with the village of Empress in a while so I don't know ultimately how many properties that bit of marketing ended up selling for them.

Please, I urge you, list some selections of what inventory Bashaw has, both residential and industrial, with a professional and let's grow our town and expand the tax base. There is no substitution for the MLS and to a lesser degree, social media. The reach can be in the tens if not hundreds of thousands and nationwide.

I'm aware that there will likely be a cost associated with preparing the industrial lots for sale if services are required to be provided to the lot line. My suggestion would be to pre-sell them. List them with the added terms that services (and final subdivision if applicable) will be provided upon removal of Buyer's conditions, solidifying the sale. That way the town wouldn't have to shell out money that it doesn't have with no guarantee that it can recoup it in a timely fashion. The commission structure works the same way, there is no cost until something sells, so a seller has nothing to lose by testing the market.

Lastly, I'm not even asking that it necessarily be myself that lists them, although I am your best choice by far, I just want to see Bashaw grow and however we realize that is fine by me. I think we're on the precipice of something great happening in terms of growth but we have to do our part and let the world know that the opportunities are here.

If you have questions or would like to explore some strategies for growth further, I can be contacted anytime at 780-781-7144 or I'm happy to come discuss in person.

Thank you,  
Ty Wilson

**Water Reconciliation 2024**

Billed WTP  
HWY 12 TOWN

	CUBES	CUBES	DIFF	Meters	DIFF	Total L	Daily Ave WTP	Water Loss/Break Commentary
JAN	11362	11133	229	6298	4835	5064	506	Water Break noted, Jan 21 - Feb 6, 2024. Repaired Feb 6, 2024.
FEB	8405	8308	97	4702	3606	3703	437	
MAR	5944	5594	350	6437	-843	-493	280	
APR	6850	6922	-72	5247	1675	1603	330	
MAY	7216	7020	196	6421	599	795	319	
JUN	7195	7021	174	7174	-153	21	351	
JUL	8752	9000	-248	7090	1910	1662	429	
AUG			0		0	0		
SEP			0		0	0		
OCT			0		0	0		
NOV			0		0	0		
DEC			0		0	0		
	<b>55724</b>	<b>54998</b>	726	37071		12355		
			1.32			22.46		

**August 20, 2024,**

**2024 Water Reconciliation Report Commentary**

January – July 31, 2024.

The monthly meter reading has been helpful. Some months the amounts match very closely, and several months there is a variance.

The overall water loss percentage has remained at 22% for the past two months.

June water data shows an overall loss of twenty-one cubes of water. It is interesting as the metered amount was higher than the water that was recorded from the water treatment plant.

July water loss is reflected high at an overall loss of 1662 cubic meters. However, the amount reflected through the water treatment plant is higher than the amount we were billed from the commission.

It is suspected that the variances are mismatches from when the readings are taken, as the overall water loss has remained stable at 22%.

**TOWN OF BASHAW  
MONTHLY STATEMENT  
July 31, 2024**

DESCRIPTION	GENERAL ACCOUNT	TERM DEPOSIT	TOTAL
<b>BALANCE AT END OF PREV MONTH</b>	\$ 814,412.65	\$ 536,561.04	\$ 1,350,973.69
RECEIPTS FOR THE MONTH	\$ 131,661.86		\$ 131,661.86
ALBERTA DIRECT DEPOSIT	\$ 190,499.79		\$ 190,499.79
VOID			\$ -
<b>CCUBC /ROYAL/ATB /DEBIT- PAYMENTS</b>	\$ 235,981.47		\$ 235,981.47
SERVUS CREDIT UNION - INTEREST	\$ 4,074.48		\$ 4,074.48
TERM INTEREST #47	\$ 1,591.50		\$ 1,591.50
TERM INTEREST #48	\$ 569.44	\$ -	\$ 569.44
TERM DEPOSIT		\$ -	\$ -
TRANSFER FROM GENERAL TO TERM		\$ -	
TRANSFER FROM TERM TO GENERAL	\$ -		\$ -
<b>SUB-TOTAL</b>	\$ 1,378,791.19	\$ 536,561.04	\$ 1,915,352.23
DISBURSEMENTS FOR THE MONTH	\$ 208,244.42		\$ 208,244.42
TRANSFER TO/FROM TERM	\$ -	\$ -	\$ -
<b>BANK ERROR INTEREST</b>			\$ -
			\$ -
<b>DEBIT MACHINE &amp; TRANSACTIONS</b>	\$ 40.90		\$ 40.90
<b>BANK CONFIRMATION FEE</b>	\$ -		
<b>SCHOOL PAYMENT</b>	\$ -		
	\$ -		\$ -
TRANSFER TO RECREATION BRD	\$ -		
<b>BALANCE AT END OF MONTH</b>	\$ 1,170,505.87	\$ 536,561.04	\$ 1,707,066.91
<b>BANK BALANCE AT MONTH END</b>	\$ 1,244,746.23	\$ 536,561.04	\$ 1,781,307.27
OUTSTANDING DAILY DEPOSITS	\$ -		\$ -
OUTSTANDING ONLINE/INTERAC	\$ 10,076.37		\$ -
OUTSTANDING DIR DEPOSITS	\$ 2,800.44		
<b>SUB-TOTAL</b>	\$ 1,257,623.04	\$ 536,561.04	\$ 1,794,184.08
LESS OUTSTANDING CHEQUES	\$ 87,117.17		\$ 87,117.17
OUTSTANDING AUTO WITHDRAWALS			\$ -
BANK ERROR			
	\$ -		
	\$ -		
			\$ -
<b>BALANCE AT END OF MONTH</b>	\$ 1,170,505.87	\$ 536,561.04	\$ 1,707,066.91

\$ 564,378.54

THIS STATEMENT SUBMITTED TO COUNCIL

August 20, 2024

\_\_\_\_\_  
MAYOR

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

System: 2024-08-02 12:09:03 PM  
User Date: 2024-07-31

Town of Bashaw  
RECONCILIATION POSTING JOURNAL  
Bank Reconciliation

Page: 1  
User ID: Finance

Audit Trail Code: CMADJ00000315  
Chequebook ID: CREDIT UNION  
Description: Credit Union General Account

Bank Statement Ending Balance: \$1,244,746.23  
Bank Statement Ending Date: 2024-07-31  
Cutoff Date: 2024-07-31

Statement Ending Balance	\$1,244,746.23
Outstanding Cheques (-)	\$87,117.17
Deposits in Transit (+)	\$12,876.81
Adjusted Bank Balance	<u>\$1,170,505.87</u>
Chequebook Balance as of Cutoff	\$1,170,505.87
Adjustments	\$0.00
Adjusted Book Balance	<u>\$1,170,505.87</u>
Difference	<u><u>\$0.00</u></u>

BVR  
Town of Bashaw  
For the Seven Months Ending July 31, 2024  
LAST YR ACT... @ MONTH @ YR @ YR  
TRANSACTION... YTD BUDGET

ACCOUNT	DESCRIPTION				AMOUNT	PERCENT
					LEFT	USED
<b>REVENUES</b>						
<b>TAXES</b>						
1-00-00-110-00	Residential	(602,116.66)		(623,635.83)	(623,635.83)	100%
1-00-00-110-01	Non-Residential	(172,534.11)		(179,944.34)	(179,944.34)	100%
1-00-00-110-03	Machinery and Equipment	(19,118.94)		(19,968.85)	(19,968.85)	100%
1-00-00-110-04	Linear	(23,323.70)		(23,779.94)	(23,779.94)	100%
1-00-00-110-05	Railway	(1,885.00)		(1,829.12)	(1,829.12)	100%
1-00-00-110-06	Farmland	(139.17)		(134.45)	(134.45)	100%
1-00-00-110-08	Camrose & District Lodge Authority	(1,613.44)		(2,693.31)	(2,693.31)	100%
1-00-00-110-09	Alberta School Foundation - ASFF	(225,987.78)		(224,858.17)	(224,858.17)	100%
1-00-00-110-10	Designated Industrial Properties (DIP)	(176.71)		(188.26)	(188.26)	100%
1-00-01-110-00	Residential Grants in Lieu	(2,327.30)		(2,415.92)	(2,415.92)	100%
1-00-01-110-01	Non-Residential Grants in Lieu	(18,290.90)		(17,995.91)	(17,995.91)	100%
		(1,067,513.71)		(1,097,444.10)	(1,097,444.10)	100%
<b>OTHER REVENUE FROM OWN SOURCES</b>						
1-00-00-510-00	Penalties and Costs on Taxes	(34,154.41)		(24,097.43)	(34,000.00)	71%
1-00-00-530-00	Fines Issued	(2,834.00)		(326.00)	(2,500.00)	13%
1-00-00-540-00	Franchise Fees	(61,160.45)	(13,003.70)	(44,704.56)	(63,636.00)	70%
1-00-00-550-00	Return on Investments	(86,943.86)	(6,294.95)	(22,120.11)	(51,000.00)	43%
		(185,092.72)	(19,298.65)	(91,248.10)	(151,136.00)	60%
<b>NON FUNCTIONAL REVENUE</b>						
1-00-00-910-00	Reserves Transferred to Operating				(59,000.00)	0%
					(59,000.00)	0%
<b>CONDITIONAL GRANTS</b>						
1-00-00-840-00	Provincial Conditional Grant	(92,118.00)			(118,190.00)	0%
		(92,118.00)			(118,190.00)	0%
<b>UNCONDITIONAL GRANTS</b>						
<b>TOTAL GENERAL MUNICIPAL</b>		(1,344,724.43)	(19,298.65)	(1,188,692.20)	(1,425,770.10)	83%
<b>GENERAL ADMINISTRATIVE REVENUES</b>						
1-12-00-410-00	General Services and Supplies Revenues	(2,619.70)	(350.00)	(1,739.41)	(2,500.00)	70%
1-12-00-520-00	Licenses and Permits	(75.20)	(847.00)	(1,038.60)	(100.00)	1039%
1-12-00-560-00	Rentals and Lease Revenue	(18,862.62)		(12,156.97)	(18,800.00)	65%
1-12-00-590-00	Other Revenue	(5,133.80)		(1,005.80)	(3,000.00)	34%
		(26,691.32)	(1,197.00)	(15,940.78)	(24,400.00)	65%
<b>FIRE FIGHTING &amp; PREVENTIVE SERVICES</b>						
1-23-00-400-00	County Fire Fighting Responses	(24,747.35)	(2,679.44)	(10,027.60)	(16,900.00)	59%
1-23-00-400-01	Motor Vehicle Responses	(6,684.37)	(501.56)	(501.56)	(2,400.00)	21%
1-23-00-400-04	Fire Expenses Recovered	(66,716.74)		(1,871.25)	(3,500.00)	53%
1-23-00-560-00	In Town Fire Revenue	(8,465.98)	(150.00)	(1,993.75)	(4,000.00)	50%
1-23-00-590-00	Other Revenue - Gifts/Donations	(5,000.00)		(100.00)	100.00	0%
1-23-00-840-00	Grants from Provincial Government			(12,879.00)	(12,879.00)	100%
1-23-00-850-00	Annual County Shared Service Funding	(26,231.99)		(26,700.63)	(26,700.63)	100%
1-23-00-850-01	Annual Training Shared Service Funding	(1,000.00)		(1,000.00)	(1,000.00)	100%
1-23-00-850-02	Annual Pager Maintenance Shared Service Funding	(500.00)		(500.00)	(500.00)	100%
1-23-00-850-03	Annual Firefighter Shared Service Funding	(1,751.28)		(1,689.18)	(1,680.00)	101%
1-23-00-850-04	Annual Personal Protective Eqpt. Shared Service	(3,842.00)			(3,800.00)	0%
1-23-00-850-06	Annual County Funding Emergency Dispatch	(5,830.14)		(5,830.14)	(5,831.00)	100%
1-23-00-860-00	Grants From Private Organizations				(15,000.00)	0%
		(150,769.85)	(3,331.00)	(63,093.11)	(94,190.63)	67%
<b>DISASTER SERVICES &amp; EMERGENCY MEASURES</b>						
<b>AMBULANCE SERVICES</b>						
<b>BYLAW SERVICES</b>						
1-26-00-520-00	Building Permit Fees	(3,292.98)	(156.00)	(944.78)	(3,000.00)	31%
1-26-00-525-00	Animal Licenses & Fines	(3,266.33)	(77.40)	(2,795.90)	(3,000.00)	93%
		(6,559.31)	(233.40)	(3,740.68)	(6,000.00)	62%
<b>SHOP</b>						
<b>ROADS, STREETS, WALKS, LIGHTING</b>						
1-32-00-560-00	Equipment Rental	(820.00)		(120.00)	(1,000.00)	12%
1-32-00-590-00	Other Revenues	(547.60)	(2,523.08)	(2,775.51)	(1,000.00)	278%
1-32-00-780-00	GAIN/LOSS ON TCA	(7,448.69)				0%
1-32-00-840-00	Provincial Conditional Grants	(105,941.00)				0%
		(114,757.29)	(2,523.08)	(2,895.51)	(2,000.00)	145%
<b>AIRPORT</b>						
1-33-00-560-00	Hay Revenue - Airport	(1,360.59)		(1,360.59)	(1,360.59)	100%

BVR  
Town of Bashaw  
For the Seven Months Ending July 31, 2024

ACCOUNT	DESCRIPTION	LAST YR ACT...	@ MONTH	@ YR	@ YR	AMOUNT	PERCENT
		TRANSACTION...	YTD	BUDGET	LEFT	USED	
		(800.00)	(800.00)	(800.00)	(800.00)		100%
1-33-00-561-00	Airport Hangar Lease	(800.00)					100%
		(2,160.59)	(2,160.59)	(2,160.59)			100%
WATER SUPPLY & DISTRIBUTION							
1-41-00-410-00	Sale of Water (Bills)	(405,160.91)	(82,742.79)	(265,721.99)	(446,295.00)	(180,573.01)	60%
1-41-00-411-00	Sale of Water (Bulk)	(11,986.00)	(3,255.50)	(9,598.00)	(9,000.00)	598.00	107%
1-41-00-590-00	Other Revenue	(730.00)	(45.00)	(8,699.59)	(8,654.59)	45.00	101%
1-41-00-830-00	Federal Conditional Grant	(38,252.45)					0%
		(456,129.36)	(86,043.29)	(284,019.58)	(463,949.59)	(179,930.01)	61%
SANITARY SEWAGE SERVICES & TREATMENT							
1-42-00-239-00	Septic Receiving Station - NO GST	(12,137.27)	(1,393.28)	(6,402.19)	(11,500.00)	(5,097.81)	56%
1-42-00-410-00	Sewage Services Fees and Charges	(103,297.40)	(23,622.23)	(74,927.14)	(115,000.00)	(40,072.86)	65%
1-42-00-590-00	Other Sewer Revenue	(167.62)		120.00	(200.00)	(320.00)	-60%
1-42-00-590-01	Flusher Truck	(6,625.91)	420.00				0%
1-42-00-830-00	Federal Conditional Grants	(34,141.41)					0%
		(156,369.61)	(24,595.51)	(81,209.33)	(126,700.00)	(45,490.67)	64%
GARBAGE COLLECTION & DISPOSAL							
1-43-00-410-00	Garbage Coll. & Disp. & Other Charges	(72,399.25)	(14,985.60)	(47,555.13)	(85,100.00)	(37,544.87)	56%
		(72,399.25)	(14,985.60)	(47,555.13)	(85,100.00)	(37,544.87)	56%
RECYCLING REVENUE							
1-44-00-410-00	Recycling Revenue	(1,000.00)					0%
		(1,000.00)					0%
UTILITY PENALTIES							
1-45-00-510-00	Utility Penalty	(11,521.87)	(952.44)	(4,776.17)	(12,000.00)	(7,223.83)	40%
		(11,521.87)	(952.44)	(4,776.17)	(12,000.00)	(7,223.83)	40%
FAMILY & COMMUNITY SUPPORT SERVICES							
1-51-00-840-01	F.C.S.S. Provincial Conditional Grant	(25,382.70)	(6,414.73)	(19,244.20)	(25,698.53)	(6,454.33)	75%
1-51-00-850-01	F.C.S.S. Camrose County Requisition	(28,144.12)		(31,625.89)	(31,625.89)		100%
		(53,526.82)	(6,414.73)	(50,870.09)	(57,324.42)	(6,454.33)	89%
CEMETERIES & CREMATORIUMS							
1-56-00-410-00	Cemetery Revenue	(4,463.65)	(300.00)	(3,930.00)	(3,500.00)	430.00	112%
		(4,463.65)	(300.00)	(3,930.00)	(3,500.00)	430.00	112%
MUNICIPAL PLANNING, ZONING & DEVELOPMENT							
1-61-00-520-00	Development Permits	(1,840.00)	(145.00)	(720.00)	(1,800.00)	(1,080.00)	40%
1-61-00-840-00	Economic Development - Provincial Grant			(90,000.00)	(90,000.00)		100%
		(1,840.00)	(145.00)	(90,720.00)	(91,800.00)	(1,080.00)	99%
TOURISM							
1-62-00-410-00	Sale of Promotional Items	(20.00)		(5.81)		5.81	0%
		(20.00)		(5.81)		5.81	0%
SUBDIVISION LAND & DEVELOPMENT							
1-66-00-464-00	Sales of Land			(10,000.00)		10,000.00	0%
				(10,000.00)		10,000.00	0%
RENTAL BUILDINGS							
1-69-00-560-01	Office Rent	(6,559.62)	(404.00)	(5,264.03)	(6,559.62)	(1,295.59)	80%
		(6,559.62)	(404.00)	(5,264.03)	(6,559.62)	(1,295.59)	80%
RECREATION FACILITIES & PROGRAMS							
1-71-00-410-12	Ball Diamond Revenue	(1,875.27)	(1,209.52)	(1,841.90)	(1,400.00)	441.90	132%
1-71-00-410-20	Skate Sharpening Revenue	(119.02)		(28.56)	(120.00)	(91.44)	24%
1-71-00-410-21	Ice Revenue - Minor Hockey	(42,021.41)		(23,335.70)	(42,600.00)	(19,264.30)	55%
1-71-00-410-22	Ice Revenue - Figure Skating	(7,114.27)		(4,425.00)	(7,110.00)	(2,685.00)	62%
1-71-00-410-23	Ice Revenue - Senior Hockey	(4,583.31)		(1,650.00)	(4,500.00)	(2,850.00)	37%
1-71-00-410-24	Ice Revenue - Private Rentals	(233.34)		(202.38)	(200.00)	2.38	101%
1-71-00-410-26	Arena - Summer Recreation Revenue	(228.57)	(114.29)	(114.29)	(200.00)	(85.71)	57%
1-71-00-590-20	Other Revenues	(14,268.50)		(687.62)	(3,000.00)	(2,312.38)	23%
1-71-00-850-00	Conditional Grants from Other Local Govt	(45,278.17)	(35,781.06)	(35,781.06)	(33,000.00)	2,781.06	108%

BVR  
Town of Bashaw  
For the Seven Months Ending July 31, 2024

ACCOUNT	DESCRIPTION	LAST YR ACT...	@ MONTH TRANSACTION...	@ YR YTD	@ YR BUDGET (200.00)	AMOUNT LEFT (200.00)	PERCENT USED
1-71-00-410-25	Ice Revenue - Other	(442.85)					0%
1-71-00-410-27	Ice rental - FUN HOCKEY	(900.00)					0%
1-71-00-830-00	Conditional Grants-Federal	(52,078.66)					0%
1-71-00-840-00	Provincial Conditional Grant	(18,824.00)					0%
1-71-01-410-21	Minor Hockey - Visitors	(690.46)					0%
		(188,657.83)	(37,104.87)	(68,066.51)	(92,330.00)	(24,263.49)	74%
<b>PARKS</b>							
1-72-00-400-00	Parks Revenue	(6,709.26)	(486.42)	(2,045.00)	(5,000.00)	(2,955.00)	41%
1-72-00-860-00	Grants - Other Organizations	(200.00)					0%
		(6,909.26)	(486.42)	(2,045.00)	(5,000.00)	(2,955.00)	41%
<b>COMMUNITY CENTRE</b>							
<b>MUSEUM</b>							
<b>ANNIVERSARY/CENTENNIAL REVENUE</b>							
<b>OPERATING CONTINGENCIES RESERVES</b>							
<b>TOTAL MUNICIPAL &amp; ADMINISTRATIVE REVENUE</b>		<b>(2,605,060.06)</b>	<b>(198,014.99)</b>	<b>(1,924,984.52)</b>	<b>(2,498,784.95)</b>	<b>(573,800.43)</b>	<b>77%</b>

**EXPENSES**

**COUNCIL & OTHER LEGISLATIVE**

2-11-00-130-40	Canada Pension Plan - Councillors	1,200.86		599.93	1,300.00	700.07	46%
2-11-00-130-44	AMSC Insurance & Health Benefits - Council	789.45	95.90	623.60	850.00	226.40	73%
2-11-00-151-00	Meeting Fees - Council	22,142.86		11,071.43	22,500.00	11,428.57	49%
2-11-00-211-00	Travel, Subsistence & Course Fees - Council	150.00					0%
2-11-00-510-00	Council Supplies	336.49	15.86	42.63	500.00	457.37	9%
2-11-00-770-00	Community Contributions	6,984.50	22.50	5,157.93	7,795.00	2,637.07	66%
		31,604.16	134.26	17,495.52	32,945.00	15,449.48	53%

**GENERAL ADMINISTRATION & OTHER**

2-12-00-110-00	Salaries - Office Staff	180,090.24	15,753.83	104,644.20	181,050.80	76,406.60	58%
2-12-00-130-40	Employer Cost CPP	10,685.78	1,079.01	7,285.65	11,302.08	4,016.43	64%
2-12-00-130-41	Employer Cost Employment Insurance	3,477.26	378.68	2,526.76	3,768.18	1,241.42	67%
2-12-00-130-43	Employer Cost LAPP	16,123.85	1,673.74	11,075.22	18,174.24	7,099.02	61%
2-12-00-130-44	Employer Cost - AMSC	11,133.43	2,601.84	10,410.62	13,631.51	3,220.89	76%
2-12-00-130-45	Workers Compensation	4,640.78	1,180.11	3,250.81	4,706.84	1,456.03	69%
2-12-00-130-46	R.R.S.P. Contribution		71.66	438.90	709.80	270.90	62%
2-12-00-140-00	Administrative Course Fees	2,150.00		1,537.00	2,650.00	1,113.00	58%
2-12-00-211-00	Travel & Subsistence	137.00		1,971.94	1,500.00	(471.94)	131%
2-12-00-215-00	Freight, Postage, Phone & Land Titles	5,879.91	385.40	5,498.73	8,345.00	2,846.27	66%
2-12-00-220-00	Advertising, Printing, Subscriptions	1,333.41	97.85	247.44	1,400.00	1,152.56	18%
2-12-00-225-00	Municipal Memberships	3,034.30	35.00	3,666.49	3,797.50	131.01	97%
2-12-00-230-00	Professional & Consulting Services	61,501.18	1,841.75	40,135.87	69,628.73	29,492.86	58%
2-12-00-230-20	Professional Fees - Audit	19,750.00			22,100.00	22,100.00	0%
2-12-00-230-21	Engineering	1,553.04			2,000.00	2,000.00	0%
2-12-00-230-22	Legal	2,670.10		1,638.00	10,000.00	8,362.00	16%
2-12-00-250-00	Repairs & Maintenance	15,328.45	533.83	588.75	12,100.00	11,511.25	5%
2-12-00-274-00	Insurance	27,252.62		30,230.12	29,980.12	(250.00)	101%
2-12-00-510-00	General Office Supplies	10,196.92	176.66	2,480.85	9,930.00	7,449.15	25%
2-12-00-540-50	General Administration Power	1,955.67	185.71	996.27	2,600.00	1,603.73	38%
2-12-00-540-51	General Administration Natural Gas	1,764.36	58.37	908.50	2,100.00	1,191.50	43%
2-12-00-810-00	Bank Charges	523.05	39.05	360.32	600.00	239.68	60%
2-12-00-905-00	ARO Accretion - Admin	4,638.90					0%
2-12-00-910-00	Tax Adjustments	9,079.51	10,000.00	10,000.00	10,000.00		100%
2-12-00-990-00	Miscellaneous	75.00			100.00	100.00	0%
2-12-00-990-01	Penny	0.03	(0.05)	0.04	0.50	0.46	8%
		394,972.79	36,092.44	239,892.48	422,175.30	182,282.82	57%

**FIRE FIGHTING & PREVENTIVE SERVICES**

2-23-00-110-00	Administration	5,266.31	728.45	4,086.08	8,437.44	4,351.36	48%
2-23-00-130-00	Employer Contribution - A.M.E. & Seaboard	3,149.22	318.57	2,267.22	3,300.00	1,032.78	69%
2-23-00-159-00	Deputy Fire Chief Fees	2,100.00	175.00	1,225.00	2,100.00	875.00	58%
2-23-00-159-01	Fire Chief Honorarium	3,000.00	250.00	1,750.00	3,000.00	1,250.00	58%
2-23-00-159-02	Firefighter Honorarium	35,527.00			37,600.00	37,600.00	0%
2-23-00-211-00	Travel & Subsistence	454.91	81.43	433.20	500.00	66.80	87%
2-23-00-215-00	Telephone	4,953.54	353.05	3,290.89	4,700.00	1,409.11	70%
2-23-00-215-01	Pager Repair & Maintenance	400.68		451.75	410.00	(41.75)	110%
2-23-00-216-00	Freight & Postage	109.94		19.00	250.00	231.00	8%
2-23-00-217-00	Dispatch	7,773.50		7,773.50	7,800.00	26.50	100%
2-23-00-220-00	Office Printing Advertising	99.99			150.00	150.00	0%
2-23-00-239-00	Fire - Mutual Aid	1,278.50			1,300.00	1,300.00	0%
2-23-00-250-00	Fire Hall Maintenance	5,900.71	32.73	3,179.35	3,000.00	(179.35)	106%
2-23-00-274-00	Building Insurance	1,963.58		2,289.03	2,289.03		100%
2-23-00-274-01	Vehicle & Mobile Equipment Insurance	1,861.21		1,910.00	1,415.00	(495.00)	135%
2-23-00-510-00	General Supplies	3,830.83	2,875.34	19,873.14	30,579.00	10,705.86	65%
2-23-00-521-03	Town Fire Truck (1992) Volvo Repairs & Maint	33,448.84			2,500.00	2,500.00	0%
2-23-00-521-40	Fuel Urban Fire Vehicles (Town)	382.06		23.30	400.00	376.70	6%
2-23-00-521-50	Fuel County Fire Vehicles & Equipment	3,881.32	315.60	1,915.97	2,300.00	384.03	83%
2-23-00-522-01	County IHC Fire Truck Unit FT024 - Repairs&Maint	66,425.07	1,247.62	3,524.87		(3,524.87)	0%
2-23-00-522-02	County Dodge Rescue Van - FT033 Rep & Maint		295.24	295.24		(295.24)	0%
2-23-00-522-03	County Water Unit FT017 96 Mack - Rep & Maint		4,933.33	4,933.33		(4,933.33)	0%
2-23-00-523-00	Personal Protective Equipment Repairs & Maintenance	16,372.24	970.00	970.00	16,500.00	15,530.00	6%
2-23-00-540-32	Training	192.50		348.34	1,500.00	1,151.66	23%

*Higher-wild-land trucks for  
shoots in.*

BVR  
Town of Bashaw  
For the Seven Months Ending July 31, 2024

ACCOUNT	DESCRIPTION	LAST YR ACT...	@ MONTH TRANSACTION...	@ YR YTD	@ YR BUDGET	AMOUNT LEFT	PERCENT USED
2-23-00-540-50	Fire Protection Power Fire Hall	1,791.21	158.04	6,575.76	2,100.00	(4,475.76)	313%
2-23-00-540-51	Fire Protection Natural Gas Fire Hall	3,698.39	14.47	1,674.54	4,000.00	2,325.46	42%
2-23-00-905-00	ARO Accretion - Fire	785.83					0%
		204,626.98	12,748.87	68,809.51	136,130.47	67,320.96	51%
<b>(Will show up in next BVR.)</b>							
<b>DISASTER SERVICES &amp; EMERGENCY MEASURES</b>							
2-24-00-215-00	Freight, Postage, Phone EOC Centre	9.65		10.00	50.00	40.00	20%
		9.65		10.00	50.00	40.00	20%
<b>AMBULANCE</b>							
<b>BYLAW SERVICE</b>							
2-26-00-110-00	Bylaw Enforcement Salaries	3,800.00	440.00	2,420.00	4,400.00	1,980.00	55%
2-26-00-230-00	Cat and Dog Control Fees	3,243.88		3,622.62	4,000.00	377.38	91%
2-26-00-230-01	Policing Requisition Expense	39,644.25		10,771.00	43,084.00	32,313.00	25%
		46,688.13	440.00	16,813.62	51,484.00	34,670.38	33%
<b>SHOP</b>							
2-31-00-110-00	Salaries	25,666.28	1,285.45	10,618.47	12,160.37	1,541.90	87%
2-31-00-110-01	Salaries PW Administration Common Service	10,816.11	821.19	8,133.72	11,513.69	3,379.97	71%
2-31-00-130-40	Employer Cost CPP & Benefits	10,247.60	1,254.28	7,746.10	12,933.76	5,187.66	60%
2-31-00-130-41	Employer Cost Employment Insurance	3,505.09	525.49	2,741.93	4,539.35	1,797.42	60%
2-31-00-130-43	Employer Cost LAPP	15,193.69	1,509.90	8,363.79	18,300.13	9,936.34	48%
2-31-00-130-44	Employer Cost - AMSC	13,950.49	3,190.74	10,988.02	13,948.01	2,959.99	79%
2-31-00-130-45	Workers Compensation Board	4,640.82	1,180.10	3,250.79	5,188.59	1,937.80	63%
2-31-00-190-00	Safety Equipment and Clothing	3,894.28		2,368.20	3,852.00	1,483.80	61%
2-31-00-215-00	Freight, Postage & Phone	3,493.69	245.25	1,747.93	3,401.00	1,653.07	51%
2-31-00-250-00	Repairs and Maintenance	3,268.79	650.00	1,140.34	3,000.00	1,859.66	38%
2-31-00-274-00	Insurance	1,997.74		1,819.40	1,819.40		100%
2-31-00-510-00	General Supplies	2,551.12	52.46	1,325.80	3,000.00	1,674.20	44%
2-31-00-510-63	Shop Tools	1,325.60	99.99	1,518.06	2,500.00	981.94	61%
2-31-00-531-00	Gas and Oil	249.43		238.56	300.00	61.44	80%
2-31-00-540-50	Public Works Power - Shop	2,549.21	196.71	1,469.02	2,800.00	1,330.98	52%
2-31-00-540-51	Public Works Natural Gas - Shop	4,388.04	39.33	2,366.51	5,000.00	2,633.49	47%
2-31-00-905-00	ARO Accretion - Shop	100.37					0%
		107,838.35	11,050.89	65,836.64	104,256.30	38,419.66	63%
<b>ROADS, STREETS, WALKS, LIGHTING</b>							
2-32-00-110-00	Salaries & Wages	48,987.85	4,326.45	34,099.19	68,834.35	34,735.16	50%
2-32-00-110-64	Flusher Truck Man Hours	612.37					0%
2-32-00-140-00	Public Works Course Fees - Streets	3,561.00		197.00	3,800.00	3,603.00	5%
2-32-00-211-00	Streets - Travel & Subsistence	348.42			400.00	400.00	0%
2-32-00-215-00	Freight, Postage, Phone	920.57		1,005.65	1,000.00	(5.65)	101%
2-32-00-250-00	Road & Street Contract with Non-Gov't.	121,400.00					0%
2-32-00-274-00	Insurance	6,626.59		5,390.00	5,362.00	(28.00)	101%
2-32-00-510-00	General Goods & Services	9,938.16	457.29	15,281.85	14,750.00	(531.85)	104%
2-32-00-520-00	Equipment, Machines, Parts & Supplies		300.96	784.16	200.00	(584.16)	392%
2-32-00-520-41	Mobile 401 - IHC 4300	763.19			1,000.00	1,000.00	0%
2-32-00-520-42	Mobile 402 - 2012 Ford Supercab 1/2 Ton	352.69		195.26	400.00	204.74	49%
2-32-00-520-43	Mobile 403 - FORD 550 SD	3,377.33		128.29	800.00	671.71	16%
2-32-00-520-44	Mobile 404 - Sander	19.56		138.39	700.00	561.61	20%
2-32-00-520-45	Mobile 405 - Sweeper	2,430.14	457.14	5,659.95	5,000.00	(659.95)	113%
2-32-00-520-46	Mobile 406 - John Deere TC44H Wheel Loader	637.45		6,000.47	6,000.00	(0.47)	100%
2-32-00-520-47	Mobile 407 - J.D. 570 A Grader	885.97		9,848.53	9,400.00	(448.53)	105%
2-32-00-520-48	Mobile 408 - Kubota M60	1,861.70		2,395.90	3,500.00	1,104.10	68%
2-32-00-520-51	Lawn Mowers				500.00	500.00	0%
2-32-00-520-52	Water Pumps				50.00	50.00	0%
2-32-00-520-54	Chain Saw	17.18	98.90	98.90	50.00	(48.90)	198%
2-32-00-520-55	Mobile 410 - Ford Tandem	10,722.27		3,333.33	8,000.00	4,666.67	42%
2-32-00-520-56	Mobile 411 - Kubota B 7610 Tractor	420.18		890.59	1,000.00	109.41	89%
2-32-00-520-57	Mobile 412 - 2018 Kubota ZD1211 Mower	1,647.77		626.22	1,700.00	1,073.78	37%
2-32-00-520-58	Mobile 413 - Steamer	1,350.58			1,400.00	1,400.00	0%
2-32-00-520-60	Mobile 415 - Generator	486.81			500.00	500.00	0%
2-32-00-520-61	Mobile 416 - John Deere E12 Flex Wing		545.50	545.50	500.00	(45.50)	109%
2-32-00-520-62	Mobile 417 - 2003 GMC 4 X 4	1,146.03		4.49	1,200.00	1,195.51	0%
2-32-00-520-63	Mobile 419 - 2007 Kubota Mower	1,011.48	440.48	596.40	1,000.00	403.60	60%
2-32-00-520-64	Mobile 420 Flush Truck Rental fr Rosalind	4,603.79	1,650.00	1,650.00	5,000.00	3,350.00	33%
2-32-00-520-65	Mobile 421 - Baldor Generator				400.00	400.00	0%
2-32-00-520-66	Mobile 426 Bobcat A770	126.51		1,746.31	1,200.00	(546.31)	146%
2-32-00-521-41	Fuel - Mobile 401 IHC 4300	675.79	697.56	800.61	1,000.00	199.39	80%
2-32-00-521-42	Fuel Mobile 402 2012 Ford Supercab 1/2 Ton	3,006.79	349.88	1,558.42	3,200.00	1,641.58	49%
2-32-00-521-43	Fuel - Mobile 403 Chev C65 Gravel Truck	2,531.16	85.78	1,054.30	2,600.00	1,545.70	41%
2-32-00-521-45	Fuel - Mobile 405 Sweeper	1,270.94		129.30	2,000.00	1,870.70	6%
2-32-00-521-46	Fuel - Mobile 406 John Deere TC44H Wheel Loader	3,084.00		3,235.88	3,500.00	264.12	92%
2-32-00-521-47	Fuel - Mobile 407 JD 570A Grader	2,128.08	188.98	2,592.73	3,500.00	907.27	74%
2-32-00-521-48	Fuel - Mobile 408 Kubota M60	950.20	139.93	421.96	1,000.00	578.04	42%
2-32-00-521-51	Fuel - Lawn Mowers	207.11	56.77	56.77	210.00	153.23	27%
2-32-00-521-52	Fuel - Water Pumps				600.00	600.00	0%
2-32-00-521-53	Fuel - Wacker Packer				20.00	20.00	0%
2-32-00-521-54	Fuel - Chain Saw				50.00	50.00	0%
2-32-00-521-55	Fuel - Mobile 410 Ford Tandem	747.26		65.32	2,000.00	1,934.68	3%

BVR  
Town of Bashaw  
For the Seven Months Ending July 31, 2024

ACCOUNT	DESCRIPTION	LAST YR ACT...		@ YR	@ YR	AMOUNT	PERCENT
		TRANSACTION	@ MONTH	YTD	BUDGET	LEFT	USED
2-32-00-521-56	Fuel - Mobile 411 Kubota B 7610 Tractor	371.51	141.48	327.07	500.00	172.93	65%
2-32-00-521-57	Fuel - Mobile 412 2018 Kubota ZD1211 Mower	801.65	229.52	467.46	900.00	432.54	52%
2-32-00-521-58	Fuel - Mobile 413 Steamer	40.82		120.99	500.00	379.01	24%
2-32-00-521-61	Fuel - Mobile 415 Generator				700.00	700.00	0%
2-32-00-521-62	Fuel - Mobile 417 2003 GMC 4 x 4	4,011.75	283.10	1,588.10	4,500.00	2,911.90	35%
2-32-00-521-63	Fuel - Mobile 419 - 2007 Kubota Mower	443.01	160.43	236.77	500.00	263.23	47%
2-32-00-521-64	Fuel - Mobile 420 Flush Truck fr Rosalind	1,625.70		491.15	500.00	8.85	98%
2-32-00-521-65	Fuel - Mobile 421 Baldor Generator				700.00	700.00	0%
2-32-00-521-66	Fuel - Mobile 426 Bobcat A770	246.89	154.08	1,288.39	1,500.00	211.61	86%
2-32-00-530-00	Construction, Maint, Supplies & Repairs	3,257.21		1,430.80	13,500.00	12,069.20	11%
2-32-00-532-00	Grounds Materials/Trees	2,625.00		1,432.45	4,400.00	2,967.55	33%
2-32-00-535-00	Sidewalk replacement	14,484.48	211.80	211.80	10,000.00	9,788.20	2%
2-32-00-539-00	Dust Control	5,520.00		7,896.00	5,600.00	(2,296.00)	141%
2-32-00-540-50	Streets Power	65,497.70	5,813.23	30,111.13	67,000.00	36,888.87	45%
2-32-00-610-02	Sand Screening	27.55			200.00	200.00	0%
		337,810.19	16,789.26	146,133.78	274,326.35	128,192.57	53%
<b>AIRPORT</b>							
2-33-00-250-00	Airport Repairs & Maintenance	40.47		269.02	2,000.00	1,730.98	13%
2-33-00-274-00	Insurance	2,871.80		2,814.56	2,814.56		100%
2-33-00-520-00	Parts & Supplies	1,445.38		49.05	1,500.00	1,450.95	3%
2-33-00-540-50	Campus Energy Power	665.37	95.34	560.15	700.00	139.85	80%
2-33-00-905-00	ARO Accretion - Airport	372.88					0%
		5,395.90	95.34	3,692.78	7,014.56	3,321.78	53%
<b>STORM SEWERS &amp; DRAINAGE</b>							
2-37-00-250-00	Storm Sewer - Repairs & Maintenance				1,200.00	1,200.00	0%
					1,200.00	1,200.00	0%
<b>WATER SUPPLY &amp; DISTRIBUTION SYSTEM</b>							
2-41-00-110-00	Salaries & Wages	55,584.77	4,966.94	42,476.52	60,455.52	17,979.00	70%
2-41-00-140-00	Public Works Course Fees - Water	1,148.48		180.00	1,540.00	1,360.00	12%
2-41-00-211-00	Travel and Subsistence	2,356.82	68.40	2,152.77	5,200.00	3,047.23	41%
2-41-00-215-00	Freight, Postage, Phone	3,518.62	197.18	1,773.89	4,000.00	2,226.11	44%
2-41-00-225-00	Memberships Relating to Water	28.57		57.14	165.00	107.86	35%
2-41-00-250-00	Repairs & Maintenance - Treatment	91,521.35	8,434.35	81,437.31	86,300.00	4,862.69	94%
2-41-00-274-00	Insurance	10,504.36		11,329.77	11,329.77		100%
2-41-00-350-00	Purchased Bulk Water for Resale HWY 12 21	292,592.40	24,326.30	158,812.34	304,290.00	145,477.66	52%
2-41-00-510-00	General Goods & Supplies	21,131.24	7.99	911.89	11,620.00	10,708.11	8%
2-41-00-540-50	Water Supply & Distribution Power	13,016.20	1,126.12	6,744.73	13,500.00	6,755.27	50%
2-41-00-540-51	Water Supply & Distribution Natural Gas	7,225.75	362.47	4,600.62	8,000.00	3,399.38	58%
2-41-00-831-00	Debt Interest Payments	10,771.47					0%
2-41-00-905-00	ARO Accretion - Water	528.76					0%
		509,928.79	39,489.75	310,476.98	506,400.29	195,923.31	61%
<b>SANITARY SEWAGE SERVICE &amp; TREATMENT</b>							
2-42-00-110-00	Salary & Wages	14,821.91	565.04	3,454.47	30,446.18	26,991.71	11%
2-42-00-140-00	Public Works Course Fees - Sewer	1,232.77		180.00	780.00	600.00	23%
2-42-00-211-00	Travel and Subsistence	700.10		634.93	1,200.00	565.07	53%
2-42-00-215-00	Freight, Postage, Telephone	1,419.86	115.28	798.88	1,500.00	701.12	53%
2-42-00-225-00	Memberships Relating to Sewer	28.57			165.00	165.00	0%
2-42-00-239-00	Septic Station Repairs & Maintenance	1,156.68		504.33	1,500.00	995.67	34%
2-42-00-239-02	Septic Station Supplies				200.00	200.00	0%
2-42-00-250-00	Repair & Maintenance	66,094.51	(1,402.80)	9,334.05	13,507.00	4,172.95	69%
2-42-00-274-00	Insurance	4,185.99		8,499.44	8,499.44		100%
2-42-00-510-00	General Goods and Supplies	6,728.07	2,446.09	3,092.79	11,850.00	8,757.21	26%
2-42-00-540-50	Sanitary Sewage Power	9,937.49	717.46	5,392.04	10,200.00	4,807.96	53%
2-42-00-540-51	Sanitary Sewage Natural Gas	2,215.18	113.40	1,328.30	2,500.00	1,171.70	53%
2-42-00-905-00	ARO Accretion - Sewer	379.96					0%
		108,901.09	2,554.47	33,219.23	82,347.62	49,128.39	40%
<b>GARBAGE COLLECTION &amp; DISPOSAL</b>							
2-43-00-110-00	Salaries and Wages	3,409.08	225.45	988.85	5,829.47	4,840.62	17%
2-43-00-230-00	Garbage Contract	65,293.31	6,007.31	35,194.73	74,000.00	38,805.27	48%
2-43-00-250-01	Waste Management Authority-Tipping Fees	3,984.40		(195.00)	4,200.00	4,395.00	-5%
2-43-00-525-00	Landfill Monitoring	900.86		11.44	1,000.00	988.56	1%
		73,587.65	6,232.76	36,000.02	85,029.47	49,029.45	42%
<b>RECYCLING</b>							
2-44-00-274-00	Recycling Trailer Insurance	5.50		5.00	5.00		100%
2-44-00-290-00	Toxic Roundup	2,805.27					0%
		2,810.77		5.00	5.00		100%
<b>PREVENTIVE SOCIAL SERVICES</b>							

BVR  
Town of Bashaw  
For the Seven Months Ending July 31, 2024

ACCOUNT	DESCRIPTION	LAST YR ACT...		@ YR YTD	@ YR BUDGET	AMOUNT LEFT	PERCENT USED
			@ MONTH TRANSACTION...				
2-51-00-755-00	Contribution to FCSS	59,872.50		63,699.55	63,699.55		100%
		59,872.50		63,699.55	63,699.55		100%
<b>BASHAW MEDICAL CLINIC</b>							
<b>CEMETERIES &amp; CREMATORIUMS</b>							
2-56-00-112-00	Public Works Salaries	3,602.76	139.96	879.04	3,070.92	2,191.88	29%
2-56-00-230-00	Cemetery - Professional Services	14,233.63	1,400.00	7,199.02	15,000.00	7,800.98	48%
2-56-00-250-00	Cemetery - Repairs & Maintenance	293.76	175.00	602.20	700.00	97.80	86%
2-56-00-274-00	Cemetery Insurance	7.92		8.00	8.00		100%
2-56-00-521-59	Cemetery Fuel Cub 725 CC Mower	28.87			50.00	50.00	0%
2-56-00-520-59	Cemetery Cub 725 CC Mower Rep & Maint				50.00	50.00	0%
		18,166.94	1,714.96	8,688.26	18,878.92	10,190.66	46%
<b>ECONOMIC DEVELOPMENT</b>							
2-61-00-230-00	Economic Development Study & Supports		16.55	15,715.65	90,000.00	74,284.35	17%
			16.55	15,715.65	90,000.00	74,284.35	17%
<b>TOURISM</b>							
2-62-00-215-00	Freight, Postage, Telephone	1,150.38	98.30	679.58	1,200.00	520.42	57%
2-62-00-220-00	Tourism - Advertising	690.35	602.85	685.35	2,000.00	1,314.65	34%
2-62-00-274-00	Tourist Information Centre Insurance	316.10		316.45	316.45		100%
2-62-00-250-00	Tourism Repairs & Maintenance				500.00	500.00	0%
		2,156.83	701.15	1,681.38	4,016.45	2,335.07	42%
<b>SUBDIVISION LAND &amp; DEVELOPMENT</b>							
2-66-00-230-00	Subdivision, Land and Development	4,243.00	155.00	620.00	4,500.00	3,880.00	14%
		4,243.00	155.00	620.00	4,500.00	3,880.00	14%
<b>RENTED BUILDINGS</b>							
2-69-00-540-50	Building Rentals Power	1,494.56	171.87	886.57	1,700.00	813.43	52%
2-69-00-540-51	Building Rentals Natural Gas	2,287.06	65.51	1,211.43	2,600.00	1,388.57	47%
2-69-00-250-00	Repair & Maintenance	14,245.39			1,000.00	1,000.00	0%
2-69-00-905-00	ARO Accretion - Rental Building	637.68					0%
		18,664.69	237.38	2,098.00	5,300.00	3,202.00	40%
<b>RECREATION FACILITIES &amp; PROGRAMS</b>							
2-71-00-110-00	Administration Salaries & Wages	20,398.68	1,418.49	11,850.26	16,296.65	4,446.39	73%
2-71-00-110-20	Salaries & Wages	52,867.39	2,096.56	29,103.38	65,144.17	36,040.79	45%
2-71-00-130-00	Employee Benefits & EI CPP Expense	4,883.72	51.10	4,738.52	13,885.95	9,147.43	34%
2-71-00-140-00	Recreation Training			1,041.38	1,000.00	(41.38)	104%
2-71-00-211-00	Travel & Subsistence	70.68			1,000.00	1,000.00	0%
2-71-00-215-20	Freight, Postage & Telephone - Arena	2,403.19	93.48	1,422.86	2,200.00	777.14	65%
2-71-00-225-00	Membership Fee			105.00	210.00	105.00	50%
2-71-00-230-20	Recreation - Special Services	737.00		796.82	1,396.82	600.00	57%
2-71-00-250-12	Ball Diamond & Raquet Sports Rep&Maint			4,309.94	3,000.00	(1,309.94)	144%
2-71-00-250-20	Repairs & Maintenance - Arena	119,229.97	2,463.22	42,123.59	49,271.52	7,147.93	85%
2-71-00-274-20	Insurance	14,443.60		16,267.96	16,267.96		100%
2-71-00-510-12	Ball & Raquet Sport Supplies	665.50		2,003.17	1,000.00	(1,003.17)	200%
2-71-00-510-20	Supplies - Arena	9,958.97	1,220.40	5,891.58	9,000.00	3,108.42	65%
2-71-00-540-50	Recreational Power	28,399.13	1,066.88	13,866.81	30,000.00	16,133.19	46%
2-71-00-540-51	Recreational Natural Gas	14,170.65	154.95	5,945.96	16,000.00	10,054.04	37%
2-71-00-905-00	ARO Accretion - Arena	4,189.75					0%
		272,18.23	8,565.08	139,467.23	225,673.07	86,205.84	62%
<b>PARKS</b>							
2-72-00-110-00	Salaries & Wages - Parks	32,713.88	11,990.93	35,684.28	52,245.85	16,561.57	68%
2-72-00-111-11	Salaries & Wages - Parks S.T.E.P.				9,600.00	9,600.00	0%
2-72-00-211-00	Travel & Subsistence	102.60			300.00	300.00	0%
2-72-00-250-00	Parks Repairs & Maintenance	2,384.96	2,292.01	5,012.82	4,000.00	(1,012.82)	125%
2-72-00-250-01	Beautification Repairs & Maintenance			1,400.00	8,000.00	6,600.00	18%
2-72-00-274-00	Insurance	622.14		621.97	621.97		100%
2-72-00-510-00	General Goods & Supplies	8,071.20	5,548.39	9,689.95	8,950.00	(739.95)	108%
2-72-00-510-01	Beautification Supplies			1,446.10	10,000.00	8,553.90	14%
2-72-00-540-50	Heritage Park Power	975.56	101.86	978.94	1,100.00	121.06	89%
2-72-00-770-00	Grants to Organizations - Beautification Committee	10,187.32		2,489.97		(2,489.97)	0%
2-72-00-905-00	ARO Accretion - Recreation	2,876.78					0%
		57,934.44	19,933.19	57,324.03	94,817.82	37,493.79	60%

*Shale end*  
*Trash Cons.*  
*Bases, Chalk*  
*Pickle ball Nets*

*RV Dump, Pump outs,*  
*Rodent Control,*  
*Replace @RV*  
*Grinder*  
*pump.*

BVR  
Town of Bashaw  
For the Seven Months Ending July 31, 2024  
LAST YR ACT... @ MONTH  
TRANSACTION...

ACCOUNT	DESCRIPTION		@ YR YTD	@ YR BUDGET	AMOUNT LEFT	PERCENT USED	
<b>COMMUNITY CENTRE</b>							
2-74-00-110-00	Community Centre - Wages	838.93	83.20	83.20	2,103.94	2,020.74	4%
2-74-00-215-00	Freight, Postage, Telephone	1,004.00	87.00	809.00	1,000.00	391.00	61%
2-74-00-215-01	Community Centre - Xplomet	1,148.85	69.48	806.33	900.00	93.67	90%
2-74-00-250-00	CULTURAL FACILITY - Repairs & Maintenance	12,900.34	811.59	6,085.46	13,753.88	7,668.42	44%
2-74-00-274-00	Community Centre - Insurance	7,207.98		11,483.03	11,483.03		100%
2-74-00-540-50	Power Community Hall Town Share	10,041.48	701.20	3,958.97	11,000.00	7,041.03	36%
2-74-00-540-51	Cultural Natural Gas Comm Hall Town Share	3,800.51	72.61	2,550.39	4,500.00	1,949.61	57%
2-74-01-540-50	Power - Community Centre 1/2 Share			(97.41)		97.41	0%
2-74-01-540-51	Cultural Natural Gas Community Centre 1/2 Share			130.98		(130.98)	0%
2-74-01-770-00	Library Contribution	15,623.75	10,285.51	13,856.53	15,642.04	1,785.51	89%
2-74-00-250-01	Community Centre - Repairs	307.79			500.00	500.00	0%
2-74-00-510-01	Community Centre - Supplies	86.64			100.00	100.00	0%
2-74-00-905-00	ARO Accretion - Cultural Facilities	4,388.36					0%
		<u>57,348.63</u>	<u>12,110.59</u>	<u>39,466.48</u>	<u>60,982.89</u>	<u>21,516.41</u>	<u>65%</u>
<b>MUSEUM</b>							
2-74-10-250-00	Museum - Repairs & Maintenance	(20.60)	649.98	1,037.65		(1,037.65)	0%
2-74-10-274-00	Museum - Insurance	1,737.39		1,727.44		(1,727.44)	0%
2-74-10-510-00	Museum - Supplies		60.00	60.00		(60.00)	0%
		<u>1,716.79</u>	<u>709.98</u>	<u>2,825.09</u>		<u>(2,825.09)</u>	<u>0%</u>
<b>ANNIVERSARY/ CENTENNIAL CELEBRATIONS</b>							
<b>OPERATING CONTINGENCIES RESERVES</b>							
<b>REQUISITIONS</b>							
2-99-00-750-00	Alberta School Foundation Fund	226,016.34		113,008.16	224,855.89	111,847.73	50%
2-99-00-752-00	Camrose Area Lodge Authority	1,610.00		2,695.00	2,695.00		100%
		<u>227,626.34</u>		<u>115,703.16</u>	<u>227,550.89</u>	<u>111,847.73</u>	<u>51%</u>
<b>TOTAL EXPENSES</b>		<b><u>2,544,322.84</u></b>	<b><u>169,771.92</u></b>	<b><u>1,385,674.39</u></b>	<b><u>2,498,783.95</u></b>	<b><u>1,113,109.56</u></b>	<b><u>55%</u></b>
<b>NET TRANSFERS FR/TO OPERATING CAPITAL</b>							
<b>AMORTIZATION</b>							
2-12-00-790-00	Amortization - Administration	14,482.30					0%
2-23-00-790-00	Amortization - Fire	4,867.75					0%
2-31-00-790-00	Amortization - PW	9.47					0%
2-32-00-790-00	Amortization - Public Works	198,802.28					0%
2-33-00-790-00	Amortization - Airport	679.00					0%
2-41-00-790-00	Amortization - Water	45,671.70					0%
2-42-00-790-00	Amortization - Sewer	92,234.89					0%
2-62-00-790-00	Amortization - Tourist Booth	893.76					0%
2-69-00-790-00	Amortization - Rental Building	40.19					0%
2-71-00-790-00	Amortization - Arena	198.46					0%
2-72-00-790-00	Amortization - Parks	25,422.30					0%
2-74-00-790-00	Amortization - Community Centre	72,043.37					0%
		<u>455,345.47</u>					<u>0%</u>
<b>TOTAL EXPENSES &amp; CAPITAL ITEMS NET OF REVENUE &amp; EXPENSES</b>		<b><u>2,999,668.31</u></b>	<b><u>169,771.92</u></b>	<b><u>1,385,674.39</u></b>	<b><u>2,498,783.95</u></b>	<b><u>1,113,109.56</u></b>	<b><u>55%</u></b>
		<b><u>394,608.25</u></b>	<b><u>(28,243.07)</u></b>	<b><u>(539,310.13)</u></b>	<b><u>(1.00)</u></b>	<b><u>539,309.13</u></b>	
<b>FINANCES ACQUIRED</b>							
Pending Projects							
<b>FINANCES APPLIED</b>							

BVR  
Town of Bashaw  
For the Seven Months Ending July 31, 2024

ACCOUNT	DESCRIPTION	LAST YR ACT...	@ MONTH TRANSACTION...	@ YR YTD	@ YR BUDGET	AMOUNT LEFT	PERCENT USED
<b>Fire Fighting:</b>							
6-23-00-630-02	Machinery & Equipment			16,750.00		(16,750.00)	0%
	<b>Total Fire Fighting</b>			16,750.00		(16,750.00)	0%
<b>Roads, Streets, Walks, Lighting:</b>							
6-32-00-656-36	Roads - Equipment		6,800.00	76,800.00		(76,800.00)	0%
	<b>Total Roads, Streets, Walks, Lighting</b>		6,800.00	76,800.00		(76,800.00)	0%
<b>Water Supply &amp; Distribution:</b>							
6-41-00-630-00	Water Meters			12,960.00		(12,960.00)	0%
6-41-00-630-01	Leak Detector		9,821.00	9,821.00		(9,821.00)	0%
	<b>Total Water Supply &amp; Distribution</b>		9,821.00	22,781.00		(22,781.00)	0%
	<b>TOTAL FINANCES APPLIED</b>		16,621.00	116,331.00		(116,331.00)	0%
	Net of Finances Acquired & Applied		16,621.00	116,331.00		(116,331.00)	0%
	<b>NET TOTAL OF ALL CATEGORIES</b>	394,608.25	(11,622.07)	(422,979.13)	(1.00)	422,978.13	

## Council Committee Reports – August 20, 2024

### Mayor Rob McDonald:

June 15- Lemonade Day

June 25- meeting with Minister Dan Williams and MLA Jackie Lovely

June 26 Airport public meeting

June 27 meeting with RCMP SSgt Malcolm Callihoo and Insp. Carson Creaser.

### Deputy Mayor Cindy Orom:

Youth Center - June 17th discussed summer plans and schedule. Lots of great activities and outings scheduled for kids in town.

CALA - June 21st - absent with notice

July 10th - Beautification meeting.

Town clean up and cemetery clean ups were a success - thank you to volunteers.

New fountain to be installed this summer at the Trout pond.

July 12<sup>th</sup> - 12/21 Water Commission

Mid year review and updates.

### Councillor Jackie Northey:

No information available at time of agenda creation.

### Councillor Bryan Gust:

May 16 - Camrose Couy Meeting - Wildland truck purchase, Regional fire agreement

May 29 - Bashaw Historical Society - priorities for summer, washroom renovations, new vacuum

June 12 - BDSS AGM - 2023 audited financial statements

June 25 - Camrose Meeting with Minister of Health and Addictions

June 14 - Cemetery Clean up

July 10 - Beautification Meeting - Set priorities for summer projects, pond fountain, trailhead signs

### Councillor McIntosh:

June 15 - Chamber - judged Lemonade Day with Mayor McDonald

June 26 - RCMP - signed off on priorities for the year. Discussion on new members (Cst Scott set to move on when detachment is staffed). Discussion on requesting living boundaries to extend to 60km will likely come before Council in coming months.

July 9 - set to attend MP town hall event.

Community feedback - received on dog control, snow routes, accessibility, and other topics. Will be basis for Notices of Motion at August meeting.

July 25, 2024

Town of Bashaw  
Box 510  
Bashaw, AB  
T0B 0H0



**Attention: Mayor McDonald and Council Members**

Re: Violation Notice BAH/680-2004, 2(A) of the (M) Town of Bashaw – Offence date July 24, 2024 at 7:30 pm – Recipient – Bill Vernon McGhie

Referencing the above notice, which includes a penalty of \$100, as per Item #8 in said by-law, I am requesting a meeting with Council to appeal the decision.

Respectfully submitted,

Bill & Marlene McGhie

A handwritten signature in blue ink, appearing to read "Bill &amp; Marlene McGhie". The signature is written in a cursive style.

Occurrence Summary: Town of Bashaw

Complaint filed: Unsightly property complaint

- Items reported to be on front yard for several weeks.

Camrose County Bylaw follow up on the complaint on the following dates:

July 10, 2024

July 15, 2024

July 24, 2024

July 24, 2024 – items still on display in the yard.

July 24, 2024 – Violation tag issued for \$100.00

RECEIVED

AUG 14 2024

August 6th, 2024

Town of Bashaw  
PO Box 510  
Bashaw, AB, T0B 0H0

Attention: Ms. Theresa Fuller, Chief Administrative Officer

Re: **Impacts of New Provincial Legislation on Your Gas Distribution Franchise Agreement  
Time-Sensitive and Action Required**

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As you may be aware, the Government of Alberta's *Utilities Affordability Statutes Amendment Act, 2024*,<sup>1</sup> (the "Act") became law when it received Royal Assent on May 16, 2024. The Act makes several changes to various statutes governing franchise agreements. One of these changes affects the gas distribution franchise agreement you have with ATCO Gas and Pipelines Ltd. ("ATCO"):

- Section 49(5) of the *Gas Utilities Act* now states that a franchise granted by a municipality to an owner of a gas utility that has not been approved by the AUC after the coming into force of this subsection will terminate 270 days after the coming into force of that subsection.

This means that your gas distribution franchise agreement for Bashaw, which is current and valid, must be reviewed and re-approved by the Alberta Utilities Commission ("AUC") before March 17, 2025, or it will terminate by operation of law on that date. If it is terminated, all benefits provided under the agreement will end, including the payment of franchise fees to your municipality.

In response to this new legislation, the AUC has established a special process<sup>2</sup> to efficiently approve all existing current and valid gas distribution franchise agreements that are compliant with the new legislation before the March 2025 deadline. To qualify for this special process, no changes may be made to the previously approved franchise terms, including the expiry date and the existing franchise fee. As

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<sup>1</sup> *Utilities Affordability Statutes Amendment Act, 2024*, SA 2024, c 8; [www.alberta.ca/making-utility-bills-more-affordable](http://www.alberta.ca/making-utility-bills-more-affordable)

<sup>2</sup> <https://media.auc.ab.ca/prd-wp-uploads/News/2024/Bulletin%202024-12.pdf>

part of this special process, ATCO is required to submit information pertaining to your franchise agreement to the AUC at the end of this year, for its review and approval.

We require your collaboration with respect to certain aspects of the re-approval process, including (1) advertising your franchise agreement to your community using a template we will provide you, (2) recording any feedback from residents, (3) responding to feedback from residents and keeping records of your responses, and (4) providing ATCO with all of that information to submit to the AUC. We understand that this may be inconvenient and an imposition on your resources, but it cannot be avoided due to the changes made by the Act. The attached process document explains what must be done and by when.

Please note that if you think you may want to change your franchise fee rate for the full 2025 calendar year, it is necessary to complete the above-described re-approval process first, by early October, before commencing the franchise fee rate change process. Otherwise, franchise fee rate changes will be processed for an effective date of April 1, 2025, or later.

Thank you for your prompt attention to this matter. If you have any questions or concerns, please reach out to me at your earliest convenience at [kyla.belich@atco.com](mailto:kyla.belich@atco.com).

Regards,



**Kyla Belich**

Senior Manager, Red Deer Operations

ATCO Gas and Pipelines Ltd.

**Franchise Agreement Re-Approval Process  
(Utilities Affordability Statutes Amendment Act, 2024)**

Step	Action/Event	Responsibility
1	<p><b><u>Contact ATCO</u> At Your Earliest Convenience</b></p> <p>Contact ATCO for a copy of the AUC Notice template, tailored to your community, that you must publish in your local print newspaper with the widest circulation in your community.</p>	Municipality
2	<p><b><u>ATCO Prepares &amp; Sends You the Template</u> Within 7 Days of your Request</b></p> <p>Upon receiving your request, ATCO will tailor the AUC Notice template with information specific to your community.</p>	ATCO
3	<p><b><u>Publish the Notice</u> As Soon As Possible (15 November 2024 at the latest)</b></p> <p>Publish the Notice in your local <u>print</u> newspaper with the widest circulation in your community.</p>	Municipality
4	<p><b><u>Take a Picture of the Ad in the Newspaper</u></b></p> <p>On the day the Notice appears in your local print newspaper, take a photo of the page that the Notice appears on and send the photo to ATCO. A digital scan of the page will also suffice.</p> <p><u>This photo or scan must clearly show the Notice, the name of newspaper, and the date of publication. Text must be legible.</u></p> <p>This photo (or scan) may be requested by AUC as part of the re-approval process, to prove that the Notice was published and that the public was notified as per AUC requirements.</p> <p>(Continued on next page...)</p>	Municipality

Step	Action/Event	Responsibility
5	<p><b><u>Wait 2 Weeks, Record Public Feedback and Your Responses to the Public</u></b></p> <p>The public has fourteen days to express any objections, concerns, or support regarding the franchise agreement and the financial impact on them. The public may send their feedback to your municipality, to ATCO, or to the AUC.</p> <p>If you receive any written feedback, please reply to the community member and keep a copy of all communication. If you receive verbal/telephone comments, please make note of the person's name, the date, and a brief summary of the conversation, including your response.</p> <p>Send copies of all feedback and your replies to ATCO.</p> <p>These communications will be included in the application to the AUC.</p> <p>If no comments are received, then a short email to ATCO saying so is sufficient.</p>	Municipality
6	<p><b><u>Application Made to the AUC As Soon As Possible (13 December 2024 at the latest)</u></b></p> <p>ATCO will submit the information you provide as well as other details about your franchise agreement, as required by the AUC, to the AUC for their review and approval.</p>	ATCO
7	<p><b><u>Application Reviewed and Decision Issued</u></b></p> <p>The AUC will review the information submitted. Provided everything is in order, the AUC will then issue a Decision to confirm that your franchise agreement is current, valid and compliant with the new legislation.</p> <p>If you would like a copy of the AUC Decision, please let your ATCO contact know and we will ensure one is sent to you.</p>	AUC

## Frequently Asked Questions

**Question: Why do we have to do this?**

**Answer:** The Government of Alberta recently changed some laws. As a result, the Alberta Utilities Commission (AUC) must re-approve all existing gas franchise agreements to ensure they are compliant with the changes.

**Question: What happens if we don't do this?**

**Answer:** Your gas distribution franchise agreement will terminate on March 17, 2025, and all benefits provided under the agreement will end, including the payment of franchise fees to your municipality.

**Question: Why must we advertise a Notice as part of this re-approval process?**

**Answer:** The AUC requires it.

**Question: Can we make changes to our gas distribution franchise agreement as part of this re-approval process?**

**Answer:** No. Changes to the franchise agreement can only be made by renewing the franchise agreement. However, renewing a valid and current franchise agreement is not recommended at this time because of the high number of approvals the AUC will be processing in the coming months due to the change in legislation.

**Question: Can we change our franchise fee percentage as part of this re-approval process?**

**Answer:** No.

**Question: What if we want to change our franchise fee for 1 January, 1 February or 1 March 2025?**

**Answer:** First, the re-approval process must be completed by early October 2024. Then, we can help you through the franchise fee rate change process. Contact us as soon as possible for further details and to start the process.

**Town of Bashaw  
Public Works Project Duties list**

Project or Duty Description:	Priority	Regular Duty	Additional Duty	Start Date:	Estimated Project timeline	Issues, details, causes of delays?	Date Completed
<b>Water Related</b>							
Water Meter Replacement	X			ASAP		Process of working on; booking changeovers with residents.	
Shut off Valve checks and replacements				ASAP		Incomplete	
CC Valve Replacement		X		ASAP		TBD	
Water leak site cleanups	X			ASAP		Lawns complete/seeded; concrete is on schedule	
<b>Recreation/Arena</b>							
Gutter Repairs	X			ASAP			
Arena Interior Maintenance				August 1/2024	two weeks	Curling rink and arena on schedule repaint viewing area	August 19/2024
Ball Diamonds	X			April 6 2024	Complete, ongoing for season	Seasonal maintenance, dragging, weed removal in preparation for next season.	Aug-24
RV stations		X		Aug 1/2024	2 Days	Grinder pump	Aug-24
Garbage cleanup			X			Ongoing.	
<b>Parks, trees, Cemetery</b>							
Pond Treatment Program	X			June 15/24	Sept 15/24	Final phase is being implemented	Sep-24
Trail signs				Aug-24		installed New trail Signs	Aug-24
Tree Trimming Maintenance program						Ongoing	
Weed Control		X		May-24		Ongoing, trails have been completed.	
Water fountain			X	Aug-24		installed new Fountain	24-Aug
Pest control		X		April 15/24	on going	Gopher control has been continuing.	Sept 8/24
Lawn Maintenance		X		May 1 2024	As needed	W:\Parks\Lawn Maintenance List.xls Being completed as scheduled	
<b>Cemetery</b>							
Lawn Maintenance		X		May 1/2024	As needed	Community Clean up - June 10, 2022	
Round up around grave covers		X		June 1/2024	1 Week	Ongoing, growth has slowed. We have received compliments on status.	
<b>Streets</b>							
Street Cleaning	X			July-24	1 day	Done.	Aug-24
Mow and whipper-snip trees behind Robinson Place						Second cleaning before winter	
Lawn Maintenance		X				Ongoing	
Weed Control				24-Aug	ongoing	W:\Parks\Lawn Maintenance List.xls	
Culvert Drain maintenance		X		Sep-24	3 Weeks	Spray curbs & Sidewalks	
Road repairs main St		X		Sep-24	2 Weeks	Started, but more to complete.	
Catch Basin Clean out	X			July	2 weeks	waiting on Contractors .	
Manhole checks		X		24-Jul	1 Week	Anticipated for fall.	
<b>Airport</b>							
Lawn Maintenance		X			As needed	Ongoing	
Building Maintenance						Ongoing	
<b>Sewer</b>							
Lift Station 1 Cleaning		X		May-24	ongoing	Installed Chemical directly	Bi yearly
Lagoon maintenance		X		May-24	As needed	Ongoing	
lines flushed	X			Sept 20/2024	1 Week	As needed	
<b>Shop</b>							
Equipment maintenance		X				Ongoing	
Inventory	X			2024-0-01		Over the summer months	



**BY-LAW # 827 – 2024**

**BY-LAW NO. 827 - 2024** A By-law of the Town of Bashaw in the Province of Alberta, introduced for the purpose of amending Land Use By-law No. 780 - 2018 to change the land use of Lot 1, Block 1, Plan 242 0994 as shown on the attached sketch from (UX) Urban Expansion to (R 1) Low Density Residential District all being located within the Town of Bashaw.

**WHEREAS** The current property owner has requested an amendment to the land use district on Lot 1, Block 1, Plan 242 0994.

**NOW THEREFORE** Pursuant to the Municipal Government Act, Section 606, the Council of the Town of Bashaw duly assembled, hereby enacts as follows:

That By-law No. 780 - 2018 be amended as follows:

Land Use District Map of the Town of Bashaw is changed so Lot 1, Block 1, Plan 242 0994 as shown on the attached sketch be redistricted from (UX) Urban Expansion to (R 1) Low Density Residential District.

**RECEIVED FIRST READING THIS** \* \_\_\_\_\_

**10<sup>th</sup> DAY OF July, A.D. 2024** \*MAYOR

**IN THE Town of Bashaw, IN THE** \*

**PROVINCE OF ALBERTA** \* \_\_\_\_\_

\*ADMINISTRATOR

**RECEIVED SECOND READING THIS** \* \_\_\_\_\_

**DAY OF, AD 2024** \*MAYOR

**IN THE Town of Bashaw, IN THE** \*

PROVINCE OF ALBERTA

\* \_\_\_\_\_

\*ADMINISTRATOR

RECEIVED THIRD AND FINAL

\* \_\_\_\_\_

READING THIS DAY OF

\*MAYOR

A.D. 2024, IN THE Town of Bashaw

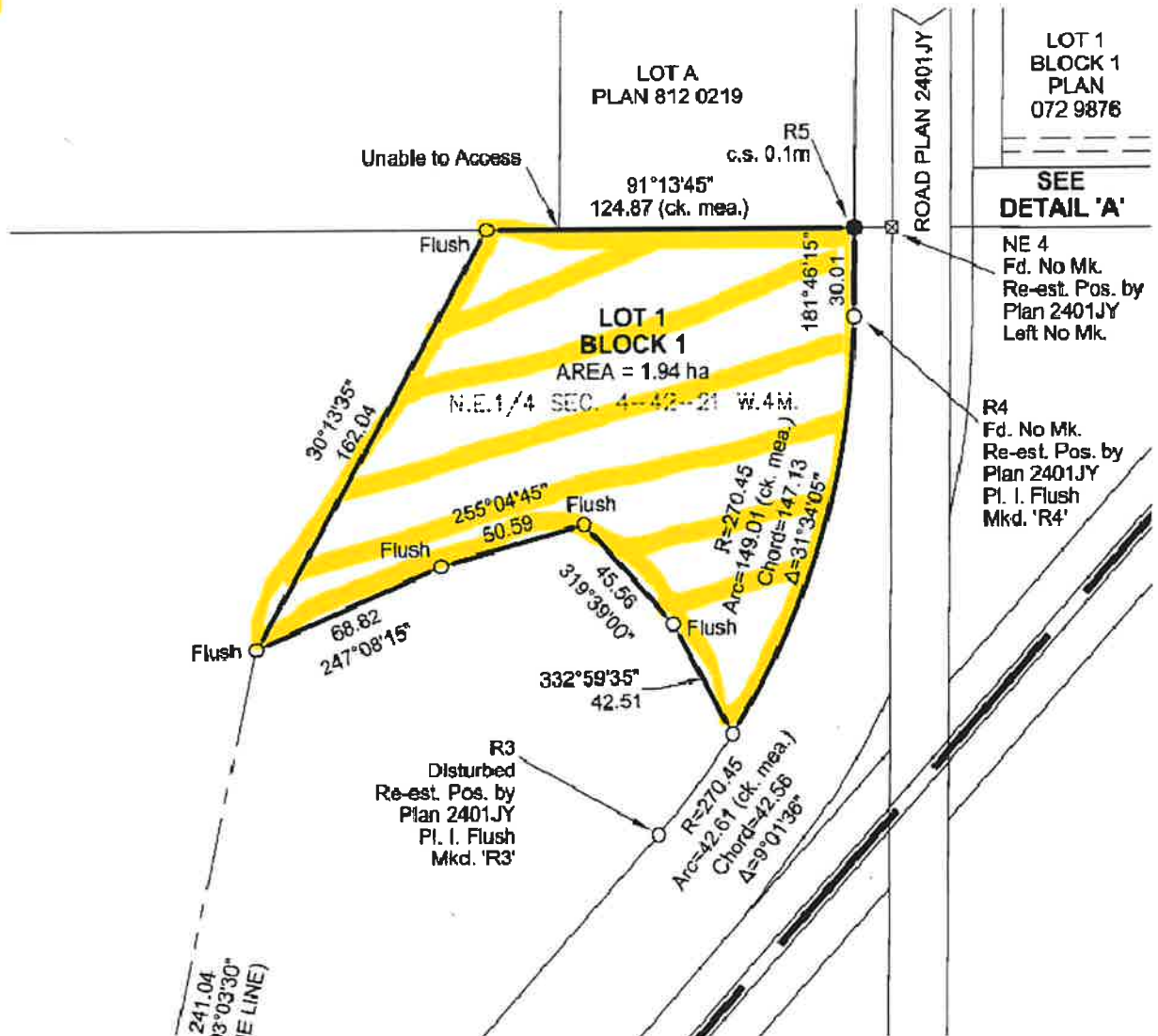
\*

IN THE PROVINCE OF ALBERTA

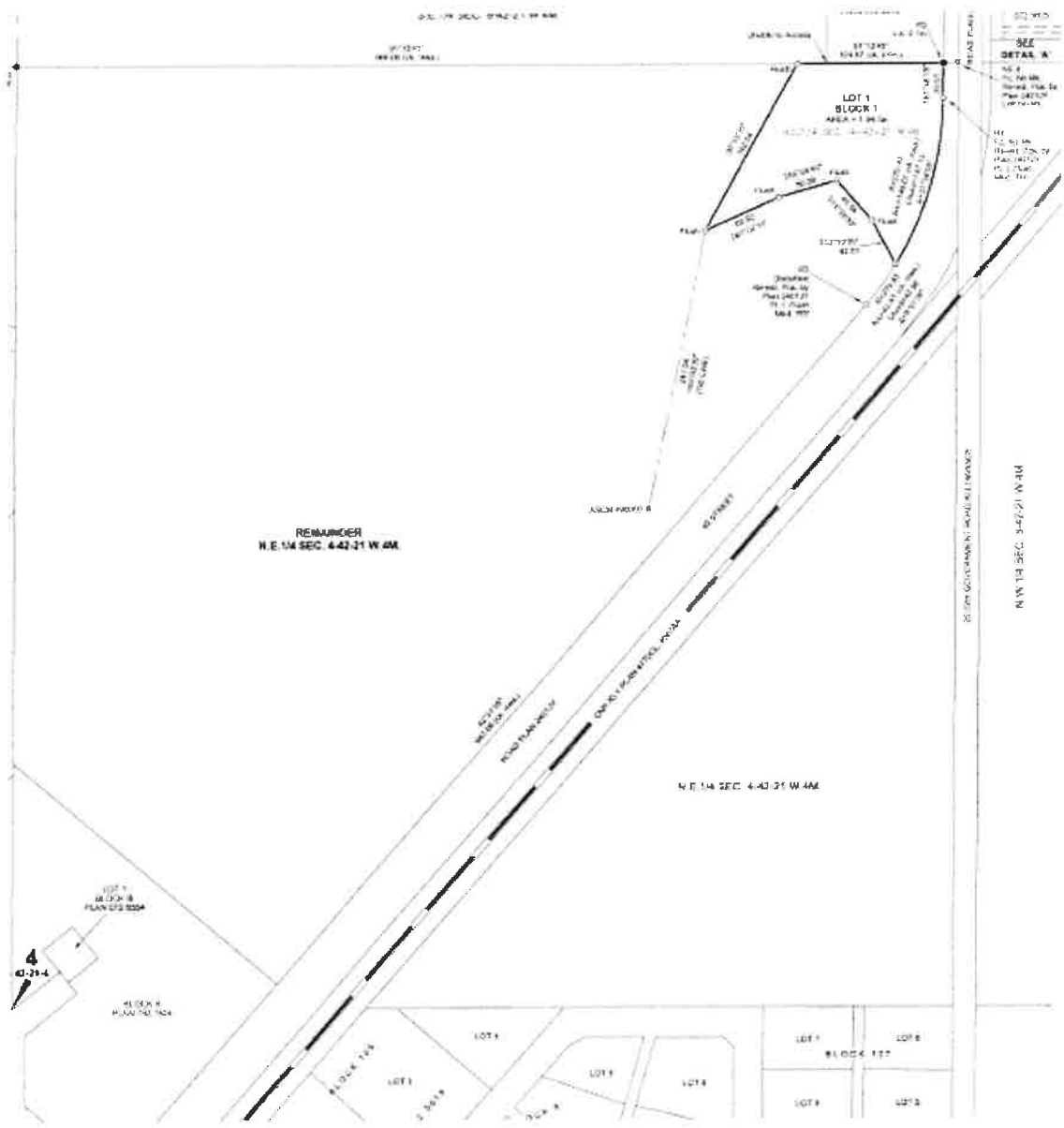
\* \_\_\_\_\_

\*ADMINISTRATOR

# Bylaw 827 – 2024



Area highlighted in Yellow to change from UX Urban Expansion to R 1 Low Density Residential.



Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	August 20, 2024
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.2 Canada Community Building Fund – Declined projects, discuss alternate funding.

**Background/Proposal:**

Council approved the Capital Budget, which included the following application for Canada Community Building Fund for the following projects:

1. Water line Betterment – \$ 8, 979.00 for a portion of the Waterline repair that occurred in February. They have deemed this maintenance, and the application is ineligible.
2. Community Centre Floor Edging - \$10,000.00 This has been deemed maintenance and the application is ineligible.
3. 2024 Municipal Infrastructure Management System - \$8,000.00. This is the purchase of software, tablet, and gps device to record town assets within the software. They state the program does not allow for purchase of small devices such as GPS locators, and they have deemed it as ineligible for the grant.

The total of the projects is: \$27, 000.00 (rounded)

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

The grant advisor has mentioned these projects would qualify for Local Government Fiscal Framework and encouraged application for the funding source.

The water line betterment and the Municipal Infrastructure Management system – have been purchased already. Therefore, require funding source. The Community Centre Floor edging – has not been completed yet.

The town has two options:

1. Fund the projects by applying for the Local Government Fiscal Framework.
2. Fund the projects by accessing accumulated cash surplus.
3. Fund the projects from reserves.

The community hall floor edging – the community hall board may have ability to apply for a Community Facility Enhance grant, or other grant source. Or it could continue to be included within the options listed above.

The 2024 Capital Budget included saving the Local Government Fiscal Framework funds towards a larger infrastructure project. We could access a portion of the funds for the projects, as the Canada Community Building Fund (CCBF) would also be qualifying funds for the infrastructure project. The funds accessed from LGFF would in essence be available in the CCBF.

Approved: yes /no Motion # \_\_\_\_\_  
Account Code: \_\_\_\_\_

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

Local Government Fiscal Framework  
Accumulated Cash Surplus  
Reserves

**Applicable Legislation:**

MGA Section 245, 246.

**Community Engagement Consideration:**

The administration is willing to proceed as the council requests.

**Recommended Action:**

Administration recommends passing the following motion(s):

MOVED BY \_\_\_\_\_ to approve grant application to the Local Government Fiscal Framework for a total of \$ 27, 000 for Water Line betterment, Community Centre Floor edging, and Municipal Infrastructure management system.

**Discussion Result:**

Additional research Requested:

## TOWN OF BASHAW

<b>Section: Health and Safety Management</b>	
<b>Subject: Respect in the Workplace</b>	<b>Motion Number:</b>
<b>Policy Number: 7.20</b>	<b>Date Approved:</b>

### Respect in the Workplace

Town of Bashaw (the "Town") recognizes the dignity and worth of every employee, and to that end believes in providing and maintaining a work environment in which all employees are free from workplace violence, harassment, and discrimination. This policy applies to all employees and covers all forms of violence, harassment, and all forms of discrimination prohibited under human rights legislation.

#### **Definitions**

**"Workplace"** means any place where business or work-related activities are conducted. It includes, but is not limited to, the physical work premises, work-related social functions (social events, golf games, etc.), work assignments outside the Town's office, work-related travel, and work-related conferences or training sessions.

#### **"Violence" means:**

- a) The exercise of physical force by a person against a worker, in the workplace, that causes or could cause physical injury to the worker;
- b) An attempt to exercise physical force against a worker, in the workplace, that could cause physical injury to the worker; and/or
- c) A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in the workplace, that could cause physical injury to the worker.

Please note that this definition of violence also includes acts or threats of domestic violence against an employee that may create a risk of danger to the employee or others in the workplace.

**"Discrimination"** means the differential treatment of an individual on the basis of race, colour, ancestry, place of origin, religious beliefs, gender, physical disability, mental disability, marital status, family status, source of income, and sexual orientation or any other factor that is legislatively protected ("Prohibited Grounds").

**"Harassment"** means engaging in a course of vexatious comments or conduct that is known, or ought to reasonably be known, to be unwelcome. It may include unwelcome, unwanted, offensive, or objectionable conduct that may have the effect of creating an intimidating, hostile, or offensive work environment; interfering with an individual's work performance; adversely affecting an individual's employment relationship; and/or denying an individual's dignity and respect. Harassment may result from one incident or a series of incidents. It may be directed at specific individuals or groups.

Examples of harassment and discriminatory conduct include, but are not limited to:

- a) Humiliating an employee in front of co-workers;
- b) Subjecting an individual to unwelcome remarks or jokes;
- c) Consistent subjection of an individual to practical jokes or ridicule;
- d) The making of any work-related decision (including matters of hiring, promoting, compensating, work assignments, evaluations, training, or job security) not on the basis of merit, but on the basis of any of the Prohibited Grounds;
- e) Comments which are intended, or that ought reasonably to be known, to promote stereotyping on any of the Prohibited Grounds;
- f) Jokes or comments which draw attention, for example, to a person's disability, age, ethnic, racial, or religious background or affiliation, or which draw attention to a person's gender or sexual orientation with the effect of undermining such person's role in a professional or business environment or that by their nature are known or ought reasonably be known to be embarrassing or offensive; and
- g) Derogatory remarks, verbal abuse or threats directed towards members of one gender or regarding one's sexual orientation or with respect to a person's or group's ethnic, racial, or religious background or affiliation.

Harassment includes "**Sexual Harassment**" which means:

- a) Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or
- b) Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Types of unwelcome conduct of a sexual nature which may constitute **Sexual Harassment** include but are not limited to:

- a) Propositions of physical intimacy;
- b) Bragging about sexual prowess;
- c) Leering or inappropriate staring;
- d) Sexually degrading words or displays of suggestive pictures;
- e) Inquiries or comments about a person's sex life or sexual behaviour; and
- f) Sexual jokes or stories causing embarrassment or offence, which are told or carried out after the person telling the story or joke has been advised that they are embarrassing or offensive or that by their very nature are known or ought reasonably be known to be embarrassing or offensive.

### **Policy Statement**

All employees in the workplace have a right to work in an environment free from violence, harassment, and discrimination. In order to accomplish the Town's goal of promoting a violence, harassment, and discrimination free environment, the Town hereby establishes the following guidelines:

- a) The Town will not tolerate violent, harassing or discriminatory behaviour from employees, non-employees (i.e. contractors, consultants, co-op students, agency employees, interns

and volunteers), council/board members, clients/customers, visitors, guests, or any others that attend at the workplace; and

- b) Every employee, non-employee (i.e. contractors, consultants, co-op students, agency employees, interns and volunteers), client/customer or visitor conducting affairs at the Town's workplace shall be made aware of this policy, and the Town shall make every attempt to communicate its commitment to a violence, harassment, and discrimination free workplace.

Retaliation or reprisals are prohibited against any individual who has complained under this policy or has provided information regarding a complaint. Any retaliation or reprisals are subject to immediate corrective action, up to and including termination for cause. Alleged retaliation or reprisals are subject to the same complaint procedures and penalties as complaints of violence, discrimination, and harassment.

The Town recognizes that individuals may find it difficult to come forward with a complaint under this policy because of concerns of confidentiality. Therefore, all complaints concerning workplace violence, harassment, or discrimination, as well as the names of parties involved, shall be treated as confidential to the furthest extent possible in law. The Town's obligation to investigate the alleged complaint may require limited disclosure. As it pertains to violence, where the Town believes there to be imminent danger to an employee, it may divulge such confidential information as is necessary. No record of the complaint will be maintained on the personnel file of the complainant. At the conclusion of each complaint process, all related documentation will be maintained for safe keeping in a confidential manner by the CAO in the related "Respect in The Workplace" file.

### **Responsibilities**

Each and every employee is responsible for creating and maintaining a violence, harassment, and discrimination free workplace. All employees are requested to report promptly when they become aware of alleged actions or complaints of violence, discrimination, or harassment. This includes a responsibility for employees to report any alleged actions or complaints of domestic violence that occur outside the workplace and that may create a risk of danger to themselves or others in the workplace. Managers are responsible for providing a workplace that is free from violence, harassment, and discrimination. This responsibility includes actively promoting a positive work environment and intervening when problems occur.

Within the above framework, employees of the Town of Bashaw are trained to:

1. **Recognize:** Employees strive to recognize violence, harassment, and discrimination through awareness of early warning signs, such as:
  - Threatening behaviour
  - Inappropriate statements (verbal and written)
  - Veiled threats (verbal and written)
  - Radical changes in behaviour
  - An escalation in complaints about the service, the job, or an employee
  - Argumentative behaviour / dialogue on the phone
  - Signs of distraction or increased inability to cope with work
2. **Report:** An employee or an individual who believes they are subject to violence, harassment, and discrimination has a responsibility to inform the offender that such behaviour is unwelcome, if the victim feels it is safe to do so. This can include abusive statements and indirect threats as these can escalate to aggressive behaviour.

All incidents are to be documented (quoting the words spoken), detailing the response taken and the outcome. This documentation is forwarded to the supervisor or other person in authority, who will forward the documentation to the appropriate management level for follow-up.

3. **Know Safeguard Procedures:** Employees can minimize situations from escalating and ensure safety of person and property in the case of an escalating incident through awareness and adherence to a safeguard plan. This plan may encompass:
  - Remaining calm and politely explaining that the Town of Bashaw does not tolerate these behaviours or statements if situations warrant. If this is successful in changing the perpetrator's behaviour, the conversation can continue.
  - Terminating conversations (either on the phone or in person), and leaving the immediate situation, where warranted.
  - Notifying persons who can assist you.
  - Calling for Emergency assistance (Dial 911 or using other means of communication such as the two-way radio to have the call made).
  - Following contact and check-in procedures, when working alone or in the field.

## **Complaint Procedure**

### **Step 1 - Self-Help**

Employees are encouraged to attempt to resolve their concerns by direct communication with the person(s) engaging in unwelcome conduct. Where employees feel comfortable in doing so, communicate disapproval in clear terms to the person(s) whose conduct or comments are offensive. Keep a written record of the date, time, details of the conduct, and witnesses, if any.

### **Step 2 - Management Support and Intervention**

Employees who are not comfortable with step one (1) and who believe they are victims of violence, discrimination, or harassment, or become aware of situations where such conduct may be occurring, are encouraged to seek advice from and report these matters to their Manager or their designate.

### **Step 3 - Formal Complaint**

If informal attempts at resolving the issue are not appropriate, or prove to be ineffective, a formal complaint may be filed. To file a formal complaint:

- i. Provide a letter of complaint that contains a brief account of the offensive incident (i.e. when it occurred, the persons involved, and names of witnesses, if any). The letter shall also include the remedy sought and be signed and dated by the person complaining;
- ii. File the complaint with your Manager or a member of the senior management team or their designate; and
- iii. Cooperate with those responsible for investigating the complaint.

Formal complaints shall be investigated. The investigation process shall involve interviews of the complainant, the respondent, and any witnesses named by either. Depending on the circumstances, the Company reserves the right in its sole and exclusive discretion to suspend the respondent with or without pay during the investigation. Generally, within fifteen (15) business days of the incident or notice thereof, the individual responsible for the investigation shall investigate the incident and may prepare a written report of the investigation findings. The complainant and the respondent (if he or she are an employee of the Company) shall be informed

in writing of the results of a harassment investigation and of corrective action that has been taken or will be taken as a result of the investigation.

Disciplinary action for violations of this policy will take into consideration the nature and impact of the violations, and may include a verbal or written reprimand, a suspension (paid or unpaid), or termination of employment for cause as determined by the Town. Similarly, deliberate false accusations are of equally serious nature and will also result in disciplinary action up to and including termination of employment for cause. Note, however, that an unproven allegation does not mean that the conduct did not occur or that there was a deliberate false allegation. It may simply mean that there was an insufficient evidentiary basis to proceed.

For greater clarity, if the alleged respondent is a member of the senior management team, you should file your formal complaint with your manager or another member of the senior management team. Further, any respondent(s), regardless of their position within the Town, will be excluded from administering and managing the investigation and resolution process (save and except for their involvement as a respondent).

### **Complaints Against Third Parties**

The Town recognizes that an employee may be subject to violence, harassment, or discrimination by clients/customers or by others who conduct business with the Town. An employee who believes that he or she has been subjected to such conduct by a person who does not work for the Town may seek the advice of their Manager or another member of management who will take whatever action is appropriate in the circumstances.

Town of Bashaw



Request for Decision

Meeting:	Regular Council
Meeting Date:	August 20, 2024
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.4 Direct Control – 5240 – 52 Avenue, Bashaw, Potential Land Purchaser; Jersey Milk Cow Request.

**Background/Proposal:**

Mr. Beebe is considering purchasing property located at 5240 – 52 Avenue, Bashaw. This location is Direct Control.

The request is in the form of a letter, vs Development permit application, because Mr. Beebe does not own the land and is considering purchasing it. When a development application is created the applicant is the owner, or contractor with owner permission.

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

- The only district in Bashaw that has provisions for livestock is Urban expansion.
- To redistrict this area to Urban expansion would disable the ability to have a residence on the property.
- Residential districts within the town of Bashaw limits do not have provision for livestock.
- By definition, the jersey cow would be considered livestock.
- Direct Control Districts Council is the Development Authority
- In the absence of an adopted area structure plan, the regulations which will be applied to a development will be those which, in the opinion of the development authority , are compatible with the character of existing surrounding uses and adjacent designated Land Districts.

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

If the event of additional research requirements, as per Master Rates & schedules bylaw additional third-party costs would be the responsibility of the applicant.

**Applicable Legislation:**

Land Use Bylaw 780-2018

Master Rates & Schedules bylaw 760-2014

**Community Engagement Consideration:**

Engagement will proceed based on council request and the Land Use Bylaw 780-2018

Approved: yes /no Motion # \_\_\_\_\_  
Account Code: \_\_\_\_\_

**Recommended Action:**

The Administration recommends obtaining more information from a third party, Parkland Community Planning, if they choose to consider Mr. Beebe's request. The Land Use Bylaw does not have a provision for Livestock within Town of Bashaw limits, unless and existing agriculture operation within the Urban Expansion District.

**Discussion Result:**

Additional research Requested:

To: Baskow Town Council

My name is Keith Beebe and I want to purchase the land # 5240 52 Ave. consisting of 6.47 acres for the purpose of having a Jersey milk cow, her calve and 1 yearling, it will be enough grass for all of them.

I have farmed all my life and always had a Jersey cow that produced milk, cream and butter, and are very gentle cow, they enjoy people and are like pets.

I'm allergic to dairy products bought at groceries store on account of chemicals they put in their cows and milk: (my opinion only) but can use farm dairy products.

The land will be fenced and will not cause any problem to the public. The children and even older folks may like to walk past and enjoy looking at them.

I'm also a gardener and will have a big vegetable garden. I will plant fruit trees and berry bushes and all kinds of flowers.

I need a permanent time frame on this land and livestock as stated, as my daughter plans to take over when I pass away.

I would like to be at the hearing and would appreciate it to be late morning or afternoon as I have to drive an hour and three quarters to get there.

Please call me, my cell # is 403 783 1986



Thank you,  
E. Keith Beebe  
Keith Beebe

Strategic plan updated comments included in the report.

Which is Council's preference, complete a review with Council only, or arrange a public strategic planning session?

❖ **Strategic Plan Review**

**March 11, 2021**

(this was reviewed by Council on August 2022)

Council listened to the Budget Webinar from Bloom Municipal Education – for the first part of the meeting.

We then proceeded to review the goals of the strategic plan.

**Mission Statement**

Bashaw . . . . now and into the future . . .

- Mission statement still fits. There was no desire to change the mission statement.

**Economic**

Strategic Priority 4.1.1 Promote and advocate Bashaw as a regional centre for business and tourism.

Strategic Priority 4.1.2 Develop a business attraction and retention strategy.

Strategic Priority 4.1.3 Market Bashaw as an affordable place to live and work.

- Council expressed the need to focus on essential services.
- The goals listed are relevant, however with COVID, council felt being prudent with spending was important.

**Governance**

Strategic Priority 4.2.1 The Town will be financially sustainable.

Strategic Priority 4.2.2 The Bashaw Fire Department will continue to provide excellent service for the region.

Strategic Priority 4.2.3 Efforts will be made to Improve the appearance of the Town.

Strategic Priority 4.2.4 Municipal Human Resources

- Council felt financial sustainability continues to be important.
- Town appearance – Concerns about cleaning up properties, repairs to derelict, damaged buildings. Administration to have conversations and interact with property owners to address issues.
- Succession planning continues to be important.

**Environmental and Infrastructure Strategy**

Strategic Priority 4.3.1 Ensuring that existing municipal infrastructure is maintained.

Strategic Priority 4.3.2 Investing in New Infrastructure to Accommodate Growth

- Council expressed the desire to ensure that existing municipal infrastructure is maintained.

- Place investing in new infrastructure; on hold for now.

### **Environmental**

Strategic Priority 4.3.3 Making municipal buildings more energy efficient.

- Council felt it important to pause/put this goal on hold.
- We have made strides at the arena, (replacement lighting) however due to the aging building and ice plant – it requires additional discussion and community engagement.

### **Social**

Strategic Priority 4.4.1 Foster improved support for volunteers

Strategic Priority 4.4.2 Ensure the Existing Medical Services are Maintained in Town.

Strategic Priority 4.4.3 Attract Seniors to Bashaw

- Council expressed the continued availability of medical services is important to the community. They recommended that the administration have conversations with the Doctor and obtain information regarding their operations.
- Senior’s housing, and access to ground floor duplexes came up in discussion. Council recommended administration arrange a meeting with local construction companies to brainstorm ideas. Obtain their feedback regarding – how could you see this working?

### **Recreation and Cultural**

Strategic Priority 4.5.1 Maximize the Use of Recreation Facilities

Strategic Priority 4.5.2 Enhance Cultural Opportunities

- Council expressed the need to pause on these goals. Additional discussions regarding the arena and the community hall may need to transpire.

### **Detailed Key Results, Strategies and Actions: Report Card on Strategic Plan**

## **5.0 KEY RESULTS, STRATEGIES AND ACTIONS**

### **5.1 Economic Strategies and Actions**

<b>Economic</b>			
Strategic Priority 4.1.1 Promote and advocate Bashaw as a regional centre for business and tourism			
<b>Key Results</b>			
<ul style="list-style-type: none"> <li>▪ An updated branding strategy will guide marketing efforts to expand awareness of the community to new attract residents and business opportunities.</li> </ul>			
<b>Strategies</b>	<b>Who</b>	<b>When</b>	<b>Budget</b>
<ul style="list-style-type: none"> <li>▪ Market Bashaw as a great place to live on Town Web Site and various social media networks.</li> </ul>	CAO & Staff	2 <sup>nd</sup> Quarter 2020	TBD

<p>Town Website continues to be updated with information on a regular basis.</p> <p>Regular information updates are provided for information purposes on Facebook.</p>			
<ul style="list-style-type: none"> <li>Develop and Coordinate a Bashaw marketing strategy through an upgrading of the Town Web Site</li> </ul>	<p>CAO &amp; Staff</p>	<p>2<sup>nd</sup> Quarter 2020</p>	<p>\$10,000</p>
<p>We have not changed website format, still seeking suitable replacement.</p> <p>New website has been implemented and regular updates of information are being completed.</p> <p>Ability to access services in a digital manner would be helpful.</p> <p>e.g. – ability to fill a form out, pay for the service and submit it directly to the town. For services such as compliance certificates, tax certificates, development permit applications, dog licensing, etc.</p>			
<ul style="list-style-type: none"> <li>Work with Regional Partners, Camrose County, to market the tourism opportunities surrounding Bashaw, including Buffalo Lake, Golf Courses, etc.</li> </ul>	<p>CAO &amp; Council</p>	<p>Ongoing</p>	<p>TBD</p>
<p>Relationships with regional partners continue to be productive and positive.</p> <p>Intermunicipal Development Agreements and Intermunicipal Collaboration agreements have been generated as well.</p> <p>Rural grant with the County – we have received a community video for promotion.</p>			

**Branding Strategy** – We have obtained consistent town of Bashaw signage and logos on Fire Department, Town entrance, Cemetery, Community Hall, and Campground. Beautification has been instrumental in this area. They are working on a sign for the Sitting stone park area.

<p>Economic</p> <p>Strategic Priority 4.1.2 Develop a business attraction and retention strategy</p>			
<p>Key Results</p> <ul style="list-style-type: none"> <li>The Town will have a defined strategy to retain existing businesses and attract new business opportunities to the community.</li> </ul>			
<p>Strategies</p>	<p>Who</p>	<p>When</p>	<p>Budget</p>
<ul style="list-style-type: none"> <li>Develop and maintain an up-to-date inventory of local businesses by business category</li> </ul>	<p>CAO &amp; Staff</p>	<p>4<sup>th</sup> Quarter 2019</p>	<p>Nil</p>
<p>We are working on obtaining business information. We have received some via Facebook interaction.</p> <p>Our plan is to have a business link on the website to enable businesses to provide their details.</p>			

We continue to actively attend Bashaw & District Chamber of Commerce meetings. Business Navigation support Project is in process. Report on progress is expected in September.			
▪ Develop and Maintain links for the Town business directory on the Town web site.	CAO & Staff	2 <sup>nd</sup> Quarter 2020	Nil
▪ Development of a strategy to encourage new niche businesses	CAO & Council	4 <sup>th</sup> Quarter 2020	Nil

Business Development Commentary – We have experienced business development, Bashaw Seed Cleaning Plant cooperative, Bashaw Concrete Batch plant, Poly Ag plastic recycling and upgrades to the UFA fuel station.

Main Street – Renovations have occurred on many vacant buildings. New businesses in place: Taxidermy, hair salon, restaurants, and Cannabis Retail.

Innovation – Many existing businesses have changed their products and offered greater variety due to COVID. Bashaw Farm Supply – online services and offering plants, etc. Several restaurants offering delivery, pre-orders, and freezer meals.

Development 2020 – There were increased development permits for 2020. We had 22 development permits for various projects. Garages, decks, new modular classroom placed, UFA upgrade, a new Manufactured home placed, etc.

Economic			
Strategic Priority 4.1.3 Market Bashaw as an affordable place to live and work			
Key Results			
▪ Innovative strategies to facilitate the sale of existing lots and the construction of new homes in Bashaw.			
Strategies	Who	When	Budget
▪ Placement of Sign on Highway Advertising Residential Lots of Sale in Bashaw	CAO	2 <sup>nd</sup> Quarter 2020	\$2500
▪ Development of Advertisements to be placed on Town web site and Face Book	CAO & Staff	4 <sup>th</sup> Quarter 2019	nil

We have sold a lot in Sproule and there has been a manufactured home placed on it.

Residential Lots – we are looking at strategies for selling them. For sale signs have been placed on the lots, and information regarding them is on our website.

Community Engagement – Discussions regarding online sales opportunities, and engaging local builders are anticipated to transpire.

Home Sales – We have been experiencing increased house sales in the first part of 2021.

## 5.2 Governance Strategies and Actions

Governance			
Strategic Priority 4.2.1 The Town will be financially sustainable			
Key Results			
<ul style="list-style-type: none"> <li>▪ A three-year capital and operational plan are maintained.</li> <li>▪ A commitment for long-term funding through the Provincial Government is secured.</li> <li>▪ An appropriate funding agreement for recreation is developed with Camrose County.</li> </ul>			
Strategies	Who	When	Budget
<ul style="list-style-type: none"> <li>▪ Annually update the three-year capital and operation plan for the Town</li> </ul>	Council & CAO	Ongoing	Nil
The province has implemented requirements for 3 year operating and 5-year capital plans. Administration anticipates generation of both.			
<ul style="list-style-type: none"> <li>▪ Meet with Provincial officials regarding long term funding.</li> </ul>	Council & CAO	1 <sup>st</sup> Quarter 2020	Nil
<p>Council continues to interact with provincial officials. However, trends indicate that provincially funded infrastructure dollars are on the decline.</p> <p>Capital and operating plans are being created and implemented.</p> <p>Asset management activities are being implemented.</p>			

Governance			
Strategic Priority 4.2.2 The Bashaw Fire Department will continue to provide excellent service for the region.			
Key Results			
<ul style="list-style-type: none"> <li>▪ Fire Department Continues to Provide a High Level of Service for the Bashaw Region</li> </ul>			
Strategies	Who	When	Budget
<ul style="list-style-type: none"> <li>▪ Working with regional partners to ensure the Bashaw Fire Department maintains updated equipment and members are adequately trained.</li> </ul>	CAO & Fire Chief	Ongoing	TBD
<p>Updated equipment is being purchased on a regular basis. Training continues, however was impacted by Covid restrictions.</p> <p>Training has been steadily improving. Grain entrapment training, and several fire fighters have accessed wildland training.</p>			

<ul style="list-style-type: none"> <li>Complete an update of the Standard Operating Procedures</li> </ul>	CAO, Fire Chief and Province	3 <sup>rd</sup> Quarter 2020	nil
Several areas of the Standard Operating guidelines have been updated.			

The Fire Fighters honorarium was increased in 2020. The Fire Chief and Deputy Fire Chief monthly amount remains the same.

<b>Governance</b> Strategic Priority 4.2.3 Efforts will be made to Improve the appearance of the Town			
<b>Key Results</b> <ul style="list-style-type: none"> <li>The appropriate bylaws will be developed and enforced to ensure the Administration has the appropriate tools to enforce.</li> </ul>			
<b>Strategies</b>	<b>Who</b>	<b>When</b>	<b>Budget</b>
<ul style="list-style-type: none"> <li>Update unsightly property bylaw.</li> </ul>	CAO	1 <sup>st</sup> Quarter 2020	NIL
<ul style="list-style-type: none"> <li>Update traffic bylaw regarding the parking of commercial vehicles on residential streets.</li> </ul>	CAO	1 <sup>st</sup> Quarter 2020	NIL
<ul style="list-style-type: none"> <li>Improve awareness of complaints policy through Town Web Site and Social Media.</li> </ul>	CAO	1 <sup>st</sup> Quarter 2020	NIL

Council requested administration have conversations and follow up with several of the unsightly properties. Drafts of a revised Traffic Bylaw have been generated, however in process of reviewing functionality.

We have been working with resident concerns and there has been increased receptivity to completing complaint forms to enable consistent follow-up.

Complaints are being followed up on as they come into the office. It is a complaint driven process, written complaints are received and forwarded to Camrose County bylaw for follow up. The County is very good about communicating with residents that submit complaints.

<b>Governance</b> Strategic Priority 4.2.4 Municipal Human Resources			
<b>Key Results</b> <ul style="list-style-type: none"> <li>A succession plan will be developed.</li> </ul>			
<b>Strategies</b>	<b>Who</b>	<b>When</b>	<b>Budget</b>
<ul style="list-style-type: none"> <li>Ensure adequate resources for employee development and training, with encouragement for employees to complete appropriate training.</li> </ul>	CAO & Council	Ongoing	TBD

▪ Update Personnel Policy	CAO & Staff	1 <sup>st</sup> Quarter 2020	Nil
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These areas are being worked on. We have began training a Municipal Treasurer in preparation for staff retirement.

Personnel policy remains outstanding. We are planning to proceed with this area as other projects are completed.

Succession planning, we continue to train staff in their roles, and have reduced hours for past staff supports.

### 5.3 Environmental/Infrastructure Strategies and Actions

Environmental and Infrastructure Strategy			
Strategic Priority 4.3.1 Ensuring that existing municipal infrastructure is maintained			
Key Results			
▪ The Town Infrastructure is maintained to an acceptable standard			
Strategies	Who	When	Budget
▪ Continue with the plan to update the Town Infrastructure as identified in the 2013 Infrastructure Study	CAO & Public Works Staff	Ongoing	NIL
▪ Work with the Provincial and Federal Governments to secure the funding required to complete the required infrastructure upgrades.	Council & CAO	Ongoing	NIL

We have completed one of the projects listed in the Study and are proceeding to the second one; the Lagoon.

The lagoon project has been completed; the next project is included in the capital plan for 2026.

Environmental and Infrastructure			
Strategic Priority 4.3.2 Investing in New Infrastructure to Accommodate Growth			
Key Results			
▪ A plan to complete the appropriate grading of the industrial land is completed.			
▪ The Town will work with regional partners and the Provincial Government to bring high speed internet to Bashaw and the surrounding area			
Strategies	Who	When	Budget
▪ Development of a Lot Grading Plan for the vacant Industrial land is completed.	CAO & Engineer	4 <sup>th</sup> Quarter 2020	TBD
▪ The Town will lobby Provincial and Federal Government to develop high	Council	2020	NIL

speed internet to service the Bashaw Region.			
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There is a general lot grading plan. We obtained pricing for a lot grading plant; it was around \$63,000.00. It may not be practical to proceed with this until we have funds accessible.

We continue to engage MLA and MP in this regard.

We have obtained a plan from the engineers and have included the recommendations within the capital budget. Funding continues to be a challenge.

Environmental			
Strategic Priority 4.3.3 Making municipal buildings more energy efficient			
Key Results			
<ul style="list-style-type: none"> <li>An energy analysis on all municipal buildings is prepared.</li> </ul>			
Strategies	Who	When	Budget
<ul style="list-style-type: none"> <li>A scoping audit of the Arena complex will be completed.</li> </ul>	CAO & Staff	2020	TBD
<ul style="list-style-type: none"> <li>Long-term retrofitting of buildings.</li> </ul>	CAO & Staff	Ongoing	TBD

Scope audit complete, and in 2020 a Lighting implementation project had been completed at the Arena & Curling Rink.

We anticipate evaluating the Arena and Curling rink, due to aging building and ice plant.

The ice plant received an update in 2023. The refrigerant has been changed, seals, and connections have been updated with the process.

Staff continue to arrange furnace replacements, repairs for various areas, painting and ongoing maintenance of the facility.

A community group has started dialogue regarding a replacement facility.

## 5.4 Social Strategies and Actions

Social			
Strategic Priority 4.4.1 Foster improved support for volunteers			
Key Results			
<ul style="list-style-type: none"> <li>Work with BDSS to continue to support the volunteer recognition program.</li> </ul>			
Strategies	Who	When	Budget
<ul style="list-style-type: none"> <li>Continue to support the efforts of BDSS to recognize and support volunteers in Bashaw</li> </ul>	Council	Ongoing	TBD

We continue to provide annual funding and support their efforts in as many ways as we can.

BDSS has been doing a great job maximizing their funding to obtain results. The agreement with Camrose county is being negotiated.

Social			
Strategic Priority 4.4.2 Ensure the Existing Medical Services are Maintained in Town			
Key Results			
<ul style="list-style-type: none"> <li>Continue to promote and encourage residents of the region to support and utilize the local medical and health care facilities in Bashaw</li> </ul>			
Strategies	Who	When	Budget
<ul style="list-style-type: none"> <li>Utilize the upgraded Town Web page to market and promote the local health care facilities.</li> </ul>	CAO & Staff	2020	Nil

We have provided information on our website for information purposes.

The rural Health initiative is in progress. Council has expressed commitment to support their endeavors.

Social			
Strategic Priority 4.4.3 Attract Seniors to Bashaw			
Key Results			
<ul style="list-style-type: none"> <li>Bashaw becomes known as an affordable place for seniors to move to as they retire.</li> </ul>			
Strategies	Who	When	Budget
<ul style="list-style-type: none"> <li>Contact various housing contractors/developers who might be willing to construct ground level housing on available lots.</li> </ul>	CAO & Council	2 <sup>nd</sup> quarter 2020	TBD

This remains outstanding.

## 5.5 Recreation and Cultural Strategies and Actions

Recreation and Cultural			
Strategic Priority 4.5.1 Maximize the Use of Recreation Facilities			
Key Results			
<ul style="list-style-type: none"> <li>Facilities will be utilized on a year-round basis.</li> <li>Condition assessments will be prepared that guide operation and future improvements to existing community facilities.</li> </ul>			
Strategies	Who	When	Budget

<ul style="list-style-type: none"> <li>Continue to work with community groups to determine alternative uses for the buildings in the off-season.</li> </ul>	CAO	Ongoing	Nil
<ul style="list-style-type: none"> <li>Retain the services of a qualified professional to undertake facility condition assessments.</li> </ul>	CAO	2021	TBD
<p>Covid 19 has stalled these activities. The provincial restrictions have limited our ability to pursue these areas.</p> <p>Early part of 2024, Administration has met with Minor Ball, and Minor Hockey. We have been communicating with them challenges and seeking solutions to improve operations and services. However, communication requesting volunteer supports has occurred.</p>			
<p>Recreation and Cultural</p> <p>Strategic Priority 4.5.2 Enhance Cultural Opportunities</p>			
<p>Key Results</p> <ul style="list-style-type: none"> <li>Champion's of a cultural program will be identified.</li> </ul>			
<p>Strategies</p>			
	Who	When	Budget
<ul style="list-style-type: none"> <li>Work with Community leaders to identify key individuals to support and promote cultural opportunities in Town</li> </ul>	Council	Ongoing	Nil
<p>Provincial restrictions have impacted this area in 2020. Minimal focus placed on this.</p> <p>Community culture has been volunteer driven. Each group offers entertainment and various events.</p>			

Plan Approved by Council – September 19, 2019.

Plan Reviewed by Council – March 11, 2021.

Included on August 22, 2022, Council agenda – Directed administration to arrange a survey to be completed. This remains outstanding

- Updated comments added by administration August 2024.

Approved: yes /no Motion # \_\_\_\_\_

Account Code: \_\_\_\_\_

Town of Bashaw



Discussion Item

Meeting:	Regular Council
Meeting Date:	August 20, 2024
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.6 Implementation of Charge for Paper Utility bill

**Background/Proposal:**

Administration has implemented email billing for Utility bills, and many residents have subscribed.

Before creating the bylaw for council consideration, the administration would like to obtain approval to provide notice to residents of this change. Determining a timeline will help in notifying residents to encourage them to switch.

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

The reason for the fee is to offset printing and mailing expenses.

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

Funds obtained from the billing will offset printing and mailing expenses.

**Applicable Legislation:**

MGA Section 7

**Community Engagement Consideration:**

The administration is recommending notices and information about the change to be circulated to residents.

Facebook, Website, Voyent Alert, and posters on the Post office bulletin board.

**Recommended Action:**

Administration recommends passing the following motion(s):

MOVED BY \_\_\_\_\_ to direct administration to advertise the upcoming consideration of \$2.00 Paper Utility billing.

**Discussion Result:**

Additional research Requested:

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	August 20, 2024
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.7 Memorandum of Understanding – Family & Community Support Services Camrose County Contribution Funding agreement

**Background/Proposal:**

The funding agreement is scheduled to expire December 31, 2024. Camrose County is proposing to reduce funding to match the annual contribution from the Town of Bashaw.

Information included in the package.

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

This proposed reduction in funding will negatively impact the Family & community support services that are provided by Bashaw & District support services.

Administration is of the opinion that Bashaw & District Support services has been focusing on the Provincial outcome data, vs the areas the residents are from. To base the funding decision on incomplete data, that the organization was unaware of as a requirement does not appear to be fair.

We feel an extension of the existing agreement would be warranted to provide an opportunity to track the data they seek.

Bashaw & District Support services would like to meet with Camrose County to discuss the agreement in greater detail. They have requested permission from Bashaw Town Council to proceed.

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

Camrose County FCSS funding contribution.

**Applicable Legislation:**

Memorandum of Understanding – Between Camrose County and the Town of Bashaw.  
Intermunicipal Collaboration Framework.

**Community Engagement Consideration:**

Administration is willing to proceed as Council requests.

Approved: yes /no Motion # \_\_\_\_\_  
Account Code: \_\_\_\_\_

**Recommended Action:**

Discussion with Bashaw & District Support services to confirm the data situation and plan next steps.

Consider passing a motion to request Camrose County extend the current agreement for two years. Additional discussions with Camrose County.

**Discussion Result:**

Additional research Requested:

## CAO

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**From:** Teresa Gratrix <tgratrix@county.camrose.ab.ca>  
**Sent:** August 15, 2024 2:35 PM  
**To:** CAO  
**Subject:** MOU for BDSS Funding  
**Attachments:** Outlook-h3aa1qcl; Town of Bashaw - BDSS agreement 2025-2029.pdf

Good afternoon Theresa,

As I have mentioned previously, Council has been reviewing the funding agreement for Bashaw and District Support Services. This MOU expires in early 2025, and Council wanted to be proactive in addressing this as it impacts budgets for the Town and BDSS.

I have attached a draft MOU that was approved by Council at the meeting on Tuesday. You will notice that the formula for the funding has changed. Council felt very strongly that Camrose County was funding BDSS disproportionately to the amount coming from the Town of Bashaw, and also when compared with the County's Camrose and District FCSS funding which supports the majority of Camrose County residents. Council carefully considered this change and evaluated the information provided by yourself and Christine at BDSS related to programing and patrons.

Council recognizes that County residents use the services of Bashaw and District Support Services, but that the user statistics and program information showed an equal split between County and Town users, and as such the decision was made to match the Town of Bashaw's mandated provincial funding amount in the draft agreement for 2025 and beyond.

Please let me know if you have questions. Once we have an executed copy of the agreement from yourself and Mayor McDonald (please sign two copies and return the originals), we will execute it and return and original copy for your records.

Teresa



Teresa Gratrix

**Chief Administrative Officer**  
3755-43 Avenue, Camrose, Alberta T4V3S8  
Phone: 587-769-0370  
Email: [tgratrix@county.camrose.ab.ca](mailto:tgratrix@county.camrose.ab.ca)  
Website: [www.county.camrose.ab.ca](http://www.county.camrose.ab.ca)

MEMORANDUM of UNDERSTANDING

BETWEEN

Camrose County

Hereinafter referred to as the (County)

And

The

Town of Bashaw

Hereinafter referred to as the (Town)

**Purpose:** The Memorandum of Understanding (MOU) between the County and the Town is for the provision of funding for the establishment, administration and operation of a Family and Community Support Services Program, in Bashaw and area, in accordance with the Family and Community Services Act and Regulation.

**Scope:** The County and Town agree to enter into a Memorandum of Understanding regarding the ongoing financial commitment from the County to the Town for funding of Family and Community Support Services, for Bashaw and area.

**Understandings:** The County will annually provide funding to the Bashaw and District Support Services (BDSS) equal to the Bashaw municipal contribution required under the Provincial FCSS funding calculation.

This Memorandum of Understanding commences on February 1, 2025 and ends on December 31, 2029. The MOU may be extended by mutual agreement of both parties.

This Memorandum of Understanding may be terminated:

- a. at any time by mutual agreement of the parties
- b. by either party for any reason by providing 1 years written notice to the other party.

**Severability Provision**

Should any provision of this MOU be invalid then such invalid provision shall be severed and the remaining MOU shall be maintained and deemed valid

**Town of Bashaw**

\_\_\_\_\_ Date: \_\_\_\_\_  
**Mayor**

\_\_\_\_\_ Date: \_\_\_\_\_  
**Chief Administrative Officer**

**Camrose County**

\_\_\_\_\_ Date: \_\_\_\_\_  
**Reeve**

\_\_\_\_\_ Date: \_\_\_\_\_  
**Chief Administrative Officer**

GRANT NUMBER: FCFA0001906

AMENDMENT NUMBER: FCAA0001181

## FCSS AMENDMENT AGREEMENT

BETWEEN:

**HIS MAJESTY THE KING IN RIGHT OF ALBERTA ,**

as represented by the Minister of Seniors, Community and Social Services

(the “Minister”)

-and-

**TOWN OF BASHAW**

(the “Municipality”)

BACKGROUND:

WHEREAS:

A. The parties entered into Grant Number FCAA0001181, effective on **April 1, 2023**, for the purpose of funding FCSS Services (“Grant Agreement”); and

B. The parties wish to amend the Grant Agreement to Increase the Funding;

THEREFORE The parties amend the Grant Agreement as follows:

1. The Grant Agreement is amended:

(a) in Clause 5(a) by deleting “**\$73,662.00**” and inserting “**\$76,700.56**”;

(b) by deleting Clause 5(b) in its entirety and inserting the following:

(b) The maximum Funding set out in Clause 5(a) will be allocated as follows:

**\$25,382.70** for the first year of the Term (**January 1, 2023 to December 31, 2023**);

**\$25,658.93** for the second year of the Term (**January 1, 2024 to December 31, 2024**);  
and

**\$25,658.93** for the third year of the Term (**January 1, 2025 to December 31, 2025**)

(c) by deleting Clause 6(b) in its entirety and inserting the following:

(b) In accordance with Clause 6(a), the Municipality's Contribution for the Term is allocated as follows:

**\$6,345.68** for the first year of the Term (**January 1, 2023 to December 31, 2023**);

**\$6,414.73** for the second year of the Term (**January 1, 2024 to December 31, 2024**);  
and

**\$6,414.73** for the third year of the Term (**January 1, 2025 to December 31, 2025**)

(d) by deleting Schedule B of the Grant Agreement in its entirety and inserting the document attached as Appendix 1 to this Amendment Agreement.

2. This Amendment Agreement shall be effective on **April 1, 2023**.

3. This Amendment Agreement may be executed in counterparts, in which case (i) the counterparts together shall constitute one agreement, and (ii) communication of execution by fax transmission or e-mailed in PDF shall constitute good delivery.

4. Except as amended by this Amendment Agreement, the Grant Agreement shall continue to be in effect.

This Amendment Agreement has been executed by duly authorized representatives of the parties.

**HIS MAJESTY THE KING IN RIGHT OF ALBERTA**

as represented by the Minister of Seniors, Community and Social Services

\_\_\_\_\_  
Executive Director of Civil Society and Community Initiatives

\_\_\_\_\_  
Date

**TOWN OF BASHAW**

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

APPENDIX 1

**SCHEDULE B**

**FUNDING SCHEDULE**

Grant Agreement Between

His Majesty the King in Right of Alberta

as represented by the Minister of Community and Social Services

and

**TOWN OF BASHAW**

Funding shall be paid to the Municipality in accordance with the following table:

*!!!Will be finalized upon approval of this new agreement!!!*

## CAMROSE COUNTY AGENDA ITEMS

**Meeting:** Regular Meeting of the Council

**Meeting Date:** 13 Aug 2024

**Agenda Item No:** AGD - 5778

**Confidential:** No

**Originated By:** Teresa Gratrix

**Title:** Bashaw & District Support Services

### ACTION / RECOMMENDATION:

That Camrose County Council approve the draft memorandum of understanding with the Town of Bashaw for the financial contribution to Bashaw and District Support Services, and direct Administration to advise the Town of Bashaw.

### BACKGROUND INFORMATION:

Council requested that additional information regarding programming and funding be obtained from BDSS.

2023 Participants	Camrose County residents	Town of Bashaw residents	Other Village/Town/County residents (eg. Alix or Ponoka County)	Total for the Program
Community Wellness Program	148	106	N/A	254
Roots of Empathy	34	26	N/A	60
Navigation	30%	70%	N/A	
Community Development & Communication	*unsure of population stat by division	874	TBD	10,000+
Meals on Wheels	1	13	0	14
Information & Referral	5%	82%	13%	*#'s not broken out
Tools for School	16	15	N/A	31
Bashaw Youth Drop in	49	66	5	120 (June 2024)

The Community Wellness Program: An initiative covering Alix, Bashaw, Buffalo Lake Estates, Donalda, Doreenlee, Edberg, Ferintosh, Meeting Creek, Mirror, Pelican Point and Tees. The group includes Bashaw Adult Learning, BDSS, Bashaw Pharmasave, Bashaw RCMP, Bashaw School, Bashaw United Church, Alix Mirror Wellness Supports Society. The team provides Resource Navigation, Information, One-On-One Support, support navigating health care and court systems.

Roots of Empathy: international evidence and empathy-based classroom program for children ages 5 to 13.

Bashaw School: The school has a total of 246 students in 2023, in K-Grade 12. (19 - Kindergarten, 106 in Grades 1 -6, 63 in Grades 7-9 and 58 in Grades 10-12).

The information below was provided to Council for the July 9th meeting and is duplicated here for Council's information.

- Camrose County has historically contributed to the Bashaw & District Support Services via the Town of Bashaw, in recognition that County residents in that area use BDSS services.
- As part of the Camrose and District FCSS Camrose County is required to provide a designated level of support to FCSS.
- Bashaw FCSS funding is not a legislated requirement for Camrose County, however the County formalized a Memorandum of Understanding to contribute to BDSS in 2019 during the ICF process. The MOU states "The County will annually provide funding to the Bashaw and District Support Services (BDSS) equal to ten percent (10%) of the combined provincial and municipal, County, contribution to Camrose and District Support Service (CDSS)".
- As per the MOU, Camrose County's Camrose & District FCSS requirement in 2024 is as follows:
  - Total Camrose & District FCSS funding of \$316,258.88
    - Provincial portion of this is \$257,437.84
    - Camrose County contributes \$58,821.0
- Based on the MOU Camrose County contributes 10% of \$316,258 to BDSS, or \$31,625 in 2024.
- The Provincially regulated funding for BDSS, based on their population and area is \$32,072, of which the province contributes \$25,658. The Town of Bashaw is responsible to contribute \$6,414. Camrose County's contribution effectively doubles the total Bashaw FCSS funding.
- Although Camrose County financially supports the Bashaw & District Support Services, the County has not had representation in the organization. Camrose County has inquired about a seat on the Board and the Executive Director of BDSS has indicated that the Bylaws would allow a County Councillor to hold a seat.
- In 2024, Camrose and District FCSS requested an additional \$17,614 from the County in over-contributions, and the request was not supported.

**Policy, Bylaws, Provincial Acts or Regulations:**

**Financial Implications:**

**Alternatives to the Recommendation:**

**Pro's:**

**Con's:**

**Communication:**

**Documentation:**

**DISCUSSION:**

Given the information provided by BDSS and the discussion of Council on July 9th, Administration is recommending that Camrose County match the funding that is mandated to the Town of Bashaw by the province for the municipal portion. This funding recognizes that Camrose County residents access the services of BDSS approximately equal to the participation of Town of Bashaw residents. Matching the municipal portion gives the Town of Bashaw certainty on amount of funding available

from Camrose County in any given year. The funding will be an equitable amount when compared with the Camrose County contribution to Camrose and District FCSS, which is calculated by the province based on the impact to Camrose County residents.

As the Memorandum of Understanding is due to expire at the end of 2024, Administration recommends reviewing the MOU with the Town of Bashaw and BDSS to set the funding for 2025-2030 at one of the following alternatives:

- Match the Town of Bashaw contribution of \$6,414 (or whatever the annual requirement for Bashaw is)
- 10% of the County's contribution to Camrose & District FCSS (would be \$5,882 in 2024)

As a reduction in funding would have impacts on BDSS and the Town of Bashaw, it is important to begin discussions on this in time to be considered in the 2025 budget for the Town and BDSS as well as Camrose County.

**Reviewed and Approved:**

A handwritten signature in black ink, appearing to be "A. H. ...", written over a horizontal line.

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And

The

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This Memorandum of Understanding may be terminated:

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- b. by either party for any reason by providing 1 years written notice to the other party.

**Severability Provision**

Should any provision of this MOU be invalid then such invalid provision shall be severed and the remaining MOU shall be maintained and deemed valid

**Town of Bashaw**

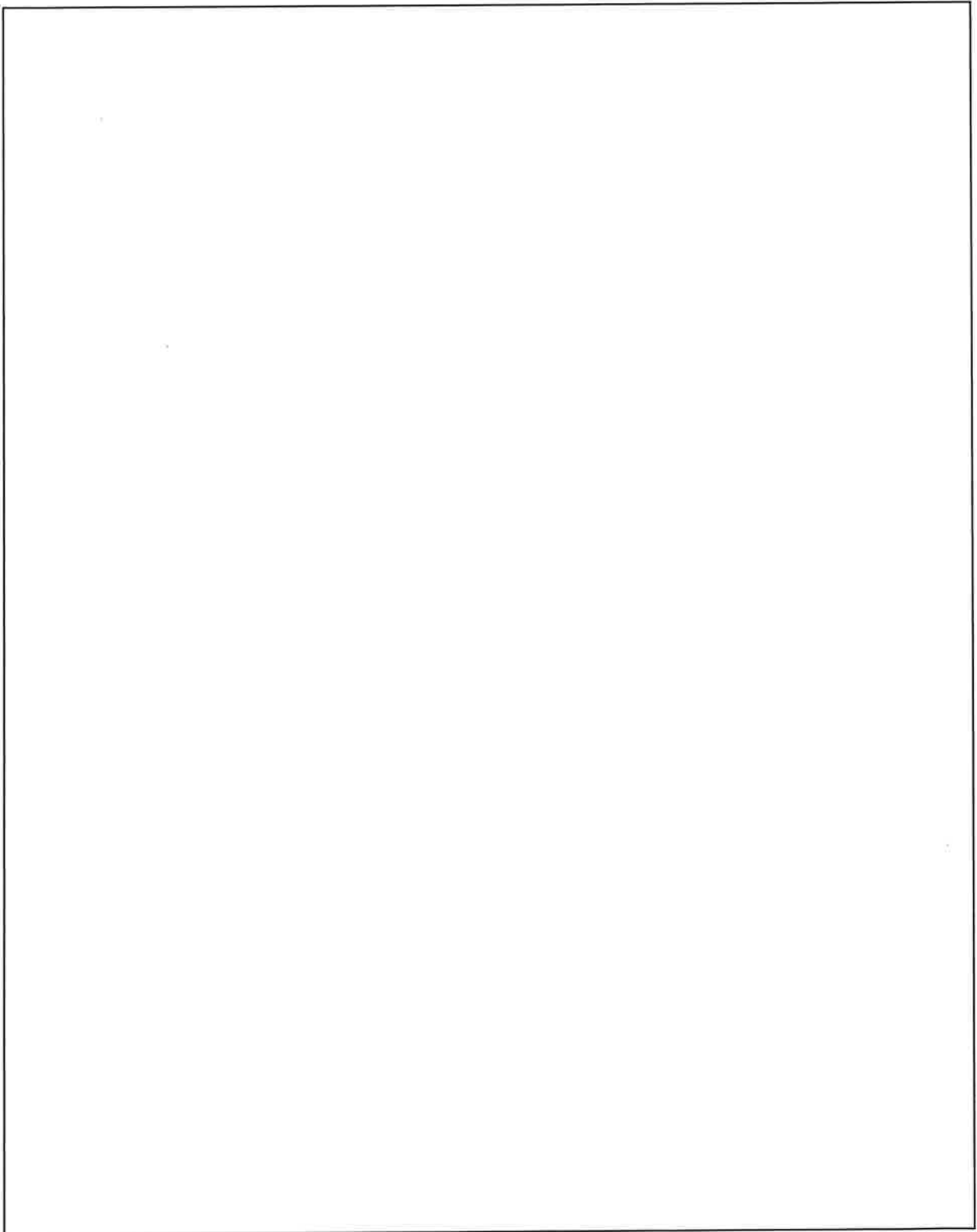
\_\_\_\_\_ Date: \_\_\_\_\_  
**Mayor**

\_\_\_\_\_ Date: \_\_\_\_\_  
**Chief Administrative Officer**

**Camrose County**

\_\_\_\_\_ Date: \_\_\_\_\_  
**Reeve**

\_\_\_\_\_ Date: \_\_\_\_\_  
**Chief Administrative Officer**



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**Town of Bashaw**

\_\_\_\_\_ Date: \_\_\_\_\_  
**Mayor**

\_\_\_\_\_ Date: \_\_\_\_\_  
**Chief Administrative Officer**

**Camrose County**

\_\_\_\_\_ Date: \_\_\_\_\_  
**Reeve**

\_\_\_\_\_ Date: \_\_\_\_\_  
**Chief Administrative Officer**



# NOTICE OF MOTION

RE: Truth & Reconciliation

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** the Truth and Reconciliation Commission of Canada (TRC) has issued 94 Calls to Action on how governments of all levels can support reconciliation;

**AND WHEREAS** Alberta Municipalities (AM, formerly AUMA) issued *A Municipal Guide to the Truth and Reconciliation Commission's Calls to Action* in July 2021, recognizing at least 12 recommendations that are relevant to municipalities;

**AND WHEREAS** the Town of Bashaw has recently begun observing the National Day for Truth and Reconciliation, which is considered an "optional holiday" in Alberta;

**NOW THEREFORE, BE IT RESOLVED** that Council direct administration to draft a policy and procedure framework with the specified aim of advancing truth and reconciliation and the specific calls to action from the TRC in our community, to be presented on or before June 21<sup>st</sup>, 2025, that is based on meaningful consultation with Indigenous peoples, and may include:

- (a) A formal statement of reconciliation and/or land acknowledgment;
- (b) Mandatory training of staff on Indigenous ways of knowing, inclusion, intercultural competency, human rights, cultural sensitivity, the history of residential schools, localized history, or other such matters;
- (c) Direction to Agencies, Boards, and Commissions, as well as funded groups, that advancing reconciliation is a priority;
- (d) Hosting, supporting, or attracting events that recognize both celebrations (ie. Indigenous Peoples Day) and somber reflections (ie. Red Dress Day);
- (e) The creation of a Reconciliation Advisory Committee, or similar, to support an ongoing commitment to reconciliation;
- (f) Other items deemed relevant by administration in consultation with Council.

# NOTICE OF MOTION

RE: Community Services Advisory Board

Councillor Kyle McIntosh

**WHEREAS** the Municipal Government Act (MGA) and amendments thereto, provides for the establishment of any Board considered desirable to the purpose of managing and operating or advising in the management and operation of any branch or any department of the municipality's services in the extension and improvement thereof,

**AND WHEREAS** ensuring community feedback on service delivery is taken, considered, and actioned is essential to good governance;

**AND WHEREAS** demographic shifts in the community are not necessarily reflected by the composition of any Council;

**NOW THEREFORE, BE IT RESOLVED** that Council direct administration bring forward first reading of a Community Services Advisory Board Bylaw no later than the second meeting of October, based on the direction provided in Appendix I.

## APPENDIX I: Potential Frame of Reference for Community Services Advisory Board

### **1. TITLE:**

a) This Bylaw may be cited as the Community Services Advisory Board Bylaw of the Town of Bashaw.

### **2. DEFINITIONS**

- a) "Ad Hoc Committee" means a committee established by the Board to make recommendations or work on specific projects within the scope and jurisdiction of the Board.
- b) "Board" shall mean the Community Services Advisory Board.
- c) "Board Members" shall mean members of the Board appointed by Council.
- d) "CAO" shall mean the Chief Administrative Officer of the Town of Bashaw.
- e) "Council" shall mean the Council of the Town of Bashaw.
- f) "Municipality" shall mean the Town of Bashaw.

### **3. PURPOSE**

- a) The Board shall act in an advisory role subject to the general policies of the Town, within an approved budget, for all matters pertaining to service delivery, programs, and events.
- b) The Board is to stimulate and promote citizen awareness of Town service delivery, programs, and events, and to take feedback on these.

### **4. MEMBERSHIP**

- a) The Board shall consist of up to nine (9) members to be appointed by resolution of Council.
- b) Membership shall include:
  - i. One (1) member of Council who shall be appointed annually at the Organizational Meeting of Council.
  - ii. Up to eight (8) members from the community at large representing a cross section of varied backgrounds of the community.
- c) Within the eight (8) members of the community at large the board shall endeavor to include the following representation:
  - i. One (1) member from the rural Bashaw community residing within 15 minutes of the municipality.
  - ii. Two (2) youth members residing within the municipality or within 15 minutes of the municipality, 14 to 18 years of age, and attending Junior or Senior High School within the municipality.
  - iii. One (1) Seniors' representative (defined as an adult 60 years of age or older) residing within the Town of Bashaw
- d) Only the youth and rural board members shall be allowed to live outside the municipality.
- e) Board members shall not be an employee of the Town of Bashaw.
- f) The CAO or designate shall attend meetings acting in an advisory committee without voting privileges.

## **5. TERMS OF OFFICE**

- a) Council member appointments shall be determined by the Council at their annual organizational meeting.
- b) Youth members shall be appointed for a one (1) year term. The term of any youth members appointed to the Board shall not exceed three (3) consecutive, one (1) year terms.
- c) The term of office of the remaining community appointments to the Board shall be for a period of two (2) years in length. The term of any community member appointed to the Board shall not exceed two (2) consecutive, two-year terms.
- d) Upon this Bylaw taking effect, the terms of office excluding Council and youth members, shall be adjusted so that a rotation can be established. Appointments to the Board shall be staggered with three (3) Board Members having 2-year terms and three (3) Board Members having one (1) year terms.
- e) In the event of a vacancy occurring prior to the completion of the appointed term, the person appointed to fill the vacancy shall hold office for the remainder of the term for the position in which the vacancy has arisen. Completion of the unexpired term shall not be considered a full-term appointment.
- f) Membership shall be subject to annual review by Council.
- g) Council, by resolution, may dissolve the Board at any time, and this relieves all Board Members of their appointment to the Board.

## **6. RESIGNATIONS AND TERMINATIONS**

- a) Any Board Member may resign from the Board at any time upon sending written notice to Council to that effect.
- b) Council may request the resignation of any Board Member at any time prior to the expiry of the member's term of office.
- c) Any Board Member who is absent from three (3) consecutive meetings shall (unless such absence is authorized by resolution of the Board and recorded in the meeting minutes) forfeit his or her membership. The Board may recommend to Council another individual to complete the term.

## **7. OFFICERS**

- a) The Board shall elect a Chairperson from its membership at the first Board meeting following the annual Organizational meeting of Council. The Chairperson shall not be a member of Council or the CAO/designate.
- b) The Board shall elect a Vice Chairperson from its membership at the first Board meeting following the annual Organizational meeting of Council. The Vice Chairperson shall not be a member of Council or the CAO/designate.

## **8. MEETINGS**

- a) The Board shall hold four (4) regular meetings in a year, the time and place of such meetings to be determined by the Board.

- b) Additional meetings can be requested by Council, deemed Special Meetings for a specific purpose, and through Council resolution to the Chair. Such notices will be distributed by email to all Board members and followed up by phone call, if no response is received within one (1) business day.
- c) A quorum of the Board shall be a simple majority of Board Members.
- d) Regular Board meetings shall be open to the public.
- e) All Board Members including the Chairperson shall vote on all motions before the Board and in the event of a tie, the motion shall be lost.
- f) Board Members having a direct pecuniary interest in any item under discussion by the Board are exempt from the previous clause (e), must declare pecuniary interest and shall abstain from all discussion and voting on any resolution relating to that item.
- g) Minutes shall be taken of all meetings by the CAO or a designate. A copy of such minutes shall be signed by the Chairperson and the CAO or designate and shall be filed with the Town Office.
- h) The Board shall establish such rules and regulations as its members may agree upon as are necessary to govern the conduct of the Board meetings, providing such rules or regulations are not inconsistent with powers herein conferred or in the Alberta Municipal Government Act. Copies of all such rules and regulations shall be filed with the CAO in the Town Office.
- i) All correspondence and records of the Board shall be filed with the Town Office and subject to provisions under the Freedom of Information and Protection of Privacy Act (FOIP Act).

## **9. ACCOUNTABILITY**

- a) The Board's actions shall be accountable to Council.
- b) One (1) Council representative on the Board, as designated by Council, shall be accountable to Council for liaison between the Board and Council. The Council representative shall report to Council following each board meeting at the next Regular Meeting of Council.

## **10. POWERS AND DUTIES**

- a) The Board shall provide recommendations, feedback, and constructive suggestions on service delivery, programs, and events that serve the needs of the community. These may include but are not limited to: (i) matters of recreation, including use of arena, ball diamonds, parks/trails etc. (ii) specific service delivery including the provision of utilities or road programs (iii) programs or events for children, youth, seniors, or that are cultural or educational (iv) any other area the municipality provides direct service to the community.
- b) An annual report shall be completed and provided to Council and other reports as needed or requested.
- c) The Board shall act as an advisor to the municipality and Council in:
  - i. Formulating plans and priorities
  - ii. Providing input on the development of new or ongoing services, programs, and events
  - iii. Continuing evaluation of all services, programs, and events
  - iv. Ensuring accessibility for families, seniors, the disabled, and other affected groups is at the forefront of all conversations.
- d) The Board shall receive quarterly reports from the CAO.
- e) The Board shall promote, encourage, and facilitate volunteerism and the use of volunteers.

f) The Board shall cooperate with and encourage all organizations, public, private, civic, social, and religious within the Town and area supporting, promoting, and working to deliver community or recreation services.

g) The Board may appoint Ad Hoc Committees from within its own membership or from other residents of the Municipality or from the rural areas within 15 minutes of The Town. These Ad Hoc Committees shall make recommendations to the Board regarding any special phase of work of the Board for which the Ad Hoc Committee was appointed, always provided that such work comes within the scope and jurisdiction of the Board.

#### **11. BUDGETS AND FINANCE**

a) On behalf of the Board, the Chair and/or Vice Chair shall present to the and Council on its priorities for the next budget year with respect to all matters over which the Board has jurisdiction.

#### **12. LIMITATIONS OF POWER**

a) Neither the Board nor any member thereof shall have the power to pledge the credit of the Town in connection with any matter whatsoever, nor shall the Board nor any Board Member have any power to authorize any expenditure to be charged against the Town.

b) Except when appointed to communicate a decision of the Board, no Board Member shall issue or report to issue any order, direction, or instruction to any member of Town staff.

c) It is acknowledged that the normal day to day operations and activities will be administered by CAO.

d) All public communication shall be the responsibility of the CAO or designate or by the member of Council representing the board after a resolution duly enacted by Council.

#### **13. SEVERABILITY**

a) It is the intention of the Town Council that each separate provision of this Bylaw shall be deemed independent of all other provisions, and it is further the intention of Town Council that if any provision of this Bylaw be declared invalid, that provision shall be deemed to be severed and all other provisions of the Bylaw shall remain in force and effect.