



**REGULAR MEETING OF COUNCIL
A G E N D A
Wednesday September 4, 2024, 6:00 pm
Council Chamber & Zoom Access**

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. PUBLIC HEARINGS
4. DELEGATIONS
5. APPROVAL OF MINUTES
 - 5.1 Minutes of the August 20, 2024, Public Hearing
 - 5.2 Minutes of the August 20, 2024, Regular Meeting of Council
6. CONSENT AGENDA
 - 6.1 RCMP Reports – April 1, 2024 – June 30, 2024
 - 6.2 CAO Report
7. NEW & UNFINISHED BUSINESS
 - 7.1 Truth & Reconciliation – Councillor McIntosh
 - 7.2 Community Services Advisory Board – Councillor McIntosh
 - 7.3 Atco Franchise Fee Annual Review
 - 7.4 Fortis Franchise Fee Annual Review
 - 7.5 Lift Station 1 Repair Request
 - 7.6 Non-Local Ice Rate Review
 - 7.7 Trailer Sani-Dump Station Cost Review -
8. COMMITTEE REPORTS – action to be considered.
9. CORRESPONDENCE ITEMS – Action to be considered.
10. CLOSED MEETING OF COUNCIL
11. NOTICES OF MOTION
12. NEXT MEETING: Regular Meeting – September 18, 2024 – 6:00 pm
Strategic Plan Council – September 25, 2024 – 6:00 pm
13. ADJOURNMENT



TOWN OF BASHAW

PUBLIC HEARING MINUTES

Land Use Bylaw Amendment Bylaw 827-2024

Tuesday, August 20, 2024

1. Open Hearing

Mayor McDonald opened the hearing at 6:01 pm.

2. Record of those Present

Council members present: Mayor McDonald, Deputy Mayor Orom, Councillor Northey, Councillor Gust, Press Kevin Sabo, Keith Beebe, Dennis O, Foreman Taylor, Recording Secretary Chris Morrison, Bill & Marlene McGhie.

3. Staff Report

CAO Fuller presented the report to Council.

4. Present Written Submissions

There was one written submission from Camrose County, no opposition was presented.

5. Ask for Verbal Submissions

There were no verbal submissions.

6. Opportunity of Council to Ask Questions

Council and attendees did not present any questions.

7. Close Hearing

Mayor McDonald closed the hearing at 6:04 pm.

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER



**REGULAR MEETING OF COUNCIL
MINUTES
August 20, 2024, 6:00 pm
Council Chambers & Zoom Access**

In Person: CAO Fuller (5:30 pm), Mayor McDonald (5:45 pm), Councillor McIntosh (5:30 pm), Deputy Mayor Orom (5:50 pm), Councillor Northey (5:52 pm), Councillor Gust (5:50 pm), Public Works Foreman Taylor (5:55 pm)

Absent with notice: none

Recording Secretary: Secretary Morrison (5:45 pm)

Public: Keith Bebee (5:48 pm), Dennis O (5:48 pm), Bill McGhie (5:52 pm), Marlene McGhie (5:52 pm)

Public Zoom: none

Press by zoom: Kevin Sabo (5:59 pm)

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

2. ADOPTION OF AGENDA

MOVED by Councillor Northey to approve the August 20, 2024, Regular Meeting of Council Agenda.

MOTION #124-2024

CARRIED

3. PUBLIC HEARINGS

3.1 Bylaw 827-2024 - Amend Land Use Bylaw 780 – 2018 – Change Land Use of Lot 1, Block 1, Plan 2420994 from Urban Expansion to Low Density Residential District

The hearing proceeded; the minutes are generated separately.

4. DELEGATIONS

4.1 Request to appeal penalty of \$100.00 – Bill & Marlene McGhie.

Mr. and Mrs. McGhie presented a verbal and written presentation to Council supporting their request to appeal a \$100.00 penalty that they received on July 24, 2024, for an Unsightly Property Complaint that had been filed against Mr. McGhie.

Bill & Marlene McGhie left the meeting at 6:25 pm. Council agreed to discuss the item later in the meeting.

5. APPROVAL OF MINUTES

5.1 Minutes of June 19, 2024, Regular Meeting of Council.

MOVED by Deputy Mayor Orom to approve the minutes of the July 10, 2024, Regular Meeting of Council.

MOTION #125-2024

CARRIED

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

Public Works Foreman Taylor left the meeting at 6:27 pm.

Deputy Mayor Orom pulled Consent Agenda Item - 6.4 Ty Christian Wilson – Request to list land with realtor to New and Unfinished Business Item 7.9

Deputy Mayor Orom pulled Consent Agenda Item 6.5 Water Reconciliation Report – Jan-July 2024 to New and Unfinished Business Item 7.91

Council to discuss 4.1 Request to appeal penalty of 100.00 – Bill & Marlen McGhie in New & Unfinished Business as Item 7.92.

7. NEW & UNFINISHED BUSINESS

- 7.1 Land Use Bylaw Amendment – Bylaw 827-2024

MOVED by Councillor McIntosh to approve second reading of Bylaw #827-2024 - Land Use Bylaw Amendment on August 20, 2024, Regular Meeting of Bashaw Town Council.

MOTION #126-2024 CARRIED

MOVED by Councillor Northey to approve third and final reading of Bylaw #827-2024 - Land Use Bylaw Amendment on August 20, 2024, Regular Meeting of Bashaw Town Council.

MOTION #127-2024 CARRIED

- 7.2 Canada Community Building Fund – Declined projects, discuss alternate funding

MOVED by Councillor Gust 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.

MOTION #128-2024 CARRIED

- 7.3 Policy Number 7.20 – Respect in the Workplace

MOVED by Councillor Gust to approve Health and Safety Management - Policy Number 7.20 – Respect in the Workplace.

MOTION #129-2024 CARRIED

- 7.4 Direct Control 5240 – 52 Avenue, Bashaw – Potential land purchaser; Jersey Milk Cow Request

Council reviewed and discussed Mr. Keith Bebee’s request for permission to graze three head of cattle at 5240-52 Ave. Council advised Mr. Bebee that he would need to work in tandem with the current owner to complete a Development Application for a permit. This would provide the council with the Development permit for consideration.

Keith Bebee and Dennis O left the meeting at 7:00 pm.

7.5 Strategic Planning Discussion

MOVED by Councillor McIntosh to schedule a Strategic Planning Meeting on September 25, 2024, at 6 pm.
MOTION #130-2024 CARRIED

7.6 Discussion – Implementation of Charge for Paper Utility Bill

MOVED by Councillor McIntosh to direct administration to advertise the upcoming consideration of \$2.00 paper utility billing and review at the second meeting of Council in September.
MOTION #131-2024 CARRIED

7.7 Memorandum of Understanding – Family & Community Support Services Camrose County Contribution Funding Agreement – Discussion deferred to 7:30 pm.

7.8 Street Closure for Hometown Days Parade

MOVED by Councillor Gust to accept the parade route and road closures as presented. This would include closure of three main sections of main street between 10:30 am and 6:00 pm on August 24, 2024.
MOTION #132-2024 CARRIED

7.9 Ty Christian Wilson – Request to list land with realtor

MOVED by Deputy Mayor Orom to list infill lots with Ramstead Realty for \$30,000.00 per lot.
MOTION #133-2024 CARRIED

7.91 Water Reconciliation – Theresa reviewed the water reconciliation highlights of the water reconciliation report.

Christine Buelow joined the meeting at 7:40pm. Discussion on Deferred item 7.7 proceeded.

7.7 Memorandum of Understanding – Family & Community Support Services Camrose County Contribution Funding Agreement

MOVED by Councillor Northey to direct administration to request a meeting with Camrose County, Bashaw District Support Services representatives, and Bashaw Town Council members.
MOTION #134-2024 CARRIED

Christine Buelow left the meeting at 8:17 pm.

7.92 Request to appeal penalty of \$100.00 – Bill & Marlene McGhie

MOVED by Councillor McIntosh to dismiss the ticket and fine issued to Bill McGhie.
MOTION #135-2024 CARRIED

MOVED by Councillor McIntosh to direct administration to send a written notice to Bill and Marlene McGhie, informing them that the road allowance in front of their property should not be used for personal or community purposes. Additionally, we request that all items be removed from this area.
MOTION #136-2024 CARRIED

8. COMMITTEE REPORTS – none

9. CORRESPONDENCE ITEMS – none

10. CLOSED MEETING OF COUNCIL – none

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.

Council Strategic Plan Meeting – September 25, 2024 – 6:00 pm

13. ADJOURNMENT – Councillor Northey adjourned the meeting at 8:20 pm.

CHIEF ELECTED OFFICIAL, Rob McDonald

CHIEF ADMINISTRATIVE OFFICER, Theresa Fuller



July 29, 2024

Rob MacDonald
Mayor
Bashaw, AB

Dear Rob MacDonald,

Please find attached the quarterly Community Policing Report for the period from April 1st to June 30th, 2024. This report provides a detailed overview of human resources, financial data, and crime statistics for the Bashaw RCMP Detachment.

As we progress through summer, I would like to reflect on the 2023 wildfire season, which was one of the most devastating in Alberta's history. In preparation for the 2024 wildfire season, the Alberta RCMP has ensured that we are well-prepared to meet the needs of the communities we serve. This proactive approach involved early staffing of our Division Emergency Operations Center to facilitate the processing of information and the deployment of additional resources to communities under threat. Although the moderate weather in May and June resulted in fewer wildfires compared to 2023, we have observed an increase in wildfire activity towards the end of July. The Alberta RCMP remains vigilant and ready to respond as these wildfires continue to threaten our citizens and communities.

Additionally, the recently announced G7 meeting scheduled to take place in Kananaskis in 2025 will require significant coordination and effort. While the specific dates have yet to be released, planning is already underway. As more information becomes available regarding the event and the expectations for the Alberta RCMP, we will keep our communities informed.

Thank you for your ongoing support and engagement. I am always available to discuss your community-identified policing priorities and any ideas you may have to enhance our service delivery. As the Chief of Police for your community, please do not hesitate to contact me with any questions or concerns.

Best regards,

Sergeant Trent A. Cleveland
Detachment Commander
Bashaw RCMP Detachment

Cleveland, Trent
Adam,000171367
67
Digitally signed by
Cleveland, Trent
Adam,000171367
Date: 2024.07.29
13:06:23 -06'00'





Community Priorities

Priority No. 1

Priority

Property Crime - Theft

Current Status and Results

First quarter for Bashaw involving all types of property theft files is 26 occurrences. This is slightly above average for the quarter to reduce overall property theft

Priority No. 2

Priority

Police / Community Relations - Crime prevention

Current Status and Results

For the fiscal year, the Bashaw RCMP Detachment is setting up 4 large events / initiatives that will take place throughout the year. This quarter did not include any large community events / initiatives. In August, Bashaw Home Town Days the Detachment is participating in the parade and main street events, organizing a stuff the cruiser, ambulance and fire truck with school supplies, food bank items and silent Santa. In October, the detachment is hosting its second annual pumpkin carving contest, November/December the detachment is having its second annual Christmas Card contest and in Jan.-Feb the detachment is hosting a Charity Hockey game Police vs Fire/Farmers. Members were still involved in their assigned community's attending events and parades, and members were still attending their assigned schools.



Crime Statistics¹

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

Category	April - June			January - December		
	2023	2024	% Change Year-over-Year	2022	2023	% Change Year-over-Year
Persons Crime	18	19	5.56 %	66	69	5 %
Property Crime	69	68	-1.4 %	262	252	-4 %
Other Criminal Code	8	16	100 %	53	43	-19 %
Total Criminal Code	95	103	8.4 %	381	364	-4 %
Drugs Offences	0	0	%	8	0	-100 %
Total Federal Acts	1	3	200 %	13	7	-46 %
Total Provincial Acts	39	43	10.3 %	132	152	15 %
Municipal By-Laws	13	13	0 %	16	25	56 %
Motor Vehicle Collisions	35	26	-25.7 %	257	251	-2 %
Provincial Code Traffic	309	145	-53.1 %	660	824	25 %
Other Traffic	1	0	-100 %	2	2	0 %
Criminal Code Traffic	4	5	25 %	10	16	60 %
Total Traffic Offences	314	150	-52.2 %	672	842	25 %

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

Trend / Points of Interest



RCMP Provincial Policing Report

Detachment Information

Name of Detachment

Bashaw

Name of Detachment Commander

Sgt. Trent Cleveland

Quarter

Q1

Date of Report (yyyy-mm-dd)

FTE Utilization Plan

2024/25

Community Consultations

Consultation No. 1

Date (yyyy-mm-dd)

2024-04-03

Meeting Type

Community Connection

Topics Discussed

Wellness Meeting with Bashaw Resource Group (Is an encompassing group discussing all matters in Bashaw)

- RCMP trends and school plans for presentations
- Health Care discussions for Bashaw (Fed and Prov.)
- Nurse Pract. appointed, but still no doctor for the area
- Battle River School Division calendar, PD Days, GRAD, programs and etc.
- Ongoing parenting issues with separated parents in the school system (court orders and etc.)
- Holliday Hauler - transportation vehicle in memory of S/Sgt. Bruce Holliday
- Mental Health programs in Bashaw

Notes /Comments

Acting Corporal, Ops NCO

Consultation No. 2

Date (yyyy-mm-dd)

2024-05-14

Meeting Type

Town Hall

Topics Discussed

Town Hall Meeting in Alix (open to public)

- Copper Wire Thefts
- Detachment Resources (Staffing and Vacancy)
- RCMP Recruiting
- Restorative Justice
- APP's and Crime Watch Initiatives
- Crime Prevention Brochures provided (Home Security, Business Security and RV Storage Security)
- Information provided on Citizen's Role and Protection of Private Property
- Vacant Property Tips
- Detachment Community Engagement Package discussed by NCO.

Notes /Comments

NCO, Detachment Commander and Acting Corporal, Ops NCO



Consultation No. 3

Date (yyyy-mm-dd) Meeting Type
2024-06-04 Meeting with Elected Officials

Topics Discussed

Lacombe County Meeting

- Copper Wire Thefts
- Detachment Resources (Staffing and Vacancy)
- RCMP Recruiting
- Restorative Justice
- APP's and Crime Watch Initiatives

Notes /Comments

Delegate, Acting Corporal, Ops NCO attended

Consultation No. 4

Date (yyyy-mm-dd) Meeting Type
2024-06-06 Community Connection

Topics Discussed

Bashaw Youth Centre - Detachment Visit and Tour

- 25-30 children attended the detachment
- Tour provided by the NCO
- Q and A with the NCO
- PMV's and Police Equipment shown to children

Notes /Comments

NCO, Detachment Commander

Consultation No. 5

Date (yyyy-mm-dd) Meeting Type
2024-06-26 Meeting with Stakeholder(s)

Topics Discussed

Quarterly Community Consultative Group Meeting

- Detachment Update on resources and vacancy
- Annual APP's - Acknowledgement of Consultation
- Discussed the 4 large Events/Initiatives planned for the year
- Crime Reduction / Prevention Plans
- Education sessions planned throughout the year for the community and schools
- Residency Requirement

Notes /Comments

NCO, Detachment Commander



Provincial Service Composition²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	6	4	0	2
Detachment Support	2	2	0	0

2. Data extracted on June 30, 2024 and is subject to change.

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

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

Comments

Police Officers: Of the six established positions, four officers are currently working with none on special leave. There are two hard vacancy at this time.

Detachment Support: Of the two established positions, two resources are currently working with none on special leave. There is one position with two resources assigned to that position. There is no hard vacancy at this time. The one position is a six month term, ending in December 2024.



Bashaw Provincial Detachment Crime Statistics (Actual) April – June: 2020 - 2024

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

July 5, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		1	0	2	1	2	100%	100%	0.3
Other Sexual Offences		0	1	0	1	0	N/A	-100%	0.0
Assault		3	12	10	6	8	167%	33%	0.4
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		3	4	4	3	5	67%	67%	0.3
Uttering Threats		1	18	3	7	4	300%	-43%	-0.5
TOTAL PERSONS		8	35	19	18	19	138%	6%	0.5
Break & Enter		14	20	5	14	14	0%	0%	-0.6
Theft of Motor Vehicle		7	31	5	11	5	-29%	-55%	-2.4
Theft Over \$5,000		3	6	4	4	2	-33%	-50%	-0.4
Theft Under \$5,000		16	31	14	15	18	13%	20%	-1.2
Possn Stn Goods		10	19	3	1	5	-50%	400%	-2.8
Fraud		7	6	13	8	8	14%	0%	0.4
Arson		2	2	0	1	1	-50%	0%	-0.3
Mischief - Damage To Property		7	24	6	13	11	57%	-15%	-0.3
Mischief - Other		3	4	3	2	4	33%	100%	0.0
TOTAL PROPERTY		69	143	53	69	68	-1%	-1%	-7.6
Offensive Weapons		1	0	1	0	1	0%	N/A	0.0
Disturbing the peace		2	4	0	6	6	200%	0%	1.0
Fail to Comply & Breaches		5	1	5	1	6	20%	500%	0.2
OTHER CRIMINAL CODE		7	8	3	1	3	-57%	200%	-1.5
TOTAL OTHER CRIMINAL CODE		15	13	9	8	16	7%	100%	-0.3
TOTAL CRIMINAL CODE		92	191	81	95	103	12%	8%	-7.4



Bashaw Provincial Detachment Crime Statistics (Actual) April – June: 2020 - 2024

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

July 5, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		3	0	2	0	0	-100%	N/A	-0.6
Drug Enforcement - Trafficking		2	0	0	0	0	-100%	N/A	-0.4
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		5	0	2	0	0	-100%	N/A	-1.0
Cannabis Enforcement		0	0	1	0	0	N/A	N/A	0.0
Federal - General		2	0	1	1	3	50%	200%	0.3
TOTAL FEDERAL		7	0	4	1	3	-57%	200%	-0.7
Liquor Act		1	2	1	1	2	100%	100%	0.1
Cannabis Act		0	0	0	1	1	N/A	0%	0.3
Mental Health Act		23	26	15	16	16	-30%	0%	-2.4
Other Provincial Stats		44	45	21	21	24	-45%	14%	-6.4
Total Provincial Stats		68	73	37	39	43	-37%	10%	-8.4
Municipal By-laws Traffic		0	0	0	1	0	N/A	-100%	0.1
Municipal By-laws		5	8	3	12	13	160%	8%	2.0
Total Municipal		5	8	3	13	13	160%	0%	2.1
Fatals		0	2	1	1	1	N/A	0%	0.1
Injury MVC		2	2	2	3	1	-50%	-67%	-0.1
Property Damage MVC (Reportable)		19	34	30	29	21	11%	-28%	-0.1
Property Damage MVC (Non Reportable)		3	3	3	2	3	0%	50%	-0.1
TOTAL MVC		24	41	36	35	26	8%	-26%	-0.2
Roadside Suspension - Alcohol (Prov)		0	6	5	5	5	N/A	0%	0.9
Roadside Suspension - Drugs (Prov)		0	0	0	1	0	N/A	-100%	0.1
Total Provincial Traffic		188	316	201	309	145	-23%	-53%	-9.3
Other Traffic		1	2	0	1	0	-100%	-100%	-0.3
Criminal Code Traffic		2	2	3	4	5	150%	25%	0.8
Common Police Activities									
False Alarms		4	3	2	5	4	0%	-20%	0.2
False/Abandoned 911 Call and 911 Act		15	5	0	0	0	-100%	N/A	-3.5
Suspicious Person/Vehicle/Property		50	71	31	20	30	-40%	50%	-9.1
Persons Reported Missing		2	2	2	0	2	0%	N/A	-0.2
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		9	10	16	4	9	0%	125%	-0.6
Form 10 (MHA) (Reported)		0	1	0	1	4	N/A	300%	0.8



CHIEF ADMINISTRATOR'S REPORT
Submitted for September 4, 2024, Regular Meeting of Council

1. Meetings, training
 - June 13, 2024 – Meeting with contractor for the Business Navigation project.
 - June 26, 2024 – Airport meeting in Council Chambers
 - June 26, 2024 – Community Hall Board AGM
 - June 27, 2024 – RCMP meeting at the office with Malcolm Calihou
 - July 16, 2024 – Meeting with Christine Buelow Outcomes reporting
 - July 18, 2024 – Hometown days meeting
 - July 22, 2024 – Human resources meeting
 - July 29, 2024 – August 9, 2024 – CAO vacation
 - August 14, 2024 - Meeting with contractor for the Business Navigation project.
 - August 21, 2024 – Interview for vacant positions
 - August 28, 2024 – Human resources
 - August 28, 2024 – Extended Producer Responsibility webinar.
2. Ongoing follow up of Council assigned tasks.
3. Alberta Municipal Data Sharing Partnership (AMDSP)–Activities are outstanding.
4. Completed Infrastructure surveys as required by Federal Government.
5. Various walk-in inquiries regarding the public auction, land inquiries, Land Use Bylaw Amendment preparation, Ad out for photographer, coordinating meeting dates, insurance claim for Truck (from the deer hit), process development applications, compliance certificates as required, grant applications, and removal of Tax notifications from paid up properties.

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 21st, 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.

Approved: yes /no Motion # _____

Account Code: _____

Town of Bashaw



Request for Decision

Meeting:	Regular Council
Meeting Date:	September 4, 2024
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.3 Atco Gas & Pipelines Ltd. Annual Franchise Fee Review

Background/Proposal:

Council is required to decide whether to reduce, increase, or have the Atco Franchise fees remain the same.

- 2023 fee projected @ 13% - \$ 48, 331.92
- 2024 revenue @ 13% - \$44,833.88
- 2025 fee projected @13% \$47, 033.00

Discussion/Options/Benefits/Disadvantages:

The franchise fee percentage has remained the same, however the revenue has modestly increased. It is a projection; it is noted that the 2024 payment was lower than the fee projected.

Costs/Source of Funding (if applicable)

Annual Franchise fee paid to the Town by Atco. The revenue is included in the operating budget.

Applicable Legislation:

MGA – Operating and Capital Budgets – 242- 246, 248.1.

Community Engagement Consideration:

The administration is willing to proceed as council requests.

Recommended Action:

Administration recommends passing the following motion:

MOVED BY _____ to have the Atco Gas & Pipelines Ltd. Franchise fee remain at 13%.

Or a motion of council determination.

Discussion Result:

Additional research Requested:

August 26th, 2024

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

Attention: Ms. Theresa Fuller, Chief Administrative Officer

Re: Natural Gas Franchise Fee Estimate for 2025 - *Bashaw*

As per the Natural Gas Distribution System Franchise Agreement between ATCO Gas and Pipelines Ltd. (ATCO) and the *Town of Bashaw*, ATCO pays the *Town of Bashaw* a franchise fee. The franchise fee is collected from gas customers within *Bashaw* and is calculated as a percentage of ATCO's revenue derived from the delivery tariff.

The franchise agreement requires that we provide ATCO's total revenues derived from the delivery tariff within *Bashaw* for 2023 and an estimate of total revenues to be derived from the delivery tariff within *Bashaw* for 2025. The chart below provides this information as well as an estimate of your franchise fee revenue for the 2025 calendar year.

ATCO's Delivery Tariff Revenue in 2023	ATCO's Estimated Delivery Tariff Revenue for 2025	Your Current Franchise Fee Percentage	Your Estimated Franchise Fees for 2025
\$319,769	\$361,789	13.00%	\$47,033

Please note that the estimated delivery tariff revenue for 2025 can be impacted by changes in customer operations and weather. Additionally, ATCO has utilized forecast 2025 delivery rates, however, they have not yet been approved by the Alberta Utilities Commission. ATCO commits to providing updated franchise fee revenue forecasts at a future date should there be material impacts related to any update of these forecast assumptions.

Under the franchise agreement, the *Town of Bashaw* has the option of changing the franchise fee percentage for 2025. If you are considering changing the franchise fee in 2025, please contact us as soon as possible to learn about the process. We will guide you through the process and will file an application with the Alberta Utilities Commission (AUC) for approval. A request to change the franchise fee must be made in writing and must be received by ATCO on or before October 15th, 2024.

We trust you will find this information useful. Should you have any questions or require anything further, please do not hesitate to contact me at kyla.belich@atco.com.

Yours truly,



Kyla Belich
Senior Manager, Red Deer Operations
ATCO Gas & Pipelines Ltd.

Approved: yes /no Motion # _____

Account Code: _____

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	September 4, 2024
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.4 Fortis Franchise Fee Annual Review

Background/Proposal:

Council is required to decide whether to reduce, increase, or have the Fortis Franchise fees remain the same. The annual fee is 2%.

- 2024 projected franchise fee \$19, 493.00
- 2025 projected franchise fee \$ 20,002.00

Discussion/Options/Benefits/Disadvantages:

The franchise fee percentage has remained the same, however the revenue has modestly increased.

Costs/Source of Funding (if applicable)

Annual Franchise fee paid to the Town by Fortis. The revenue is included in the operating budget and allocated to beautification projects.

Applicable Legislation:

MGA – Operating and Capital Budgets – 242- 246, 248.1.

Community Engagement Consideration:

The administration is willing to proceed as council requests.

Recommended Action:

Administration recommends passing the following motion:

MOVED BY _____ to have the Fortis Franchise fee remain at 2%.

Or a motion of council determination.

Discussion Result:

Additional research Requested:

2024 Current Franchise Fee	2.00%
Franchise Fee Cap	20%
2024 Estimated Revenue \$	19,493
2025 Estimated Franchise Fee Revenue if your Franchise Fee remains the same \$	20,002
Franchise Fee Calculator Changes:	
Yellow area is to calculate different franchise fee.	
2025 Proposed Franchise Percentage	2.00%
2025 Estimated Franchise Fee Revenue if your Percentage is changed \$	20,002
<hr/>	
Difference in Franchise Fees Collected from 2024 to 2025 with Proposed D&T Rate Changes.	\$ 509

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	September 4, 2024
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.5 Lift Station 1 Repair request

Background/Proposal:

Lift station one located near the pickle ball courts requires repair. There are significant signs of pitting on the housing due to rocks getting into the station.

Discussion/Options/Benefits/Disadvantages:

Lift station one plays a critical role in the wastewater management system by lifting sewage from lower elevation areas to higher elevation areas where it can be transported to the lagoon.

Option 1 – Rebuild the pump for \$14, 500.00, however this would be the last recommended rebuild for the pump. It is outdated, small and the pump has been discontinued. (7 Hp)

Option 2 – Replace the pump with a 11 Hp pump for \$27,000.00, will regular maintenance it should last 5 – 10 years or longer. It depends on the rocks and material, frequency of use.

Both quotes include a flush valve to flush out rocks, etc.

- Street sanding changed to a different product that does not have rocks in it.
- Contracted regular street sweeping, removes product from the street
- Reduced rock in the lift station
- Flushing system to wash out larger product that reduces pump life.

Costs/Source of Funding (if applicable)

1. Accumulated Cash
2. Local Government Fiscal Framework

Applicable Legislation:

MGA – Operating and Capital Budgets – 242- 246, 248.1.

Items that are not included within the operating or capital budget require council approval.

Community Engagement Consideration:

The administration is willing to proceed as council requests.

Recommended Action:

Administration recommends passing the following motion:

MOVED BY _____ to approve replacing the pump in Lift Station 1 for \$27,000.00 to be funded through accumulated cash.

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

Or a motion of council determination.

Discussion Result:

Additional research Requested:

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	September 4, 2024
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.6 Non-Local Ice Rate Review

Background/Proposal:

The nonlocal ice rate has not been reviewed since 2019. Administratively, we are seeking increased external bookings to increase revenue to offset operational costs.

Discussion/Options/Benefits/Disadvantages:

Nonlocal rates were obtained from several locations within the vicinity of Bashaw. Staff report – when ice inquiries are received, they are more concerned with ice availability than price.

Non-Local Adult

Location	Rate
Hanna	\$160.00
Alix	\$120.00
Ponoka	\$167.00
Delburne	\$153.00
Town of Bashaw	\$120.00
Total	\$720.00
Average	\$144.00

Appears to be the same for local/non

<u>Non-Local Youth</u>	
Location	Rate
Hanna	\$125.00
Alix	\$110.00
Ponoka	\$99.75
Delburne	\$153.00
Town of Bashaw	\$100.00
Total	\$587.75
Average	\$117.55

Appears to be the same for local/non

Non-Local Adult proposed new rate: \$140.00 per hour

Non-Local Youth proposed new rate: \$120.00 per hour

Costs/Source of Funding (if applicable)

Ice fees help to offset the Arena operations.

Applicable Legislation:

MGA – Section 180, 181.

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

Community Engagement Consideration:

The administration is willing to proceed as council requests.

Recommended Action:

Administration recommends passing the following motion:

MOVED BY _____ to pass first reading of Bylaw # 828-2024 to amend the Master Rates and Schedules bylaw to change the non-local Youth and Adult ice rental fee.

Or a motion of council determination.

Discussion Result:

Additional research Requested:



**TOWN OF BASHAW
MASTER RATES AND SCHEDULES BYLAW 760-2014**

TITLE: ARENA USER FEES
SECTION: 4 RECREATION APPENDIX: A
REFERENCE MOTION # 170 – 2017, 060-2019 DATE Sept 7, 2017

SECTION 1: ARENA FEES (all fees include GST)

A. School Program	NO CHARGE *
B. Public Skate	NO CHARGE
C. Ice Rental	
i. Youth Organizations (18 & under)	\$ 90.00 per hour
ii. Adult Organizations (19 & older)	\$ 110.00 per hour
iii. Non Local Youth User Group (18 & under)	\$ 100.00 per hour
iv. Non Local Adult Sport Organization (19 & older)	\$ 120.00 per hour
D. Drop In Shinny / Pick-up Hockey	NO CHARGE
E. Skate Sharpening	
i. Per pair	\$ 5.00
ii. Pass for 12 sharpening services	\$ 50.00
F. Off Season Floor Rental – no ice	\$ 30.00 per hour
G. Event Rental (banquets, dances, rallies, etc.) – no ice	
i. Adult	\$ 450.00
ii. Youth	\$ 360.00
iii. Security Deposit	50% of fee charged
H. Concession Rental	as per Contract
I. Encana Dining Hall Rental	\$ 25.00 per hour
J. Centennial Room Rental	
i. Patrons with Arena User Agmt. & BARB	NO CHARGE
<i>(Patrons paying the hourly rate will be priority booking, unless tournaments/special events.)</i>	
ii. Hourly Rate	\$ 20.00
iii. Daily Rate (after four hours)	\$ 80.00

***NOTE:**

Skaters and Helpers Attending School Program, during school hours as part of the school curriculum - FREE



BY-LAW NO. # 828 - 2024

BY-LAW NO. 828 - 2024 A By-law of the Town of Bashaw in the Province of Alberta, introduced for the purpose of amending Master Rates and Schedules By-law No. #760 - 2014 to amend the following:

- Arena User Fees, Section 4, Recreation, Appendix A, C, iii, and iv – Change the non-Local Youth User group to \$120.00 per hour and change the non-local Adult Sport Organization (19 & older) to \$140.00 per hour.

WHEREAS Bashaw Town Council choose to change the Non-local youth user group fee to \$120.00 per hour and the non-local Adult Sport organization to \$140.00 per hour.

NOW THEREFORE Pursuant to the Municipal Government Act, Section 42, the Council of the Town of Bashaw duly assembled, hereby enacts as follows:

That By-law No. #760 – 2014 be amended as follows:

Arena User Fees, Section 4, Recreation, Appendix A, Section C; Ice Rental:

iii Non-Local Youth User Group (18 & under) \$120.00 per hour

iv Non-Local Adult Sport Organization (19 & older) \$140.00 per hour

RECEIVED FIRST READING THIS
4th DAY OF September, A.D. 2024
IN THE TOWN OF BASHAW, IN THE
PROVINCE OF ALBERTA

* _____
*MAYOR
* _____
* _____
*CAO

RECEIVED SECOND READING THIS
__ DAY OF _____, AD 2024
PROVINCE OF ALBERTA
IN THE TOWN OF BASHAW, IN THE
PROVINCE OF ALBERTA

* _____
*MAYOR
*
*
* _____
*CAO

UNANIMOUS CONSENT TO PROCEED
TO THIRD READING THIS __ DAY
OF _____, A.D. 2024, IN THE
TOWN OF BASHAW,
IN THE PROVINCE OF ALBERTA

* _____
*MAYOR
*
* _____
*CAO

THIRD AND FINAL
READING THIS __ DAY OF _____,
A.D. 2024, IN THE TOWN OF BASHAW,
IN THE PROVINCE OF ALBERTA

* _____
*MAYOR
*
* _____
*CAO

Town of Bashaw



Request for Decision

Meeting:	Regular Council
Meeting Date:	September 4, 2024
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.7 Trailer Sani-Dump station cost review

Background/Proposal:

The town has two Sani-dump locations, one at the Campground, and the other located at the Heritage park site. (behind the arena)

In July 2023 Council approved leaving the dump stations open for free dumping. This was due to people wedging the lid open and items falling in and plugging the station. The stations have continued to be free to use, therefore no tangible revenue is received for the service.

Historically it was believed the sani-dumps were an economic development service that brought more customers to the local businesses.

Expense breakdown:

Campground Trailer Sani dump	Heritage Park Trailer Sani Dump
Clean out \$90.00	Pump out \$140.00
Clean out \$90.00	New Grinder \$1,450.00
Clean out \$90.00	Replacement float \$130.00
Clean out \$90.00	Staff clean out - Weekend \$200.00
Clean out \$90.00	2 Staff Clean out weekday \$360.00
Staff clean out - Weekend \$200.00	
2 Staff Clean out weekday \$360.00	
	\$1,720.00
\$1,010.00	

These expenses do not include impacts to lift stations, and lagoon.

Users of the service do put diapers, and other various items that impact the grinders in the lift station and overall sewer system.

Anything that goes into the sewer system impacts lift stations, components of, and ultimately the lagoon. Desludging and berm repairs are the main activities at the lagoon that cost substantial funds when we arrange the work.

Discussion/Options/Benefits/Disadvantages:

Option A – Implement a charge for Sani-dump and arrange to have staff on site during increased usage days. (e.g. after bunnock, ball tournament, events hosted at the Ag Grounds)

Option B – Eliminate the Heritage Park station, close it down and sell the mechanisms.

Option C – Investigate other ways to cover the operational costs of the service.
Or option of Council determination.

Costs/Source of Funding (if applicable)

Annual Operating Budget – taxation.

Applicable Legislation:

MGA – Section 180, 181.

Community Engagement Consideration:

The administration is willing to proceed as council requests.

Recommended Action:

Administration recommends passing the following motion:

MOVED BY _____ to eliminate the Heritage Park Trailer Sani-Dump station by closing it down and selling the mechanisms.

Or a motion of council determination.

Discussion Result:

Additional research Requested: