



**REGULAR MEETING OF COUNCIL
A G E N D A
Wednesday, May 21, 2025, 6:00 pm
Council Chamber & Zoom Access**

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. PUBLIC HEARINGS – Bylaw 833 - 2025
4. DELEGATIONS
5. APPROVAL OF MINUTES
 - 5.1 Minutes of May 7, 2025, Regular Meeting of Council
6. CONSENT AGENDA
 - 6.1 Town of Bashaw April 30, 2025, Monthly Statement
 - 6.2 Water Reconciliation Report
 - 6.3 Camrose County – Subdivision Application SUB 25 07
7. NEW & UNFINISHED BUSINESS
 - 7.1 Land Use Bylaw Amendment 833 – 2025 – possible second and third reading.
 - 7.2 Town of Bashaw 2025 Operating Budget
 - 7.3 Town of Bashaw 2025 Tax Rate Bylaw 834-2025
8. COMMITTEE REPORTS – action to be considered.
9. CORRESPONDENCE ITEMS – Action to be considered.
10. CLOSED MEETING OF COUNCIL
 - 10.1 Personnel – FOIP Section 24
11. NOTICES OF MOTION
12. NEXT MEETING: Regular Meeting of Council – June 4 & June 18, 2025
13. ADJOURNMENT



**REGULAR MEETING OF COUNCIL
MINUTES
May 7, 2025, 6:00 pm
Council Chambers & Zoom Access**

In Person: CAO Fuller (5:30pm), Councillor McIntosh (5:40pm), Mayor McDonald (5:57pm), Deputy Mayor Orom (6:53pm), Councillor Northey (6:44pm), Councillor Gust (5:53pm),

Council by Zoom: none

Absent with notice: Secretary Morrison, Public Works Foreman Schmidt

Recording Secretary: CAO Fuller

Public: none

Public Zoom: none

Press by zoom: Kevin Sabo (5:59pm), Stu Salkeld (6:00pm)

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

2. ADOPTION OF AGENDA

MOVED by Councillor Gust to approve the May 7, 2025, Regular Meeting of Council agenda with New & Unfinished Business additions of 7.04 Taxservice - Tax Arrears recovery on Land – Notification registerer 2025 and 7.05 Ember - Intent to use a proration gas battery.

MOTION #071-2025

CARRIED

3. PUBLIC HEARINGS -none

4. DELEGATIONS -none

5. APPROVAL OF MINUTES

5.1 Minutes of April 16, 2025, Regular Meeting of Council.

MOVED by Councillor McIntosh to approve minutes of the April 16, 2025, Regular Meeting of Council.

MOTION #072-2025

CARRIED

6. CONSENT AGENDA

6.1 CAO Report

6.2 Alberta Municipal Affairs – Bill 50

6.3 Taxservice – Tax Arrears recovery on Land – Notification registerer 2025

6.4 Ember Resources – Intent to use a proration gas battery

Councillor McIntosh requested to pull item 6.3 and item 6.4 to New & Unfinished Business item 7.04 and item 7.05.

7. NEW & UNFINISHED BUSINESS

7.04 Taxservice - Tax Arrears recovery on Land – Notification registerer 2025

Council had questions about the number of properties that were on the list and how many have been redeemed.

7.05 Ember - Intent to use a proration gas battery

Administration provided council with explanation based on the information they had.

7.1 Town of Bashaw 2025 Operating Budget

Council requested administration to confirm the “true up” payment expected from the Highway 12/21 Regional water commission (include it in the budget) and bring the Operating budget back for approval.

7.2 Local Government Fiscal Framework – Operating Grant

MOVED by Councillor McIntosh to approve the 2025 Local Government Fiscal Framework Operating grant listing as follows, General Administration \$13,488.00, Libraries \$ 17,318.88, Children & Family services \$23,100.00, Municipal Buildings & Facilities \$14, 259.12, Parks, Sport & Recreation \$34,000.00, Public Security & Safety \$11,024.00, and Public Transit \$5,000.00 for a total of \$ 118,190.00.

MOTION #073-2025 CARRIED

7.3 Bashaw & Area Pickleball Club Request

MOVED by Mayor McDonald to direct administration to arrange a meeting with the Arena Management User group Committee and discuss the Bashaw & Area Pickleball Club request to access the arena during summer months.

MOTION #074-2025 CARRIED

7.4 Public Auction – Set time and Date & approve Terms & Conditions of Sale for the 2025 Public Auction

MOVED by Councillor Gust to approve September 15, 2025, at 10:00am as the 2025 Public Auction date for the town of Bashaw.

MOTION #075-2025 CARRIED

MOVED by Councillor Gust to approve the Terms and Conditions of Sale for the 2025 Public Auction as presented within the May 7, 2025, Council agenda package.

MOTION #076-2025 CARRIED

8. COMMITTEE REPORTS – none

9. CORRESPONDENCE ITEMS – none

MOVED by Councillor McIntosh to move into Closed Meeting of Council at 7:20 pm to discuss 10.1 Personnel – FOIP Section 24 and 10.2 Legal – Mediation – FOIP Section 16

MOTION #077-2025 CARRIED

Press, Kevin Sabo and Stu Salkeld, left the meeting at 7:21 pm.

10. CLOSED MEETING OF COUNCIL

10.1 Personnel – Communication – FOIP Section 24

10.2 Legal – Mediation – FOIP Section 16

MOVED by Councillor McIntosh to come out of Closed meeting of council at 8:53 pm.

MOTION #078-2025 CARRIED

MOVED by Councillor McIntosh to reject the Mediation proposal and direct administration to notify Camrose County that we intend to commence arbitration.

MOTION #079-2025 CARRIED

11. NOTICES OF MOTION - none

12. NEXT MEETING – Regular Meeting of Council – May 21, 2025

13. ADJOURNMENT – Councillor Northey adjourned the meeting at 8:54 pm.

MAYOR, Robert McDonald

CHIEF ADMINISTRATIVE OFFICER, Theresa Fuller

**TOWN OF BASHAW
MONTHLY STATEMENT
April 30, 2025**

DESCRIPTION	GENERAL ACCOUNT	TERM DEPOSIT	TOTAL
BALANCE AT END OF PREV MONTH	\$ 659,935.53	\$ 599,949.94	\$ 1,259,885.47
RECEIPTS FOR THE MONTH	\$ 44,742.39		\$ 44,742.39
ALBERTA DIRECT DEPOSIT	\$ 25,049.74		\$ 25,049.74
VOID	\$ 768.84		\$ 768.84
CCUBC /ROYAL/JATB /DEBIT- PAYMENTS	\$ 71,512.78		\$ 71,512.78
SERVUS CREDIT UNION - INTEREST	\$ 1,744.20		\$ 1,744.20
TERM INTEREST #49	\$ 1,101.30		\$ 1,101.30
TERM INTEREST #51	\$ 401.86	\$ -	\$ 401.86
TERM DEPOSIT		\$ -	\$ -
TRANSFER FROM GENERAL TO TERM		\$ 4,600.00	
TRANSFER FROM TERM TO GENERAL	\$ -		\$ -
SUB-TOTAL	\$ 805,256.64	\$ 604,549.94	\$ 1,409,806.58
DISBURSEMENTS FOR THE MONTH	\$ 231,094.52		\$ 231,094.52
TRANSFER TO/FROM TERM	\$ 4,600.00	\$ -	\$ 4,600.00
BANK ERROR INTEREST			\$ -
			\$ -
DEBIT MACHINE & TRANSACTIONS	\$ 40.49		\$ 40.49
BANK CONFIRMATION FEE	\$ -		
SCHOOL PAYMENT	\$ -		
	\$ -		\$ -
TRANSFER TO RECREATION BRD	\$ -		
BALANCE AT END OF MONTH	\$ 569,521.63	\$ 604,549.94	\$ 1,174,071.57
BANK BALANCE AT MONTH END	\$ 673,730.95	\$ 604,549.94	\$ 1,278,280.89
OUTSTANDING DAILY DEPOSITS	\$ -		\$ -
OUTSTANDING ONLINE/INTERAC	\$ 2,482.87		\$ -
OUTSTANDING DIR DEPOSITS	\$ -		
SUB-TOTAL	\$ 676,213.82	\$ 604,549.94	\$ 1,280,763.76
LESS OUTSTANDING CHEQUES	\$ 106,692.19		\$ 106,692.19
OUTSTANDING AUTO WITHDRAWALS			\$ -
BANK ERROR			
	\$ -		
	\$ -		
			\$ -
BALANCE AT END OF MONTH	\$ 569,521.63	\$ 604,549.94	\$ 1,174,071.57

THIS STATEMENT SUBMITTED TO COUNCIL

May 21, 2025

MAYOR

TOWN MANAGER

System: 2025-05-06 3:43:07 PM
User Date: 2025-04-30

Town of Bashaw
RECONCILIATION POSTING JOURNAL
Bank Reconciliation

Page: 1
User ID: Finance

Audit Trail Code: CMADJ00000324
Chequebook ID: CREDIT UNION
Description: Credit Union General Account

Bank Statement Ending Balance: \$673,730.95
Bank Statement Ending Date: 2025-04-30
Cutoff Date: 2025-04-30

Statement Ending Balance	\$673,730.95
Outstanding Cheques (-)	\$106,692.19
Deposits in Transit (+)	\$2,482.87

Adjusted Bank Balance	\$569,521.63

Chequebook Balance as of Cutoff	\$569,521.63
Adjustments	\$0.00

Adjusted Book Balance	\$569,521.63

Difference	\$0.00
	=====

Water Reconciliation 2025

Billed WTP
HWY 12 TOWN

	CUBES	CUBES	DIFF	Metered	DIFF	Total Loss	Daily Ave WTP	Water Loss/Break Commentary
JAN	8228	8079	149	6256	1823	1972	260	two water breaks
FEB	8622	8448	174	6008	2440	2614	301	
MAR	8603	8387	216	6491	1896	2112	270	
APR	8245	8123	122	6277	1846	1968	271	
MAY			0		0	0		
JUN			0		0	0		
JUL			0		0	0		
AUG			0		0	0		
SEP			0		0	0		
OCT			0		0	0		
NOV			0		0	0		
DEC			0		0	0		
	33698	33037	661	25032		8666		
			2.0008			26.231		

The percentage has increased. There were two water breaks in February. There was an additional smaller break in March. All water from the breaks did not go through the meters.



3755-43 Avenue,
Camrose, Alberta T4V3S8
P 780-672-4446
E county@county.camrose.ab.ca

May 20, 2025

File No. SUB 25 07

Registered Owners: 700176 Alberta Ltd.
Legal Description: SW-10-42-21-4
Type of Subdivision: Second Parcel Out
Zoning: A - Agricultural

CONDITIONAL APPROVAL NOTICE

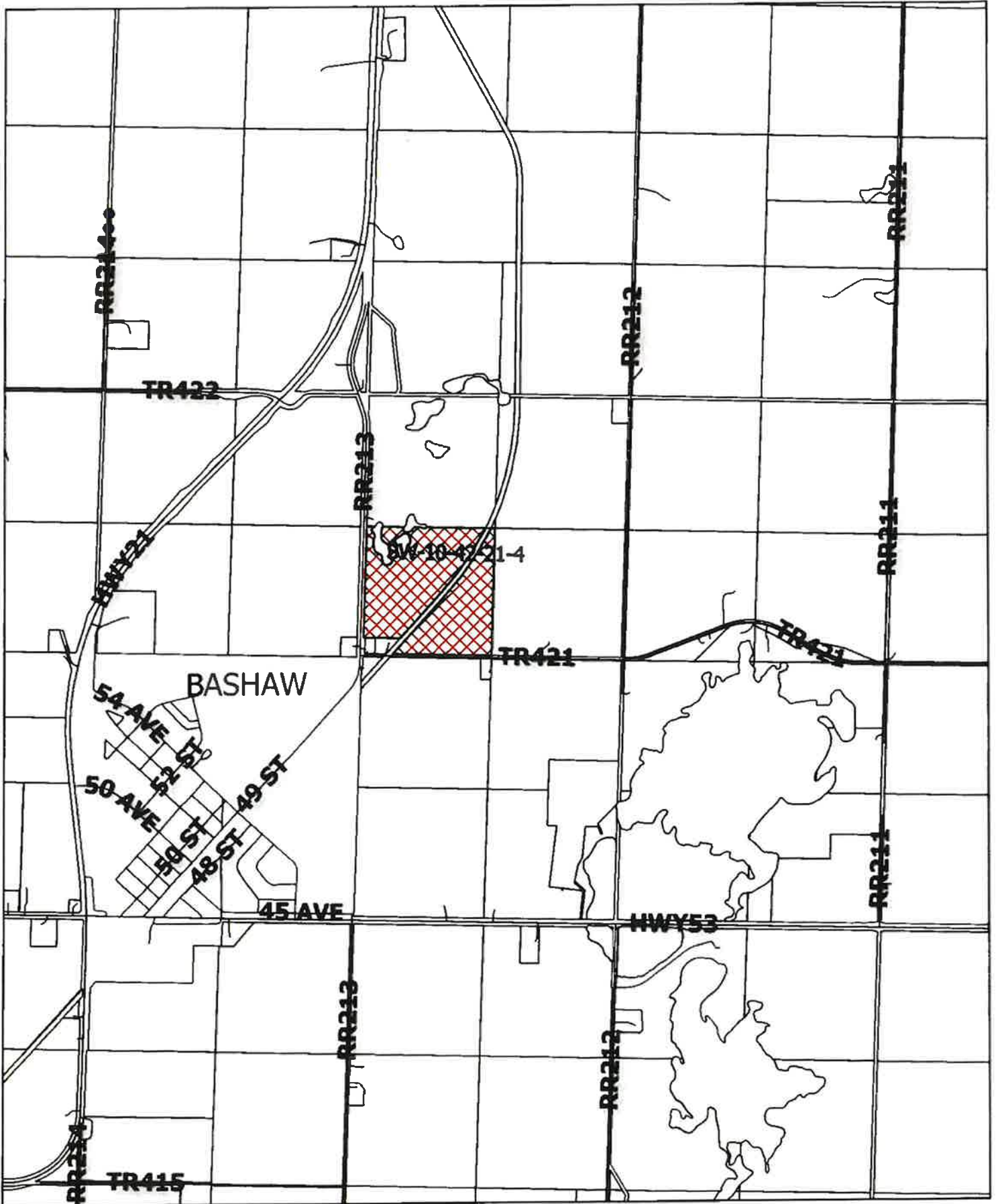
The Municipal Planning Commission of Camrose County has conditionally approved the application for a second parcel out subdivision as shown on the attached sketch. A copy of the approval letter is included for your information.

Should you wish to appeal the subdivision, you must file notice of appeal, along with payment of \$150 to the Camrose County Subdivision and Development Appeal Board at 3755 43 Avenue, Camrose, AB, T4V 3S8, within 21 days (14 day appeal + 7 days mailing time) of the date of this letter.

Please contact the Planning Department at (780)678-3070 or email planning@county.camrose.ab.ca if you have any questions

Circulate to:

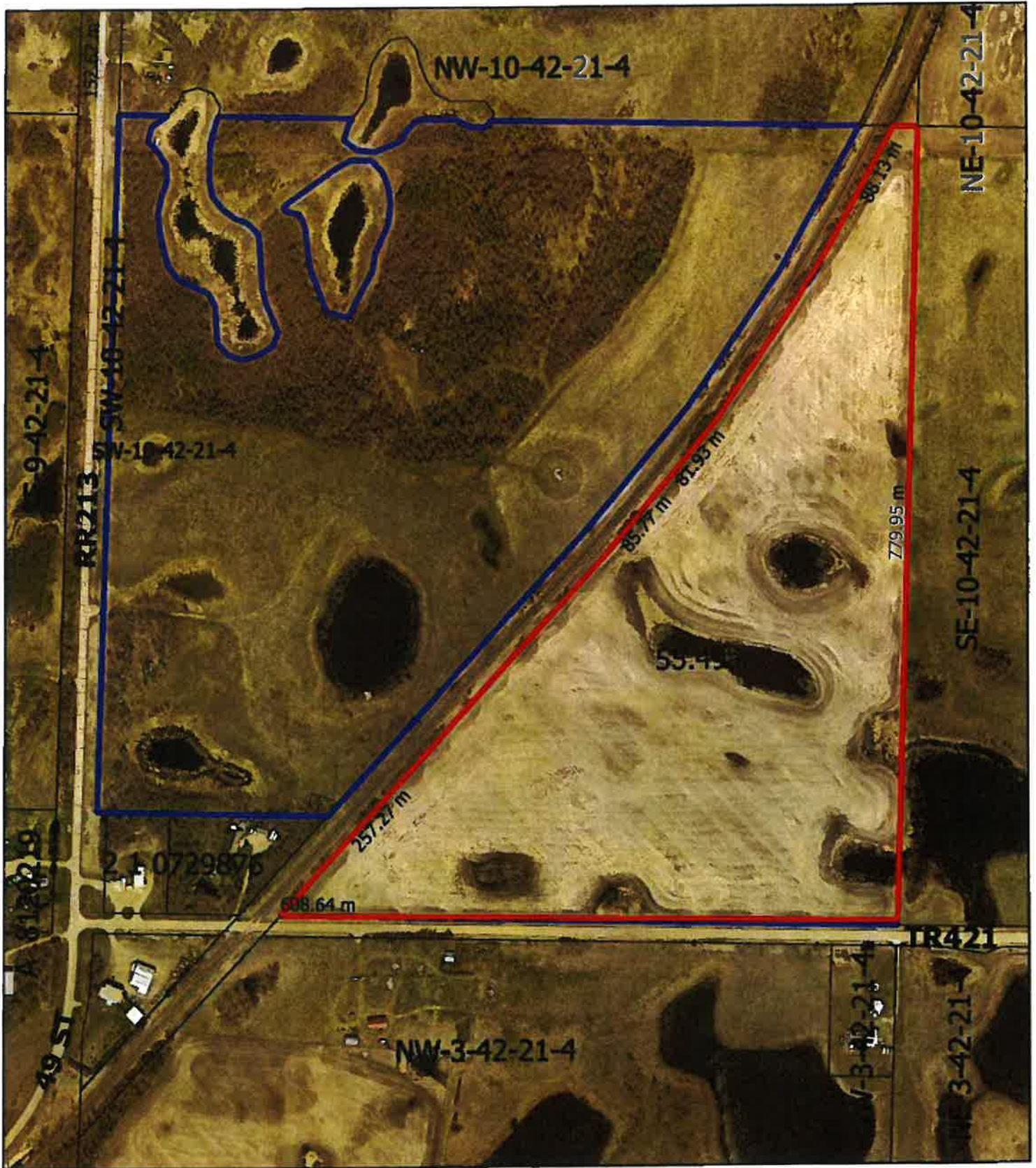
- AHS
- Alberta Energy Regulator
- Alberta Public Lands
- Battle River School Division
- Canada Post
- City Plumbing Inspector
- FORTIS
- Telus
- Chain Lakes Gas Co-op
- Battle River Power
- Ember Resources
- Bashaw IDP



Location Map - SUB 25 07



Proposed Subdivision SUB 25 07



- Proposed Subdivision
- Existing Parcel Boundaries





3755-43 Avenue,
Camrose, Alberta T4V3S8
P 780-672-4446
E county@county.camrose.ab.ca

May 20, 2025

File No: SUB 25 07

Garry & Victoria Radke
Box 286
Bashaw, AB T0B 0H0

RE: Subdivision Application: SUB 25 07
Legal Description: SW-10-42-21-4

Your subdivision application was **conditionally approved** by the Subdivision Authority for Camrose County on May 20, 2025. The decision is valid for one (1) year.

If you have not registered the subdivision by this time or requested a one-year extension, then the subdivision will become non-existent. The final documents and confirmation that all conditions have been met must reach this office prior to May 20, 2026. An extension of the one-year time limit may be granted upon request prior to the expiration of the original approval and receipt of the \$100.00 fee.

The decision may be appealed within twenty-one (21) days of the mailing of this letter by submitting a written notice of appeal along with payment of \$150.00 to the Secretary, Camrose County Subdivision and Development Appeal Board, 3755 43 Ave, Camrose, Alberta T4V 3S8.

Following the appeal period, an instrument (a Descriptive Plan or a Plan of Survey) to register the approval must be prepared on your behalf by an Alberta Land Surveyor in a manner satisfactory to the Land Titles Office (10365 97 Street, Edmonton, Alberta, T5J 3W7, phone (780)427-2742.

APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:

1. Engage an Alberta Land Surveyor to prepare a surveyor's plan for registration at the Land Titles Office as shown on the approved subdivision drawing.
2. Pay any outstanding taxes on the property prior to endorsement.
3. A Deferred Reserve Caveat is required to be registered on the remaining agricultural lands in alignment with the subdivision regulation.
4. That the Developer pay the endorsement fee of \$100 to Camrose County when the survey plan is submitted for endorsement.



3755-43 Avenue,
Camrose, Alberta T4V3S8
P 780-672-4446
E county@county.camrose.ab.ca

NOTES FOR INFORMATION PURPOSES ONLY (These are not conditions of approval):

1. The Developer must ensure that any increase in surface water runoff caused by the subdivision is mitigated to ensure that it does not negatively impact any adjacent properties.
2. The owner is advised to contact the appropriate utility companies regarding site servicing. The Distribution Wire Service Providers in this area are FortisAlberta (780)310-9473 and Battle River Power Co-op (780)672-7738.

If you plan to have a lawyer, surveyor, or other person handle the subdivision for you, please forward a copy of this letter to them.

Sincerely,

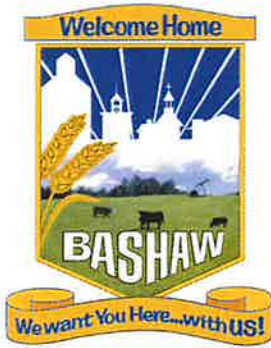
A handwritten signature in blue ink, appearing to read 'A. Howard'.

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

cc: 700176 AB Ltd.

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	May 21, 2025
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.1 Land Use Bylaw Amendment Bylaw 833 - 2025

Background/Proposal:

The Land Use Bylaw Amendment Bylaw is attached.

Originally, Bylaw 830-2025 reflected 21 direct control districts. We have discovered there are 22 direct control district properties.

The town of Bashaw currently has 22 properties, which are Direct Control Districts. These challenges remain.

There have been challenges with a couple of the properties:

- Lack of clarity regarding permitted and discretionary uses
- Development regulations are absent, leading to ambiguity
- Makes it challenging to evaluate development proposals
- Administration lacks information about when property owners or possible new owners inquire what uses are permitted
- Clearer definitions and development standards for direct control districts would be helpful
- clear criteria for reviewing and making decisions on applications would be beneficial
- additional costs to applicants due to the district

The town of Bashaw contracted Vicinia Planning & Engagement to review the direct control districts and Land Use Bylaw/Municipal Development Plan.

Vicinia Planning & Engagement possesses intimate knowledge of the town of Bashaw Municipal Development Plan and Land Use Bylaw, including history of issues relating to the current designated Direct control districts. Vicinia has drafted direct control districts for comparable municipalities on a regular basis.

Discussion/Options/Benefits/Disadvantages:

- reduces the direct control districts from 22 to 5
- creates 4 different direct control districts descriptions, to provide clarity
- new definitions provide transparency

Costs/Source of Funding (if applicable)

No funding required.

Applicable Legislation:

MGA – Section 617.

Community Engagement Consideration:

The public hearing has been advertised and affected property owners have been notified.

Recommended Action:

Administration recommends passing the following motion(s):

MOVED BY _____ approve second reading of Bylaw 833 – 2025 amending Land Use Bylaw 780-2018 to designate 22 parcels within the town of Bashaw to either amended Direct Control (DC) Districts (DC-1),(DC-2), (DC-3), and (DC-4), Low Density Residential (R1), General Residential (R2) or Central Commercial (C1) Districts, and the addition of definitions to section 2.2.

MOVED BY _____ approve third reading of Bylaw 833 – 2025 amending Land Use Bylaw 780-2018 to designate 22 parcels within the town of Bashaw to either amended Direct Control (DC) Districts (DC-1),(DC-2), (DC-3), and (DC-4), Low Density Residential (R1), General Residential (R2) or Central Commercial (C1) Districts, and the addition of definitions to section 2.2.

Discussion Result:

Additional research Requested:



BY-LAW # 833 - 2025

**A BY-LAW OF THE TOWN OF BASHAW
IN THE PROVINCE OF ALBERTA**

WHEREAS the Municipal Government Act R.S.A. 2000, as amended, requires a municipal Council to consider amendments to the Land Use Bylaw;

AND WHEREAS, copies of this Bylaw and related documents were made available for inspection by the public at the Town office as required by the Municipal Government Act Revised Statutes of Alberta 2000, Chapter M-26;

NOW, THEREFORE, THE COUNCIL OF THE TOWN OF BASHAW DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as Bylaw 833-2025.
2. Schedule "A" outlines the redesignation of **twenty-two parcels** within the Town of Bashaw to either amended Direct Control (DC) Districts (DC-1), (DC-2), (DC-3) and (DC-4), Low Density Residential (R1), General Residential (R2) or Central Commercial (C1) Districts.
3. Schedule "B" outlines the addition of definitions to be included in section 2.2.
4. Bylaw 833-2025 which amends the Town of Bashaw Land Use Bylaw to redesignate **twenty-two (22)** different parcels as outlined in Schedule "C" is hereby adopted.
5. This Bylaw may be amended by Bylaw in accordance with the Municipal Government Act, as amended.
6. This Bylaw shall come into effect on the date of the third and final reading.

This Bylaw comes into force on the day it is finally passed.

RECEIVED FIRST READING THIS
16th DAY OF April, A.D. 2025
IN THE TOWN OF BASHAW, IN THE
PROVINCE OF ALBERTA

* _____
*MAYOR
* _____
* _____
*CAO

RECEIVED SECOND READING THIS
____ DAY OF _____, AD 2025
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. 2025, IN THE
TOWN OF BASHAW,
IN THE PROVINCE OF ALBERTA

* _____
*MAYOR
* _____
* _____
*CAO

THIRD AND FINAL
READING THIS ____ DAY OF _____,
A.D. 2025, IN THE TOWN OF BASHAW,
IN THE PROVINCE OF ALBERTA

* _____
*MAYOR
* _____
* _____
*CAO

Schedule A

12.15 DIRECT CONTROL (DC-1) DISTRICT #1

(1) Purpose

The Direct Control (DC-1) District #1 designation is intended to accommodate the existing development of an institutional use and appropriate accessory and complementary uses at Lot A, Block 40, Plan 2533 NY.

(2) Development Authority

The Development Authority in the DC District shall be the Council.

(3) Permitted and Discretionary Uses

Table 12.16.1 outlines the permitted and discretionary uses contemplated in the Direct Control (DC-1) District designation where approval is subject to the issuance of an authorized development permit.

Table 12.16.1

Permitted Uses	Discretionary Uses
<ul style="list-style-type: none">• First Accessory Building 10 m² and under• First Accessory Building 10 m² and over• Accessory Uses• Club• Community Centre• Office• Park• Public Administration• Recreational Facility – Public	<ul style="list-style-type: none">• Additional Accessory Buildings• Child Care Facility• Group Home• Group Home - Major• Residential Care Facility• Religious Institution

(4) Development Standards

The Development Standards for all uses identified in Table 12.16.1 shall adhere to the standards listed in Table 12.16.2.

Table 12.16.2

Development Standard	Site Standard
Minimum Lot Area (m ²)	The size of the lot as of the adoption of this Bylaw
Minimum Mean Lot Width	The size of the lot as of the adoption of this Bylaw
Maximum Lot Coverage (%)	60%
Minimum Front Yard Setback (m)	6m
Minimum Rear Yard Setback (m)	6m
Minimum Side Yard Setback (m)	3m
Maximum Height	15m
Accessory Building Height	3m

(5) Additional Regulations

- (a) The Development Authority (Council), may, as a condition of issuing a Development Permit impose any condition that addresses a relevant planning and development matter, including but not limited to:
- i. Location and maximum size of facilities to be constructed.
 - ii. Development setbacks.
 - iii. Hours of operation.
 - iv. Number of guest rooms.
 - v. Maximum number of days of stay in a guest room.
 - vi. Number of employees.
 - vii. Number of vehicle visits per day.
 - viii. Number, duration, and size of events permitted.
 - ix. Noise.
 - x. Buffering.
 - xi. Lighting.
 - xii. Outdoor storage.
 - xiii. Parking requirements.
 - xiv. Screening of facilities.

- xv. Proof of compliance with fire and safety code inspections of the facility
 - xvi. Requirements for evacuation and emergency response planning
-
- (b) Mandatory public consultation, including but not limited to one (1) or more open houses, mail-outs, newspaper advertisements and public notice postings may be required at the discretion of the Development Authority in advance of Council consideration of a development permit within this DC district.
 - (c) Non-conforming uses in this designation shall be subject to the regulations in **3.3**.
 - (d) Landscaping in this designation shall be provided in accordance with the regulations in **8.12**.
 - (e) Parking and loading facilities in this designation shall be provided in accordance with the regulations in **Part 10**.
 - (f) The construction of signs in this designation shall be in accordance with the regulations in **Part 11**.

12.16 DIRECT CONTROL (DC-2) DISTRICT #2

(1) Purpose

The Direct Control (DC-2) District #2 designation is intended to accommodate a modular dwelling and accessory residential uses given the larger size of this lot and appropriate natural buffering from adjacent uses. DC-2 applies to Block G, Plan 4350 HW.

(2) Development Authority

The Development Authority in the DC District shall be the Council.

(3) Permitted and Discretionary Uses

Table 12.17.1 outlines the permitted and discretionary uses contemplated in the Direct Control (DC-2) District designation where approval is subject to the issuance of an authorized development permit.

Table 12.17.1

Permitted Uses	Discretionary Uses
<ul style="list-style-type: none">• First Accessory Building 10 m² and under• First Accessory Building 10 m² and over• Accessory Uses• Housing, modular• Housing, single-detached• Housing, secondary suite• Home based business• Park	<ul style="list-style-type: none">• Additional Accessory Buildings• Bed and breakfast• Child care facility• Housing – guest suite• Housing, manufactured• Utility installations• Solar collectors

(4) Development Standards

The Development Standards for all uses identified in Table 12.17.1 shall adhere to the standards listed in Table 12.17.2.

Table 12.17.2

Development Standard	Site Standard
Minimum Lot Area (m ²)	The size of the lot as of the adoption of this Bylaw
Minimum Mean Lot Width	The size of the lot as of the adoption of this Bylaw
Maximum Lot Coverage (%)	50%
Minimum Front Yard Setback (m)	6m
Minimum Rear Yard Setback (m)	6m
Minimum Side Yard Setback (m)	1.5m
Maximum Height	11m
Accessory Building Height	3m

(5) Additional Regulations

- (a) The Development Authority (Council), may, as a condition of issuing a Development Permit impose any condition that addresses a relevant planning and development matter, including but not limited to:
 - i. Location and maximum size of facilities to be constructed.
 - ii. Development setbacks.
 - iii. Hours of operation.
 - iv. Number of Housing – guest suites.
 - v. Maximum number of days of stay in a guest suite.
 - vi. Number of employees.
 - vii. Number of vehicle visits per day.
 - viii. Number, duration, and size of events permitted.
 - ix. Noise.
 - x. Buffering.
 - xi. Lighting.
 - xii. Outdoor storage.
 - xiii. Parking requirements.
 - xiv. Screening of facilities.
 - xv. Proof of compliance with fire and safety code inspections of the facility
 - xvi. Requirements for evacuation and emergency response planning

- (b) Mandatory public consultation, including but not limited to one (1) or more open houses, mail-outs, newspaper advertisements and public notice postings may be

required at the discretion of the Development Authority in advance of Council consideration of a development permit within this DC district.

- (c) Non-conforming uses in this designation shall be subject to the regulations in **3.3**.
- (d) Landscaping in this designation shall be provided in accordance with the regulations in **8.12**.
- (e) Parking and loading facilities in this designation shall be provided in accordance with the regulations in **Part 10**.
- (f) The construction of signs in this designation shall be in accordance with the regulations in **Part 11**.

12.17 DIRECT CONTROL (DC-3) DISTRICT #3

(1) Purpose

The Direct Control (DC-3) District #3 designation is intended to provide the continued residential and accessory uses of larger, primarily residential parcels of land within the developed area of Bashaw. DC-3 applies to Lot K, Plan 723 MC, 5420 – 52 Avenue, and NW 33 41-21 -4, 5004 45 Ave.

(2) Development Authority

The Development Authority in the DC District shall be the Council.

(3) Permitted and Discretionary Uses

Table 12.18.1 outlines the permitted and discretionary uses contemplated in the Direct Control (DC-3) District designation where approval is subject to the issuance of an authorized development permit.

Table 12.18.1

Permitted Uses	Discretionary Uses
<ul style="list-style-type: none">• First Accessory Building 10 m² and under• First Accessory Building 10 m² and over• Accessory Uses• Housing, modular• Housing, single detached• Housing, secondary suite• Home based business• Park	<ul style="list-style-type: none">• Additional Accessory Buildings• Bed and Breakfast• Child care facility• Church• Family care facility• Religious institution• Utility installations• Solar collectors

(4) Development Standards

The Development Standards for all uses identified in Table 12.18.1 shall adhere to the standards listed in Table 12.18.2.

Table 12.18.2

Development Standard	Site Standard
Minimum Lot Area (m ²)	The size of the lot as of the adoption of this Bylaw
Minimum Mean Lot Width	The size of the lot as of the adoption of this Bylaw
Maximum Lot Coverage (%)	40%
Minimum Front Yard Setback (m)	6m
Minimum Rear Yard Setback (m)	6m
Minimum Side Yard Setback (m)	1.5m
Maximum Height	11m
Accessory Building Height	3m

(5) Additional Regulations

(a) The Development Authority (Council), may, as a condition of issuing a Development Permit impose any condition that addresses a relevant planning and development matter, including but not limited to:

- i. Location and maximum size of facilities to be constructed.
- ii. Development setbacks.
- iii. Hours of operation.
- iv. Number of employees.
- v. Number of vehicle visits per day.
- vi. Number, duration, and size of events permitted.
- vii. Noise.
- viii. Buffering.
- ix. Lighting.
- x. Outdoor storage.
- xi. Parking requirements.
- xii. Screening of facilities.

(b) Non-conforming uses in this designation shall be subject to the regulations in **3.3**.

- (c) Landscaping in this designation shall be provided in accordance with the regulations in **8.12.**
- (d) Parking and loading facilities in this designation shall be provided in accordance with the regulations in **Part 10.**
- (e) The construction of signs in this designation shall be in accordance with the regulations in **Part 11.**

12.18 DIRECT CONTROL (DC-4) DISTRICT #4

(1) Purpose

The Direct Control (DC-4) District #4 designation is intended to provide for a recycling depot directly adjacent to residential dwellings. DC-4 applies to Lot 2B, Block J, Plan 802 2413, 4720 – 49 Avenue and walkway beside Lot 2B, Block J, Plan 802 2413, 4720 – 49.

(2) Development Authority

The Development Authority in the DC District shall be the Council.

(3) Permitted and Discretionary Uses

Table 12.19.1 outlines the permitted and discretionary uses contemplated in the Direct Control (DC-4) District designation where approval is subject to the issuance of an authorized development permit.

Table 12.19.1

Permitted Uses	Discretionary Uses
<ul style="list-style-type: none">• First Accessory Building 10 m² and under• First Accessory Building 10 m² and over• Accessory Uses	<ul style="list-style-type: none">• Additional Accessory Buildings• Recycling depot• Utility installations• Solar collectors

(4) Development Standards

The Development Standards for all uses identified in Table 12.19.1 shall adhere to the standards listed in Table 12.19.2.

Table 12.19.2

Development Standard	Site Standard
Minimum Lot Area (m ²)	The size of the lot as of the adoption of this Bylaw
Minimum Mean Lot Width	The size of the lot as of the adoption of this Bylaw
Maximum Lot Coverage (%)	60%
Minimum Front Yard Setback (m)	6m
Minimum Rear Yard Setback (m)	6m
Minimum Side Yard Setback (m)	1.5m
Maximum Height	11m
Accessory Building Height	3m

(5) Additional Regulations

- (a) The Development Authority (Council), may, as a condition of issuing a Development Permit impose any condition that addresses a relevant planning and development matter, including but not limited to:
- i. Location and maximum size of facilities to be constructed.
 - ii. Development setbacks.
 - iii. Hours of operation.
 - iv. Hazardous materials allowed on-site
 - v. Number of employees.
 - vi. Number of vehicle visits per day.
 - vii. Number, duration, and size of events permitted.
 - viii. Noise.
 - ix. Buffering.
 - x. Lighting.
 - xi. Outdoor storage.
 - xii. Parking requirements.
 - xiii. Screening of facilities.
- (b) Non-conforming uses in this designation shall be subject to the regulations in **3.3**.
- (c) Landscaping in this designation shall be provided in accordance with the regulations in **8.12**.
- (d) Parking and loading facilities in this designation shall be provided in accordance with the regulations in **Part 10**.

(e) The construction of signs in this designation shall be in accordance with the regulations in **Part 11**.

Schedule B

Delete the existing Group Home definition in 2.2(69) and replace with:

- (69) Group Home – Major means development consisting of the use of a building as a facility which is recognized, authorized, licensed or certified by a public authority as a social care facility intended to provide room and board for seven (7) or more residents live full time in the facility (excluding staff) including non-family disabled persons, or for persons with physical, mental, social or behavioral problems, of its residents either through self-help or professional care, guidance and supervision. The development shall be primary with the occupants living together as a single housekeeping group and using cooking facilities shared in common. A group home requires that at least one staff person is present at the facility at all times when at least one resident is within the facility. Typical uses include foster or boarding homes for children, family homes and long-term care facilities and do not include detoxification centres, rehabilitation facilities, psychiatric hospitals, or uses identified within the Child Care Facility definition.

Insert the following new definition and re-number the definition section (2.2) accordingly:

- (70) Guest Room: means a room utilized as a temporary living accommodation for overnight stays for a maximum period of time as outlined in an approved development permit.
- (81) Housing – guest suite: means an accessory building utilized for temporary living accommodations that does not have all of the requirements for a full dwelling units and requires use of communal facilities for every residential needs.

Schedule C

Legal Land	Roll Number	Address	Redesignated to the following:
Lot A, Block 40, 2533 NY	004000	5430 - 51 A Street	DC - 1
Block G, Plan 4350 HW	001009	5007 - 54 Avenue	DC-2
Lot K, Plan 723 MC	001931	5240 - 52 Avenue	DC-3
SW 4 42-21 West Quadrant	001010	5111 - 50 Avenue	R1
Lot F, Plan 3081 E.U.	002111	5112 - 50 Avenue	R1
Block D, Plan 928 EO	002111	5112 - 50 Avenue	R1
33 - 41-21 - 4	001910	5004 - 45 Avenue	DC-3
Lot 35 & 36, Block 11, Plan 2627 AC	001135	5018 - 54 Avenue	R2
Lot 1, Block 11, Plan 429 HW	001101	5008 - 54 Avenue	R2
Pt of Parcel 5865 CL	010014	5101 - 48 Street	R2
Plan 3406TR (Walkway beside 2B, Lot J, Plan 802 2413)	010006	4720 - 49 Avenue	DC-4
Lot 2B, Block J, Plan 802 2413	010006	4720 - 49 Avenue	DC-4
Lot 25 & Z, Block 15, Plan 2627 AC	001525	4919 - 51 Street	C1
Lot 31 & 15' of 32, Plan 2627 AC	001531	5026 - 50 Avenue	R2
10' of 32 & 33, Block 15, Plan 2627 AC	001532	5024 - 50 Avenue	R2

34 & 35, Block 15, Plan 2627 Ac	001534	5020 - 50 Avenue	R2
Lot 36 - 38, Block 15, Plan 2627 Ac	001536	5016 - 50 Avenue	C1
Lot 22 - 24, Block 14, Plan 2627 AC	001424	5035 - 50 Avenue	R2
Lot 17 & 18, Block 14, Plan 2627AC	001417	5023 - 50 Avenue	R2
Lot 19 -21, Block 14, Plan 2627 AC	001419	5027 50 Avenue	R2
Lot 15 & 16, Block 14, Plan 2627AC	001415	5019 - 50 Avenue	R2
Lot 11 - 12, Block 14, Plan 2627 AC	001411	5009 - 50 Avenue	C1

Approved: yes /no Motion # _____

Account Code: _____

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	May 21, 2025
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.2 2025 Operating Budget

Background/Proposal:

Attached is the 2025 Operating budget summary page.

Discussion/Options/Benefits/Disadvantages:

- This budget proposes a 2.66 % increase.
- The Highway 12/21 Regional Water Commission true up payment of \$ 17,636.98 is included and confirmed.
- Includes council training as requested
- Modest increase in the financial software conversion, of \$1041.00

Costs/Source of Funding (if applicable)

Taxation, provincial transfers, and user fees

Applicable Legislation:

Municipal Government Act; Section 242 and 243.

Community Engagement Consideration:

The administration is willing to proceed as the council's request.

Recommended Action:

Approve the budget as presented, or request administration make additional adjustments.

MOVED BY _____ to approve the 2025 Town of Bashaw Operating Budget of \$ 1,549,744.64 Budget before the levy, \$893,501.54 Municipal Taxes and an increase of taxes of 2.66%.

Discussion Result:

Additional research Requested:

**Budget 2025
May 21, 2025**

**TOWN OF BASHAW
2025 OPERATING BUDGET**

REVENUE	EXPENSES
2025	2025

MUNICIPAL DEPARTMENT			
TAXES			
OTHER REVENUE FROM OWN SOURCES	-148,035.00		
GRANTS	-118,190.00		
RESERVE FUNDS FROM OPERATING			
REQUISITIONS REVENUE/EXPENSES	-265,305.72	\$ 265,305.72	
COUNCIL AND OTHER LEGISLATIVE EXPENSES		\$ 39,445.00	
TOTAL MUNICIPAL DEPARTMENT	\$ (531,530.72)	\$ 304,750.72	-\$226,780.00

ADMINISTRATION DEPARTMENT			
GENERAL ADMINISTRATIVE REVENUES/EXPENSES	-27,500.00	434,429.97	
MUNICIPAL PLANNING, ZONING & DEVELOPMENT	-60,063.23		
SUBDIVISION LAND & DEVELOPMENT	0.00	65,863.23	
RENTAL BUILDINGS/EXPENSES	-8,384.00	5,600.00	
TOTAL ADMINISTRATION DEPARTMENT	\$ (95,947.23)	\$ 505,893.20	\$ 409,945.97

COMMUNITY SERVICES DEPARTMENTS			
FIRE FIGHTING & PREVENTIVE SERVICES - Fire Tab	-70,545.91	113,364.44	
DISASTER SERV & EMERGENCY MEASURES - PW Tab		1,150.00	
BYLAW SERVICES	-3,500.00	55,686.00	
FAMILY & COMMUNITY SUPPORT SERVICES	-25,658.93	32,073.66	
MEDICAL CLINIC		0.00	
TOTAL COMMUNITY SERVICES DEPARTMENTS	\$ (99,704.84)	\$ 202,274.10	\$ 102,569.26

PUBLIC WORKS DEPARTMENTS			
SHOP		115,980.41	
ROADS, STREETS, WALKS, LIGHTING	-600.00	257,057.73	
AIRPORT	-2,160.59	7,078.16	
STORM SEWERS & DRAINAGE		1,000.00	
WATER SUPPLY & DISTRIBUTION	-498,281.98	505,601.90	
SANITARY SEWAGE SERVICES & TREATMENT	-137,200.00	101,133.08	
GARBAGE COLLECTION & DISPOSAL	-66,674.28	62,398.56	
RECYCLING SERVICE	0.00	6.00	
UTILITY PENALTIES - Admin Tab	-9,000.00		
CEMETERY - Community Services Tab	-3,500.00	19,688.25	
TOTAL PUBLIC WORKS DEPARTMENTS	\$ (717,416.85)	\$ 1,069,944.10	\$ 352,527.25

RECREATION DEPARTMENTS			
TOURISM - Community Services Tab	0.00	3,048.95	
RECREATION FACILITIES & PROGRAMS	-101,945.00	216,033.15	
PARKS - PW Tab	-3,200.00	78,944.18	
COMMUNITY CENTRE - PW Tab		61,857.78	
MUSEUM Community Services Tab		500.00	
TOTAL RECREATION DEPARTMENTS	\$ (105,145.00)	\$ 360,384.06	\$ 255,239.06

TOTAL REVENUE & EXPENSES	\$ (1,549,744.64)	\$ 2,443,246.18	\$893,501.54
2025 BUDGET BEFORE LEVY	\$ (1,549,744.64)	\$ 2,443,246.18	
MUNICIPAL TAXES REQUIRED	\$ 893,501.54		
Last Years' Levy	\$ 869,703.88		
Diff	\$ 23,797.66		
Projected Increase		2.66	

SIGNED: _____
MAYOR ROB MCDONALD

SIGNED: _____
CAO THERESA FULLER



AGENDA ITEM

2024 True-Up

April 25, 2025

BACKGROUND

The Board approves an annual operating budget and passes an annual utility rate bylaw. Once the year has been completed, a true-up is calculated based on the actual expenses and revenue collected. The resulting deficit/surplus is then transferred from/to the rate stabilization reserve as per R/34/15 – *Rate Stabilization Reserve Established*. In the event a member's true-up reserve does not have adequate funds to cover a deficit, an invoice will be issued to the member for the remainder of the balance. The maximum member's balance allowed is \$30,000 and any amounts over this will be paid to the member over the limit.

ANALYSIS

Budgeted rate for 2024: \$3.381

Actual Rate for 2024: \$3.191

The increase in the actual rate for 2024 resulted in a true-up of \$53,153.75, with a payable to the **Town of Bashaw for \$17,636.98** and Lacombe County for \$3,556.95. The remainder was transferred to the true-up reserve, please refer to the table below:

Member	True-up Transfer/Payable	2024 Opening True-up Reserve Balance	2024 Ending True-up Reserve Balance
Village of Alix	14,713	11,060	25,723
Lacombe County	29,771	229	30,000
Camrose County	19,452	9,380	28,832
Town of Bashaw	30,000	0	30,000
Village of Edberg	1,409	1,537	2,946
Village of Clive	5,121	9,754	14,875
Total	103,466	31,960	135,376

Major reasons for variance from budget in 2024 are as follows:

- Budgeted new debenture payment of \$51,200.29 loan was not completed in 2024



FINANCIAL IMPLICATIONS

2024 calculated true-up resulted in a proposed transfer from the rate stabilization reserve of \$31,959.82, a Payable to the Town of Bashaw for \$17,636.98 and Lacombe County for \$3,556.95. These amounts are reflected in the current 2024 draft financial statements.

RECOMMENDATION

The Board approves the following resolution:

A transfer to the rate stabilization reserve for \$31,959.82, a payable to the Town of Bashaw for \$17,636.98 and Lacombe county for \$3,556.95 to allocate the 2024 operating surplus.

PREPARED BY: Les Martel, Supervisor of Accounting Services, Lacombe County

REVIEWED BY: Dion Burlock, Manager, Highway 12/21 Regional Water Services Commission

2025 TOWN OF BASHAW TAX CALCULATION
BYLAW 834-2025

THE TOWN OF BASHAW
2025 Property Tax Bylaw
Bylaw # 834-2025

A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE MUNICIPALITY OF THE TOWN OF BASHAW FOR THE **2025** TAXATION YEAR

Whereas, the Municipality of the Town of Bashaw has prepared and adopted detailed estimates of the Municipal revenue and expenditures as required, at the Council meeting held on **Wednesday, May 21, 2025**; and

Whereas, the estimated municipal expenditures and transfers set out in the budget for the Municipality of the Town of Bashaw for **2025** total \$ 2,443,056.82 ; and

Whereas, the requisitions are:

	Residential/Farmland	\$ 181,407.35
Alberta School Foundation Fund (ASFF)	Non Residential and Linear	\$ 80,469.00
	Residential/Farmland	N/A
Opted out School Boards	Non Residential	N/A
	ASFF Requisition allowance	N/A
Senior Foundation	Camrose and Area Lodge Authority (CALA)	\$ 3,240.00
DESIGNATED INDUSTRIAL PROPERTIES	Non Residential	\$ 189.36

Whereas, The Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M26, Revised statutes of Alberta, 2000 and amendments thereto; and

Whereas, the assessed value of all property in the Municipality of the Town of Bashaw as shown on the assessment roll is,

	<u>Assessment</u>
Residential	70,366,310
Non Residential	21,758,880
Machinery and Equip.	1,912,090
Total	94,037,280

Whereas, the estimated Municipal revenues and transfers from all sources other than taxation is estimated at \$ 1,549,744.64 and the balance of \$ 893,312.18 is to be raised by general municipal taxation; and

Now therefore, under the authority of the Municipal Government Act, the Council of the Municipality of the Town of Bashaw, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the

2025 TOWN OF BASHAW TAX CALCULATION
BYLAW 834-2025

Municipality of the Town of Bashaw:

GENERAL MUNICIPAL	Tax levy	Assessment	Tax Rate
Residential and Farmland	\$ 643,184.77	70,366,310	0.0091405
Non Residential & Machinery & Equipment	\$ 250,127.41	23,670,970	0.0105668
Municipal Total	\$ 893,312.18	94,037,280	

ASFF

ASFF, Residential/Farmland	\$ 181,407.35	70,366,310	0.0025780
Non Residential	\$ 80,469.00	20,798,880	0.0038689
Opted Out School Boards			
Residential/Farmland		n/a	
Non Residential		n/a	
Machinery & Equipment		n/a	
ASFF Requisition Allowance (If Applicable)		n/a	
ASFF Total:	\$ 261,876.35	91,165,190	

Senior Foundation

Camrose and Area Lodge Authority (CALA)	\$ 3,240.00	93,184,370	0.0000348
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Designated Industrial Properties

DIP Properties	\$ 189.36	2,701,230	0.0000701
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Grand Totals \$ 1,158,617.89

2. That this Bylaw shall take effect on the date of the third and final reading.

READ a first time on this 21 day of May, 2025

READ a second time on this 21 day of May, 2025

Given UNANIMOUS consent to go to third reading on this 21 day of May, 2025

READ a third and final time on this 21 day of May, 2025

Signed this 21 day of May, 2025

MAYOR

CHIEF ADMINISTRATIVE OFFICER