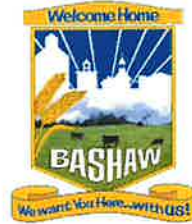


**REGULAR MEETING OF COUNCIL
A G E N D A
Wednesday, June 4, 2025, 6:00 pm
Council Chamber & Zoom Access**

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. PUBLIC HEARINGS – none
4. DELEGATIONS
5. APPROVAL OF MINUTES
 - 5.1 Minutes from Public Hearing Bylaw 833 - 2025
 - 5.2 Minutes of May 7, 2025, Regular Meeting of Council
6. CONSENT AGENDA
 - 6.1 CAO Report
 - 6.2 Village of Clive – Reminder – Invitation to FunFest parade
 - 6.3 Alberta Municipal Affairs – 2025 Local Government Fiscal Framework Allocations
 - 6.4 Canada Summer Jobs Application – Unsuccessful
 - 6.5 Alberta Public Safety & Emergency Services – Alberta Emergency Social Services Framework
 - 6.6 Draft Financial Model – Ag Society Management of Bashaw Hockey Arena discussion Information.
Plans for additional meeting and review of the contract upcoming in June – July.
7. NEW & UNFINISHED BUSINESS
 - 7.1 Town of Bashaw 2025 Capital Budget
 - 7.2 Town of Bashaw – 5-year Capital Budget
 - 7.3 Draft – Truth & Reconciliation Policy – 12.90
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 of Council – June 18, 2025
13. ADJOURNMENT



TOWN OF BASHAW

PUBLIC HEARING MINUTES

Land Use Bylaw Amendment Bylaw #833-2025

Redistricting Bylaw Amendment

Wednesday, May 21, 2025

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 Gust, Councillor McIntosh, Councillor Northey, Liz Armitage (Vicinia Planning & Engagement)

Press: (Zoom) Kevin Sabo, Stu Salkeld

3. Staff Report

Liz Armitage presented the report to council.

4. Present Written Submissions

There were zero written submissions.

5. Ask for Verbal Submissions

There were zero verbal submissions.

6. Opportunity of Council to Ask Questions

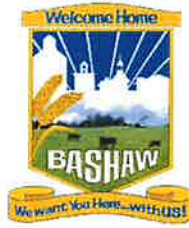
Council had questions and discussion transpired.

7. Close Hearing

Mayor McDonald closed the hearing at 6:09 pm.

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER



**REGULAR MEETING OF COUNCIL
MINUTES
May 21, 2025, 6:00 pm
Council Chambers & Zoom Access**

In Person: CAO Fuller (5:30pm), Councillor McIntosh (5:42pm), Mayor McDonald (5:58pm), Deputy Mayor Orom (5:57pm), Councillor Northey (5:55pm), Councillor Gust (5:50pm), Liz Armitage – Vicinia Planning & Engagement (5:45pm)

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 (6:00pm), Stu Salkeld (6:00pm)

1. CALL TO ORDER by Mayor McDonald (6:02pm)

2. ADOPTION OF AGENDA

MOVED by Councillor Gust to approve the May 21, 2025, Regular Meeting of Council agenda with the addition of; New & Unfinished Business additions of 7.4 Credit Card Limit Increase Request, 7.5 Lemonade Day Proclamation, and 7.6 Water Reconciliation Report.

MOTION #080-2025

CARRIED

3. PUBLIC HEARINGS – Bylaw 833-2025 – Property Tax Rate Bylaw.

The hearing proceeded; the minutes are generated separately.

Regular Meeting of Council resumed at 6:10pm.

4. DELEGATIONS -none

5. APPROVAL OF MINUTES

5.1 Minutes of May 7, 2025, Regular Meeting of Council.

MOVED by Councillor Gust to approve minutes of the May 7, 2025, Regular Meeting of Council.

MOTION #081-2025

CARRIED

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

MOVED by Councillor McIntosh to approve the 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.

MOTION #082-2025

CARRIED

MOVED by Councillor Orom to approve the 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), (DC-4), Low Density Residential (R1), General Residential (R2) or Central Commercial (C1) Districts, and the addition of definitions to section 2.2.

MOTION #083-2025

CARRIED

Liz Armitage left the meeting at 6:13pm

7.2 Town of Bashaw 2025 Operating Budget

MOVED by Councillor McIntosh 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%.

MOTION #084-2025

CARRIED

7.3 Town of Bashaw 2025 Tax Rate Bylaw 834-2025

MOVED by Councillor McIntosh to approve first reading of Bylaw 834-2025 – 2025 – 2025 Property Tax Bylaw.

MOTION #085-2025

CARRIED

MOVED by Deputy Mayor Orom to approve second reading of Bylaw 834-2025 – 2025 Property Tax Bylaw.

MOTION #086-2025

CARRIED

MOVED by Councillor Gust to approve unanimous consent to go to third reading of Bylaw 834-2025 – 2025 Property Tax Bylaw.

MOTION #087-2025

CARRIED

MOVED by Councillor Northey to approve the third and final reading of Bylaw 834-2025 – 2025 Property Tax Bylaw.

MOTION #088-2025

CARRIED

7.4 Credit Card Increase

MOVED by Councillor Gust to approve increasing Town of Bashaw credit card limit from \$5,000 to \$15,000.

MOTION #089-2025

CARRIED

7.5 Lemonade Day Proclamation

BE IT RESOLVED Mayor McDonald proclaimed June 14, 2025, as Lemonade Day in the Town of Bashaw.

MOTION #090-2025

CARRIED

7.6 Water Reconciliation

Council reviewed the 2025 Water Reconciliation Report.

8. COMMITTEE REPORTS – none

9. CORRESPONDENCE ITEMS – none

MOVED by Councillor McIntosh to move into Closed Meeting of Council at 6:33pm to discuss 10.1 Personnel – FOIP Section 24.

MOTION #091

CARRIED

Press, Kevin Sabo and Stu Salkeld, left the meeting at 6:34 pm.

10. CLOSED MEETING OF COUNCIL

10.1 Personnel – Communication – FOIP Section 24

MOVED by Councillor McIntosh to come out of Closed meeting of council at 7:08 pm.

MOTION #091-2025

CARRIED

11. NOTICES OF MOTION - none

12. NEXT MEETING – Regular Meeting of Council –June 4 & June 18, 2025

13. ADJOURNMENT – Councillor Gust adjourned the meeting at 7:09 pm.

MAYOR, Robert McDonald

CHIEF ADMINISTRATIVE OFFICER, Theresa Fuller

Voyager Alert June 14/2025

*Lemonade
Town Office
Alert too*

CAO

From: Bashaw & District Chamber of Commerce <bashawchamber@gmail.com>
Sent: May 14, 2025 11:39 AM
To: CAO
Subject: Lemonade Day Bashaw
Attachments: Lemonade Day Town Proclamation.docx

Good Day!

With Lemonade Day sneaking up on us, I once again am looking to recruit 2 judges from the town council for that day.

I also need an official proclamation made and a photo if possible to post. I very much appreciate the kindness of the judges over the past two years who took the time to attend and judge the event. I feel it really reflected a sense of community for the town of Bashaw and how it made these young people feel important!

I would also like to ask if it is possible to instruct the registered entrepreneurs to be able to pick up their back packs at the town office?

Please find the proclamation attached and feel free to contact me with any questions or concerns you have.

Warm regards,

Chamber President
Stacey Trombley



PO Box 821 Bashaw AB T0B 0H0
Phone/Fax: None: please use email
email: bashawchamber@gmail.com
website: www.enjoybashaw.com

Check out Bashaw Chamber on Facebook

Social at: <http://www.facebook.com/bashawchamber>
Please "Like" our page and we'll "like" you back!



<https://www.chamberplan.ca/talk/get-a-quote>



CHIEF ADMINISTRATOR'S REPORT
Submitted for June 4, 2025, Regular Meeting of Council

1. Meetings, training

- May 2, 2025 – meeting with Tagish
- May 6, 2025 – R & R Software conversion preparation meeting
- May 7, 2025 – Bashaw Business Navigation supports project meeting
- May 8 – 13, 2025 – Vacation
- May 14 – 16, 2025 – Bereavement
- May 20, 2025 – Beautification Meeting
- May 22, 2025 – Arena Management Proposal meeting
- May 27, 2025 – Meeting with Resident
- May 29, 2025 - Trinus

2. Ongoing follow up of Council assigned tasks.

3. Capital Budget creation and research

4. Preparation for Stop Order Appeal.

5. Administrative: The Office will be closed June 16 – 20, 2025 for the Software conversion. We will check emails once per day. Emergencies – will need to call On Call or the Foreman directly.

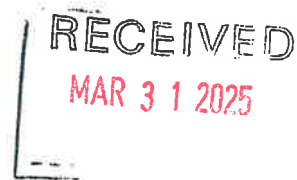
Public Alerts and notices will be going out this week.



The Village of Opportunity

March 24, 2025

His Worship Robert McDonald
Town of Bashaw
5011-52 Ave, Box 510
Bashaw, AB
T0B 0H0



Dear Mr. McDonald,

On behalf of the Village of Clive, I would like to extend an invitation to you, or a designate, to participate in the Clive FunFest Parade, taking place on Saturday, June 14, 2025

Parade lineup will begin at 10:00 a.m. at the Clive Baptist Church, and the parade will commence at 11:00 a.m.

Please let us know if you will require a dignitary vehicle or if you plan to bring your own. If you will not be using your own vehicle in the parade, kindly park on a side street and proceed to the Baptist Church parking lot.

We recommend that items such as candy, balloons, and other treats be distributed by "Walkers" who can safely hand them out from a distance using small bags or pails.

To show our appreciation, the Village will provide Clive Bucks, which can be used at local businesses and food trucks during the event.

Please RSVP to utilities@clive.ca by June 2, 2025.

We hope to see you at the festivities!

Warm regards,

A handwritten signature in blue ink that reads "Luci Henry".

Luci Henry, Mayor
Village of Clive

Village of Clive

Box 90, Clive, AB T0C 0Y0 • (403) 784-3366 • Fax (403) 784-2012
E-mail: admin@clive.ca



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR118837

May 12, 2025

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

Dear Mayor McDonald:

I am pleased to provide correspondence for your record confirming the 2025 Local Government Fiscal Framework (LGFF) allocations for your community.

For the Town of Bashaw:

- The 2025 LGFF Capital allocation is \$300,508.
 - This includes \$24,937 in needs-based funding allocated to local governments with a population less than 10,000 and a limited local assessment base.
- The 2025 LGFF Operating allocation is \$118,190.

LGFF Capital is a legislated program aimed at providing local governments with substantial notice of their future infrastructure funding. As indicated on the program website, in 2026, your community will be eligible for \$317,976. Information on 2027 LGFF Capital allocations will be shared with local governments this fall, after growth in provincial revenues between 2023/24 and 2024/25 has been confirmed and used to calculate 2027 program funding.

Information on LGFF funding for all local governments is available on the LGFF website at www.alberta.ca/LGFF.

We look forward to our continued partnership through the LGFF program to build strong and prosperous communities across our province.

Sincerely,

Ric McIver
Minister

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

CAO

From: SV-SF-CSOS <no-reply-aucune-reponse@hrsdc-rhdcc.gc.ca>
Sent: May 13, 2025 12:18 PM
To: CAO
Subject: Result of the assessment of your Canada Summer Jobs application

*****This is a system generated email. Please do not reply to this address. Contact information can be found in the email below.*****

2025/05/13

Theresa Fuller
Town of Bashaw
BOX 510
BASHAW AB T0B 0H0

Project Number: # 020548376

Constituency: Battle River-Crowfoot

Subject: Result of the Assessment of Your Canada Summer Jobs Application

Service Canada would like to thank you for your application to the Canada Summer Jobs (CSJ) program.

After assessing your application, we regret to inform you that we are unable to offer you funding at this time.

Please note that due to a high volume of applications and limited funding, not all projects could be funded. However, if funds become available, we will contact you to proceed with next steps. If you do not want to be considered for funding if funds become available, please let us know at the email address below.

All projects approved for this program year will be posted on the [Government of Canada website](#).

We appreciate your interest in the CSJ program and encourage you to apply next year. For information on future funding opportunities, please visit the Employment and Social Development Canada [funding page](#). If you have any questions, please contact us at the email address below.

Sincerely,

Service Canada
270 – 220 4TH AVENUE SE

May 9, 2025

Dear Partners of Alberta Emergency Social Services

It is my pleasure to announce that the revised Alberta Emergency Social Services (ESS) Framework was approved on April 23, 2025. This was first announced publicly at the Emergency Social Services Network of Alberta (ESSNA) in-person meeting on April 24th.


This marks the culmination of over two years of coordinated effort between the Alberta Emergency Management Agency and ESS partners, targeted ESS stakeholders through the ESSNA regional leads, and multiple Government of Alberta departments. The knowledge and insights shared by each partner has led to a document that I believe better describes the ESS system in Alberta. It will enable our collective and collaborative efforts to establish a fully integrated emergency management system that incorporates ESS at each stage and promotes a whole-of-society approach.

The Alberta ESS Framework aims to clarify the system as it currently exists and was written to be useable in communities of all sizes, following an all-hazards approach. It is descriptive, not prescriptive, allowing local authorities to implement the content as best fits their capabilities and capacities.

The Alberta ESS Framework has been posted to Alberta.ca under the Government Emergency Plans <https://www.alberta.ca/government-emergency-plans>. It will be added as an annex to the Alberta Emergency Plan. A frequently asked questions document has also been attached for your convenience.

If you have any questions, please contact your AEMA ESS Officer and/or one of your AEMA Field Officers. Thank you for your continued support,

Sincerely,


Stephen Lacroix
Managing Director

Attachment 1 – ESS Framework FAQ

Frequently asked questions

Alberta Emergency Social Services (ESS) Framework 2025

The Alberta Emergency Management Agency (AEMA) is releasing a revised Alberta Emergency Social Services Framework (the framework). This is a revision to the Provincial Emergency Social Services Framework initially published in 2016. The framework is intended for emergency social services (ESS) practitioners and emergency management stakeholders in Alberta, including local authorities, First Nations, the Government of Alberta (GoA), the private sector and civil society organizations (CSOs). Considering the increasing frequency, scale and complexity of disasters, the revised framework supports a whole-of-society approach to emergency management, integrating ESS as a critical component.

What is the Alberta ESS Framework?

The framework, mandated through the Alberta Emergency Plan (AEP), describes the ESS system in Alberta. It outlines the roles and responsibilities of all ESS partners and the processes for coordinating ESS during emergencies and disasters.

Why is the framework necessary?

Alberta has experienced several significant disasters over the past decade since the framework's initial release in 2016. Post-incident assessments have highlighted gaps in emergency management doctrine, particularly ESS, that have impacted response efforts. This is particularly true where incidents are complex, of long duration, or have involved a wide range of stakeholders (local authorities, First Nations, Metis Settlements, GoA departments, industry, civil society organizations, etc.)

The framework makes specific reference to the lessons learned from past emergencies and disasters and reaffirms the GoA's approach to ensuring those lessons are implemented. It reflects the increasing understanding that ESS must be an integrated component of emergency management rather than a separate activity.

Will communities be required to adopt/follow the framework?

The framework aims to describe a system built to support the ongoing development of ESS systems and capabilities, recognizing differences in capability and capacity between communities and providing guidance to enhance equitable treatment of all communities across Alberta.

The framework can be used to support and guide the development of a community ESS program and ESS plan. It is descriptive, not prescriptive. It does not supersede or alter the requirement under the Local Authority Emergency Management Regulation (LEMR) for local authorities to develop and incorporate an ESS plan as part of their emergency plan.

While the framework mentions programs and partners essential to the delivery of ESS, it does not dictate the development or delivery of those programs. The descriptive nature of the framework is intended to provide structure, enabling each partner to develop their program in accordance with their mandate,

capability and capacity in a manner that supports and increases interoperability and integration across the province.

Were stakeholders and partners consulted?

Beginning in late 2022, the development of the framework has been an iterative process involving targeted stakeholder engagement through the Emergency Social Services Network of Alberta (ESSNA) regional leads, AEMA staff and leadership, and departments across the Government of Alberta with ESS-related responsibilities.

What supports are available for communities to enable them to adopt the framework?

AEMA ESS officers have been actively involved in the development of the framework and will be available as subject matter experts to support their regional communities and stakeholders. ESS officers can advise communities on how to integrate best practices and develop their ESS programs and plans. Additional resources are in development and will be accessible through ESS officers and on the ESS community resources SharePoint site.

Will the framework require changes to local ESS plans and/or emergency plans?

The adoption of the framework could result in changes for emergency plans and ESS plans to reflect the integration of ESS in the organization and structures, as well as the processes, procedures and terminology contained within the system. The framework is descriptive, not prescriptive so framework alignment is at the discretion of each local authority, First Nation, and Metis Settlement.

What if communities have difficulties with meeting some of the ESS services outlined?

The framework does not require a community to change their ESS systems; rather, it encourages movement towards a more effective, efficient and integrated ESS system for more equitable services to all Albertans in times of emergencies and/or disasters. Communities can request support through their AEMA ESS officer to find solutions, such as connection with ESS partners, for services they are unable to provide locally. This is ideally done during planning and preparedness activities but can also be done as an official support request during response.

How can anyone be expected to keep up with the constant changes in emergency management?

Alberta has experienced some of Canada's most significant and costly disasters since 2010. Lessons learned from each of these disasters and many smaller, yet impactful, incidents across the province have informed the ongoing development in emergency management. Continuous improvement is a characteristic of the maturing nature of emergency management in Alberta.

Alberta is recognized as a national leader in emergency management, in part as a result of the drive to ensure our province and its many communities are resilient and well-prepared to meet the difficult challenges that arise from emergencies and disasters. The revision of the Alberta ESS Framework sets one of the conditions for improved response and recovery outcomes for Alberta communities.

Does the framework impact First Nations and Metis Settlements?

The framework is intended to be utilized by all stakeholders in the Alberta emergency management system, specifically those providing ESS or involved with its delivery. The framework describes best practices, but it is not mandatory for any community, including First Nations. First Nations in Alberta will continue to have access to provincial emergency management supports through the AEMA First Nations field officers, as well as through funding from Indigenous Services Canada.

Metis Settlement Chairpersons and Councils are considered local authorities under the *Emergency Management Act* and as such are subject to the LEMR. The framework is a descriptive document and is not mandatory for local authorities, including Metis Settlements.

Will there be another revision of the framework?

The framework is subject to a comprehensive scheduled review every five years with other periodic updates as required. Additional triggers for review and amendment may include lessons from simulated exercises, large-scale incidents or the activation of the Provincial Emergency Coordination Centre (PECC).

If we have more questions, who can we contact?

For more information on the framework, emergency management stakeholders can contact their AEMA ESS officer and/or AEMA field officers directly.

AEMA regional ESS officers are as follows:

Northwest – Darryl Martin

Northeast – Leah David

North Central – Stacey Gislason

East Central – Shauna Hetherington

Central – Sandi Misselbrook

South Central – Erin Harhara

South – Brad Hove

You can also reach both the AEMA ESS officers and/or AEMA field officers via the PECC:

PECC Non-Urgent Inquiries: 780-644-5425

PECC Email: pses.pecc@gov.ab.ca

Financial model

Financial Model for Ag Society Management of Bashaw Hockey Arena

Below is a detailed financial model for the Ag Society to assume operational responsibility for the Bashaw Hockey Arena under the specified assumptions. All figures are based on the provided 2023 and 2024 financial data and adjusted to reflect the agreed responsibilities and assumptions.

Financial model

Revenues Projection

Revenue Source	2023 Actual	2024 Actual	2025 Projected	Notes/Adjustments
Minor Hockey	\$42,021.41	\$52,334.97	\$54,951.72	Assumes steady growth of 5%.
Figure Skating	\$7,114.27	\$8,475.00	\$8,898.75	
Senior Hockey	\$4,583.31	\$2,540.48	\$2,667.50	Declined in 2024; modest growth applied.
Private Rentals	\$233.34	\$559.51	\$587.49	
Other Ice Rentals	\$585.70	\$271.43	\$285.00	Conservative growth assumed.
Summer Rentals/Revenue	\$228.57	\$114.29	\$120.00	
Lacombe County Contributions	\$3,000.00	\$3,000.00	\$3,150.00	Consistent with 5% growth.
Camrose County Contributions	\$30,000.00	\$30,000.00	\$31,500.00	

Total Projected Revenue for 2025 = \$102,160.46

This represents a steady increase from the 2023 and 2024 revenue levels.

Other Notes

- The projected net income can be recalculated by updating the expense assumptions in alignment with potential matching incremental costs or retained savings.
- Revenue growth projections for 2025 in this model are speculative and subject to actual demand, operational circumstances, and any changes in the lease agreement.

This now includes a clear path forward with 2025 projections for the Ag Society to further discuss and negotiate with the town.

Expense Breakdown

Expense Category	2023 Actual	2024 Actual	2025 Projected (3% Growth)	Notes/Adjustments
Operational Expenses	\$25,240.00	\$25,240.00	\$25,997.20	Includes propane, blade sharpening, janitorial supplies, and minor repairs.
Insurance	\$14,443.60	\$16,267.96	\$16,756.00	Projected based on average growth in insurance costs.
Utilities (Ag Society Share)	\$17,934.19	\$17,934.19	\$18,472.22	Represents 50% of gas and power utility costs as per agreement.
Wages	\$27,000.00	\$27,000.00	\$27,810.00	Covers October to March staffing costs.

Total Projected Expenses for 2025 = \$89,035.42

I've added 2025 expense projections to the financial model, assuming a 3% growth across all categories. Let me know if there's anything else you'd like to refine or explore!

Net Income Projection for 2025

Using the updated revenue and expense projections:

Category	Projected Value (2025)
----------	------------------------

Total Revenue	\$102,160.46
---------------	--------------

Total Expenses	\$89,035.42
----------------	-------------

Projected Net Income \$13,125.04

This reflects a modest increase in net income compared to 2024, resulting from steady revenue growth and controlled expense increases.

Key Notes and Areas for Further Discussion

1. Utility Cost Clarifications:

- The final lease agreement should confirm the exact breakdown of utility costs and if the curling club's contribution remains consistent.
- If the town increases its share of utility contributions, further savings may be achieved.

2. Revenue Diversification:

- Increasing private rentals or ice rental rates could provide additional revenue.
- Adding new programs or events during the off-season could improve revenue streams.

3. Labor Costs:

- Ensure the \$4,500/month wage budget accurately reflects the staffing required for operational management, including flexible hours during peak use periods.

4. Risk of Expense Variations:

- Annual fluctuations in propane and janitorial supply costs should be considered in future years.
- Unexpected operational costs, such as Zamboni repairs, should be set aside in a contingency fund.

2. Grants:

- This does not include grant funding that could be secured each year for operations.

This financial model provides a solid foundation for negotiations with the town and planning for the Ag Society's management of the Bashaw Hockey Arena.

Arena Management Board Questions – May 22, 2025.

On behalf of the Ag Society Arena Committee, I am writing to follow up on the financial model we have developed for the proposed management of the Bashaw Hockey Arena. To ensure our assumptions align with the Town's expectations and to proceed effectively, we would like to confirm the accuracy of the model and key assumptions, as well as clarify a few points.

Attached, you will find the detailed financial model document, which includes revenue and expense projections as well as areas marked for further discussion. Specifically, we would appreciate your insights on the following key points:

1. Utility Cost Clarifications

- Could you confirm the exact breakdown of utility costs outlined in the lease agreement?

Your submission includes the totals from the documents we provided.

Gas and power the town would pay for half.

Year	Full amount	half
Power 2023	\$28,399.13	\$14,199.57
Gas 2023	\$14,170.65	\$7,085.33
Power 2024	\$25,531.48	\$12,765.74
Gas 2024	\$10,336.38	\$5,168.19
Power 2025 (portion of year)	\$8,717.31	\$4,358.66
Gas 2025 (portion of year)	\$6,062.11	\$3,031.06

We require additional time to complete an estimation of water, sewer, and garbage fee.

1.

- Will the curling club's contribution remain consistent, and is there any potential for adjustments in the Town's share of utility contributions?

The curling club agreement will remain with the town directly. Their contribution toward the electricity will remain the same and be paid to the town. The remaining arena portion; the arena management board would be responsible for half.

2. Revenue Diversification

- Are there opportunities to increase private rentals or ice rental rates that could boost overall revenue?

Yes, the lease agreement allows for you to increase your bookings and solicit other groups to book ice times or implement activities.

2.

- What support, if any, could the Town provide for hosting new programs or events to diversify off-season revenue streams?

The town would be willing to provide promotion of the activities through our Facebook, webpage, and Voyent Alert.

3. Labor Costs

- Does the \$4,500 per month budget adequately reflect the staffing requirements for operational management, including support during peak-use periods?

The staffing costs for your operations would be different compared to our operations of the facility. We have percentages of 5- 6 different staff included in our budget.

The front-line staff, the foreman, 3 administration staff (for bookings) and the fill in staff for the days the main staff doesn't work.

If you contracted the staffing out; they would be able to provide the full aspects of the management, booking, collection and maintaining operations.

It would depend on if you were able to hire a contractor to do the work for that price.

4. Risk of Expense Variations

- How can we best account for potential annual fluctuations in propane, janitorial supply costs, or unforeseen operational expenses, such as Zamboni repairs, in our financial planning?

Zamboni repairs are part of what the town will cover; it is included in the agreement.

Annual fluctuations for us; were absorbed by taxation.

Additionally, we would like to confirm the exact financial contribution the Town will commit to and the specific services the Town intends to manage under the partnership agreement.

Cash	
Camrose County	\$30,000.00
Lacombe County operational grant (after first year, will need to apply directly to Lacombe county for)	\$3,000.00
	\$33,000.00

Article 2 – Page 2 of the agreement

In consideration of the granting of the License, the Licensees agree to pay to the Town, on January 1st of each year of the Term, an annual contribution in the amount of \$20.00.

The Town agrees to provide to the Licensees, for each year of the Term, the financial contribution relating to the operation of the Arena received from Camrose County, provided that this obligation shall cease in the event this Agreement is terminated.

The Town agrees to provide to the Licensees the financial contribution relating to the operation of the Arena received from Lacombe County for the 2024-2025 period. The Licensee will be required to apply directly to Lacombe County for subsequent years.

The Licensees acknowledge and agree that they shall only use the financial contributions referenced in Articles 2.2 and 2.3 for the express purposes of operating and maintaining the Arena and the Licensed Area, or for any other specific purposes provided to the Licensees by the Town.

Page 5 Section 5.10

During the Term, the Town shall be responsible for structural and mechanical maintenance of the Arena and Licensed Area and its constituent buildings, structures, and improvements. The Town shall conduct regular inspections of the structural and mechanical components of the Arena and Licensed Area. The Town shall also be responsible for maintaining the ice temperature controls, furnaces, ice plant, and ice resurfacers (with the exception of blade changes).

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	June 4, 2025
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.1 Town of Bashaw 2025 Capital Budget

Background/Proposal:

Attached is the 2025 Capital Budget.

Discussion/Options/Benefits/Disadvantages:

The information sheet lists the purchases, projected cost and proposed funding sources.

The two replacement public works trucks have been purchased from the Capital Reserve.

Communication dialers are required for the two lift stations, the lagoon and the water treatment plant. The old analogue lines are unreliable, and the system will be updated to cellular connections. This is common and should reduce our annual phone charges.

The dialers provide alarms and monitoring capability to all of the sites.

The infrastructure project has been changed from 51 Street to 49 Street; railway avenue. Several water line breaks have occurred on 49 Street, and it has been determined the water line in the area was installed in/around 1950. \$35,000 will provide funds to begin the preliminary project planning. We anticipate having estimates for the fall/early next year.

The mini hoe will enable public works to clear out ditches and prepare areas for pavement replacement. The equipment will enable staff to complete road repairs in house.

Valve Exerciser – the current one is oversized and not functional. The smaller one will be more effective and practical to use. This will enable proper valve exercising and maintenance.

Mowers – much of our equipment is in the state of steady repair. We would like to arrange to purchase the best equipment we can get for \$20,000. Public works will continue to repair and sell what they can to improve grass cutting function.

Replacement servers – this quote and information was received late. We would like to use unrestricted surplus to arrange the replacement for this year. Next year; with the financial software savings; we hope to replace the funds into the Unrestricted cash surplus.

Costs/Source of Funding (if applicable)

Canada Community Building Fund, Local Government Fiscal Framework Capital and Unrestricted cash surplus.

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

Applicable Legislation:

Municipal Government Act; Section 245 and 246.

Community Engagement Consideration:

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

Recommended Action:

Proceed with the following motion:

MOVED BY _____ to approve the 2025 Capital budget of \$20,000 purchases from the Canada Community Building Fund, \$35,000 purchases from the Local Government Fiscal Framework; Capital, and \$79,000 purchases from the Unrestricted cash surplus, on June 4, 2025, regular meeting of Bashaw Town Council.

Note – the public works truck purchases approval was passed by motion earlier this year.

Or motion of Council determination.

Discussion Result:

Additional research Requested:

Project	2025 Funding Source	Notes
Reserves		
Public Works Truck	\$54,000.00 Reserve: Capital, Roads, Street & equipment Reserve.	Motion # 060-2025; Sell chev, Keep ford, and purchased two Chev.
Total	\$54,000.00	
Canada Community Building Canada Fund		
Water communication - WTP	\$5,000.00 Canada Community Building Canada Fund	Dialer with cell service at Water treatment plant - this is for alarms.
Lift Station Communication - Dialers	\$15,000.00 Canada Community Building Canada Fund	Dialer with cell service at 3 lift stations - for alarms.
Total	\$20,000.00	
Local Government Fiscal Framework - Capital		
49 Street Infrastructure	\$35,000.00 Local Government Fiscal Framework - Capital.	2024, 2025, 2026 Local Government Fiscal Framework (Capital) Preliminary Plan
Total	\$35,000.00	
Unrestricted Surplus		
Mini Hoe	\$7,200.00 Unrestricted surplus	This unit will be used to clear our drainage areas and continue to maintain them.
Valve Exerciser	\$8,500.00 Unrestricted surplus	The current valve exerciser is oversized and damages valves. Cumbersome to use.
Replacement Mower	\$20,000.00 Unrestricted surplus	The lawn mowers are deteriorating. We require multiple replacements, however will start with one.
Hot patch Potholes	\$25,000.00 Unrestricted surplus	Ongoing road maintenance.
Replacement Servers	\$18,300.00 Unrestricted surplus	Office Servers are at end of life.
Total	\$79,000.00	
Total Capital Funds:	\$188,000.00	

Capital Budget Approved by Motion:

Chief Elected Official

Chief Administrative Officer

Funding Sources - 2025

Canada Community Building Fund	
2024 Carryforward	\$93,646.00
2025 Allocation	\$101,505.00
Total	\$195,151.00
inventory water meters	\$2,600.00
Total	\$192,551.00
Local Government Fiscal Framework Capital	
2024 Carryforward	\$264,914.00
2025 Allocation	\$300,508.00
Total	\$565,422.00
Unrestricted Surplus	\$921,406.00

Approved: yes /no Motion # _____

Account Code: _____

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	June 4, 2025
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.2 Town of Bashaw 5-year Capital Plan

Background/Proposal:

Attached is the 5-year Capital Budget.

Discussion/Options/Benefits/Disadvantages:

The information sheet lists the purchases, projected cost and proposed funding sources for the 5-year Capital Plan.

It is different than a budget, as it is a plan.

Costs/Source of Funding (if applicable)

Local Government Fiscal Framework, Canada Community Building Fund and restricted, Unrestricted cash surplus.

Applicable Legislation:

Municipal Government Act; Section 283.1(3)

Community Engagement Consideration:

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

Recommended Action:

Proceed with the following motion:

MOVED BY _____ to approve the Town of Bashaw 5-year Capital Plan presented to council on June 4, 2025.

Or motion of Council determination.

Discussion Result:

Additional research Requested:

TOWN OF BASHAW

Section: Council	
Subject: Truth & Reconciliation Policy	Motion Number:
Policy Number: 12.90	Date Approved:

1. Purpose

The Town of Bashaw recognizes the importance of Truth and Reconciliation and is committed to fostering respectful relationships with Indigenous Peoples. This policy outlines the community's commitment to acknowledging past injustices, advancing reconciliation efforts, and supporting meaningful inclusion of Indigenous voices in our municipal operations and community life.

2. Scope

This policy applies to all Town staff, Council members, and any affiliated boards or committees acting on behalf of the municipality.

3. Guiding Principles

- **Respect and Recognition:** We acknowledge that we are located on Treaty 6 territory, the traditional lands of Indigenous Peoples including the Plains Cree, Wood Cree, Maskwacis First Nations and Métis.
- **Awareness and Education:** We strive to increase understanding among residents and staff about the history and legacy of residential schools, colonialism, and the contributions of Indigenous Peoples.
- **Action and Accountability:** We will take measurable steps to respond to the Truth and Reconciliation Commission's Calls to Action relevant to municipalities.

4. Commitments

The Town of Bashaw commits to the following actions:

1. **Land Acknowledgements**
 - Begin Council meetings and public events with a formal land acknowledgment.
2. **Education and Awareness**
 - Encourage staff and Council to participate in Indigenous cultural awareness training when feasible.
 - Share educational resources with the public (e.g., National Day for Truth and Reconciliation, Orange Shirt Day).
3. **Relationship Building**
 - Seek to build and maintain respectful relationships with local Indigenous communities and organizations.
 - When possible, consult Indigenous representatives on matters that may affect them.

4. Observance of Commemorative Days

- Recognize and promote participation in significant days such as National Indigenous Peoples Day (June 21) and the National Day for Truth and Reconciliation (September 30).

5. Ongoing Review

- Revisit and update this policy at least every three years or as needed to reflect evolving best practices.

5. Responsibility

- **Council:** Provide leadership in reconciliation efforts and approve policy direction.
- **Administration:** Implement the policy, facilitate training, and ensure municipal practices align with these commitments.

6. Review and Evaluation

Council will review the policy every three years and provide requested changes and recommend opportunities for improvement to administration.