

**REGULAR MEETING OF COUNCIL  
A G E N D A  
Wednesday, July 16, 2025, 6:00 pm  
Council Chamber & Zoom Access**

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. PUBLIC HEARINGS – none
4. DELEGATIONS
  - 4.1 Street Closure Request – Holliday Run 2025 – Scott Kohlman
5. APPROVAL OF MINUTES
  - 5.1 Minutes of June 18, 2025, Regular Meeting of Council
6. CONSENT AGENDA
  - 6.1 Water Reconciliation Report
  - 6.2 Council Committee Report
  - 6.3 Alix & District Chamber Parade Invitation & Registration
  - 6.4 Bashaw Minor Ball Meeting Minutes – June 20, 2025, Meeting with Administration
  - 6.5 Proposal for Council Orientation services – October 2025 – Hawken Consulting Group
  - 6.6 Camrose County Intermunicipal Subdivision & Development Appeal Board – Notice of Decision
  - 6.7 CAO Report
  - 6.8 Camrose County – Wildland Truck approval for deployment for 2025
7. NEW & UNFINISHED BUSINESS
  - 7.1 Holliday Run 2025 – Street closure Request
  - 7.2 2025 Hometown Days Activities & Parade Street Closure request
  - 7.3 Master Rates & Schedules – Ball Diamond Fees
8. COMMITTEE REPORTS – action to be considered.
9. CORRESPONDENCE ITEMS – Action to be considered.
10. CLOSED MEETING OF COUNCIL
  - 10.1 Legal – Arbitration – FOIP Section 21
11. NOTICES OF MOTION
12. NEXT MEETING: Discuss August Meeting date.
13. ADJOURNMENT

July 9, 2025

Street Closure Request – Holliday Run 2025

Scott Kohlman would like to discuss the run with Council next meeting. Information from last year is provided but they may add one additional street closure for a small window.

They're aware item 6 wasn't fully done last year.

1. Road closure at 54 Ave below the water tower for the duration of the event.
2. Road closure at 52 Ave from the library to the fitness park.
3. Alleyway use behind Sproule and Robinson Places.
4. Bashaw Arena complex & Tourism Booth spaces (external).
5. Use of Town barricades.
6. Integration into a special event  
Emergency Response Plan - **this is the existing plan and requires no further revisions by Town personnel but should be reviewed when shared closer to race day.**
7. Assistance communicating any such road closures as deemed ordered by Council. **Voyent Alert use last year was successful.**

Kyle

Some key notes:

-September 25th, 2025 this year

-Community outreach last year was productive and included door knocking in addition to the town support

-Anticipate greater participation in open (Cooper) run from law enforcement this year in addition to ~800 youth

-Monies raised from the event fund our XC and Track programs

-Many decisions on the run will seem last minute due to potential labour disruption. Final confirmations of the run will come 72 hours prior to event start.



**REGULAR MEETING OF COUNCIL  
MINUTES  
June 18, 2025, 6:00 pm  
Council Chambers & Zoom Access**

**In Person:** CAO Fuller (5:30pm), Councillor McIntosh (5:52pm), Mayor McDonald (5:49pm), Deputy Mayor Orom (5:55pm), Councillor Northey (5:59pm)

**Council by Zoom:** Stu Salkeld (6:00pm), Kevin Sabo (6:00pm)

**Absent with notice:** Secretary Morrison, Public Works Foreman Schmidt, Councillor Gust

**Recording Secretary:** CAO Fuller

**Public:** Kerri McNally (5:53 pm), Dustin Hemmingson (6:26pm), Alec Dubitz (6:19pm)

**Public Zoom:**

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

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

2. ADOPTION OF AGENDA

**MOVED** by Councillor Northey to approve the June 18, 2025, Regular Meeting of Council agenda as presented.  
**MOTION #097-2025** **CARRIED**

3. PUBLIC HEARINGS – None

4. DELEGATIONS – Bashaw Minor Ball – Kerri McNally

Kerri McNally presented concerns and comments on behalf of Bashaw Minor Ball.

5. APPROVAL OF MINUTES

**MOVED** by Councillor McIntosh to approve minutes from the June 4, 2025, Regular Meeting of Council.  
**MOTION #098-2025** **CARRIED**

6. CONSENT AGENDA

6.1 Public Works Report

6.2 Council Committee Report

6.3 Town of Bashaw Monthly Statement May 31, 2025

6.4 Town of Bashaw Balance Variance Report

6.5 Town of Drumheller – Parade Invitation

7. NEW & UNFINISHED BUSINESS

7.1 Bashaw Minor Ball Discussion

Council discussed the fees that the town collects for each child that plays ball. It is currently \$10.50 per child and additional fees for tournaments. Historically, Minor Ball did not have tournaments, therefore did not pay tournament fees. It is only recently that administration realized Minor ball is to pay a tournament fee for non-league tournaments.

Discussion progressed regarding how well contracting out the grass cutting worked at the cemetery. There may be a possibility for a contractor to be suitable for the ball diamond maintenance. Discussion progressed around collaboration with regards to recreation.

Alec Dubitz joined the meeting at 6:19pm.

Dustin Hemmingson joined the meeting at 6:26pm.

Kerri McNally left the meeting at 6:38 pm.

#### 7.2 Standard Operating Guidelines for Deployment of Camrose County Type 6 Wildland Fire Engine

**MOVED** by Councillor McIntosh to approve the Standard Operating Guidelines for Deployment of the Camrose County Type 6 Wildland Fire Engine.

**MOTION #099-2025**

CARRIED

#### 7.3 Town of Bashaw 2025 Public Auction – Reserve Bids

**MOVED** by Councillor McIntosh to approve the reserve bid for \$85,000.00 for the property located at 5028-54 Avenue, Bashaw, and approved the reserve bid of \$40,000.00 for the property located at 5024-50 Ave, Bashaw, Alberta, during the June 18, 2025, Regular Meeting of Bashaw Town Council.

**MOTION #100-2025**

CARRIED

#### 7.4 Capital Purchases – Mower & Mini Hoe

**MOVED** by Councillor McIntosh to approve the purchase of the mower at \$20,800 and the mini hoe at \$8,000 these purchases will be from the Unrestricted cash surplus, on June 18, 2025, regular meeting of Bashaw Town Council.

**MOTION #101-2025**

CARRIED

8. COMMITTEE REPORTS – none

9. CORRESPONDENCE ITEMS – none

**MOVED** by Councillor McIntosh to move into Closed Meeting of Council at 7:01pm to discuss 10.1 Legal – Fire Equipment – FOIP Section 21 and 10.2 Personnel – FOIP – Section 24.

**MOTION #102-2025**

CARRIED

Stu Salkeld and Kevin Sabo left the meeting at 7:01pm

#### 10. CLOSED MEETING OF COUNCIL

10.1 Legal – Fire Equipment – FOIP Section 21

10.2 Personnel – FOIP – Section 24

Dustin Hemingson left the meeting at 7:50 pm.

Alec Dubitz left the meeting at 7:50 pm.

**MOVED** by Councillor McIntosh to come out of Closed Meeting of Council at 8:35pm.

**MOTION #103-2025**

CARRIED

**MOVED** by Councillor McIntosh to direct administration to contact the Camrose Police Service Dispatch services department for a discussion.

**MOTION #104-2025**

CARRIED

**MOVED** by Councillor McIntosh to direct administration to contact the Regional Fire Partners of Camrose County, Ponoka County and Lacombe County to discuss fire response infrastructure and resources.

**MOTION #105-2025**

CARRIED

**MOVED** by Councillor McIntosh to approve the purchase of a 2002 Wildland truck for \$20,000 from the village of Clive; from the restricted for operating fire surplus, at the June 18, 2025, regular meeting of Bashaw Council.

**MOTION #106-2025**

**CARRIED**

11. NOTICES OF MOTION - none

12. NEXT MEETING – Regular Meeting of Council – July 16, 2025

**MOVED** by Deputy Mayor Orom that the next Regular Meeting of Council will be held on July 16, 2025, at 6:00pm.

**MOTION #107-2025**

**CARRIED**

13. ADJOURNMENT – Councillor Northey adjourned the meeting at 8:39 pm.

---

MAYOR, Robert McDonald

---

CHIEF ADMINISTRATIVE OFFICER, Theresa Fuller

**Water Reconciliation 2025**

Billed WTP  
HWY 12 2 TOWN

	CUBES	CUBES	DIFF		Metered	DIFF	Total Loss	Daily Ave WTP	Water Loss/Break Commentary
JAN	8228	8079	149		6256	1823	1972	260	two breaks at end of month
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	9038	8884	154		7308	1576	1730	386	
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		
	<b>42736</b>	<b>41921</b>	<b>815</b>		<b>32340</b>		<b>10396</b>		
			1.944				24.79902674		

**July 16, 2025, Council Committee Reports**

**Mayor Rob McDonald:**

July 10 - I had a Medium sized Towns Mayors Caucus meeting. The biggest topic was lobbying for supplemental infrastructure funding.

June 27 - I attended CALA on Cindy's behalf.

**Deputy Mayor Cindy Orom:**

June 6th council & staff session

June 27th 12/21 water commission special meeting

**Councillor Gust:**

No Meetings to report

**Councillor Jackie Northey**

**Councillor Kyle McIntosh**

- June 16 attended SDAB Hearing
- June 26 received updates from RCMP around policing. Some staffing challenges are making attending events difficult this summer.
- July 1 Canada Day Parade in Drumheller and meeting with dignitaries
- July 9 follow-up with Fire Department membership on issues before Council
- July 11 Highway 12/21 Tour



The Alix & District Chamber of Commerce will be hosting the **Alix Days Parade 2025** on Saturday, August 16, and we would love to see you, your business, your group, your family, and everyone join us.

Enjoy all you can eat at the **Pancake Breakfast** from 8am to 10 am at the Fire Hall, right across the street from the Alix MAC School grounds. All proceeds go to support our volunteer firefighters and first response team. Afterwards there will be events downtown, at the beach and a rodeo at the Ag Center for a full day of fun.

Parade participants will line up at the school grounds at 9 am, to be ready for judging at 9:30. **Parade begins at 10 am.**

A map of the parade route is attached with the entry form, and both are available on our Chamber of Commerce Facebook page as well as the Village of Alix website. Please mail your completed form to the Chamber at: Box 831, Alix, AB, T0C 0B0 or email to: [options.alix@gmail.com](mailto:options.alix@gmail.com)

So come participate; show us your stuff! – or just come on out and enjoy  
**Alix Days!**

### **Questions or Queries?**

The Chamber Parade Committee:

Arlene: 403-318-9906 Charles: 403-352-6227

[options.alix@gmail.com](mailto:options.alix@gmail.com)



# ALIX DAYS

## PARADE REGISTRATION SATURDAY AUGUST 16, 2025

Assembly: ALIX SCHOOL FIELD (Corner of 50th Ave and Wood Ave)  
PARADE LINEUP 9:00 am  
JUDGING 9:30 am  
PARADE BEGINS AT 10:00 am

ENTRY TYPE: Please tick all that apply

- CLUBS & ORGANIZATIONS:** entry representing a community organization, built by volunteers
- COMMERCIAL Non Professional:** entry built by volunteers to represent a business
- COMMERCIAL Professional:** entry built by professionals to represent a business or organization
- MUNICIPALITIES:** entry representing a town, city, village, etc.
- VINTAGE VEHICLES:** antique cars or trucks
- VINTAGE FARM EQUIPMENT:** antique tractors, and farm equipment
- ANIMAL:** Individuals or Groups mounted on horses, mules, etc., or with vehicles drawn by animals
- MUSIC:** Bands or Musical Groups, Marching or Non-marching
- CHILDREN:** Decorated Bikes, Skateboards, Scooters, etc.
- COMPLIMENTARY:** Any entry that does not wish to be judged.

OUR ENTRY INCLUDES:

- Mascot     Walkers     Music     Costumes     Pets
- Other ( please describe) \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Contact: (please print name) \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ email address \_\_\_\_\_

We are aware that pictures and videos may appear in promotional materials used by the Village of Alix and Alix & District Chamber of Commerce for future publications and advertising.

I (we) have read, understood and agree to all guidelines on page 2 of this registration form.

Signature: \_\_\_\_\_

**ALIX DAYS**  
**PARADE GUIDELINES**  
**SATURDAY AUGUST 16. 2025**



**Weather, Delays and Cancellations**

The parade will take place rain or shine. It may be delayed for up to two hours in the event of **extreme weather** - hail, high winds, excessive precipitation, thunderstorms, lightning or other hazardous conditions. Only if such conditions continue for longer than two hours will the parade be cancelled.

**Parade Safety Requirements**

Units carrying people must be equipped with adequate restraining devices to keep anyone from falling from the unit. Units requiring generators, etc., should be equipped with a fire extinguisher.

Candy may be thrown throughout the parade. For safety's sake, we would prefer that candy be handed out by walkers rather than being thrown from moving vehicles.

Small children must be supervised prior to and during the parade, with a minimum of 1 adult per 8 children.

Participants on bikes, skateboards, rollerblades, scooters, ATV's , etc., must wear helmets and proper protective equipment

All drivers must have a valid driver's license, and all vehicles must be insured.

If managing livestock or pets or equipment becomes problematic, please pull your entry off the parade route at the first suitable location.

**Emergencies**

We all hope for a great and safe parade. But should an emergency occur, please pull **all entries** off to the right to allow for safe passage of emergency vehicles.

The Chamber of Commerce reserves the right to refuse any entry we deem unsuitable

**BASHAW MINOR BALL - Minutes**  
**Friday, June 20, 2025**  
**1:00 pm**

1. INTRODUCTIONS

CAO Fuller introduced Rick Schmidt and Kerri McNally to each other.

2. Minutes & Ball Diamond Guidelines from 2024

Available in the event of a need to review.

3. RECREATION FINANCIALS

1. FINANCIAL REPORT

Theresa shared the town revenue and expenses with Kerri. Reviewed the docs and chatted with each other regarding how each organization works. Clarified with Kerri that the expense sheets do not include washroom supplies, water, grass cutting, etc.

- Bashaw Minor Ball – volunteer group that operates on the registration fees, currently not a charitable organization. They operate with minimal funds.
- Town of Bashaw – all shortfalls in revenue are offset through taxation. No operational support is provided for Ball diamonds from Camrose County.
- Funds from Camrose County are grants for recreational programming and are applied for and paid to the Bashaw & Area Recreation Board.

2. Town of Bashaw Master Rates & Schedules

- Provided for information. These rates have been in place prior to 2015.
- Historically tournaments did not occur, only playoff games on a weekend.
- Chatted about the difference between playoff games (which are included in the per child fee) and tournaments (which are charged a diamond fee)

4. Minor Ball Concerns

- Reduction in service levels
- State of each ball diamond
- Weed trimming
- Shale needs
- Chalk needs

Kerri shared Minor ball's concerns regarding the condition of the diamonds earlier in the season. She shared how volunteers repaired sections of the fencing and replaced hooks that were vandalized in the dugouts. Diamond 3 requires shale and to be floated regularly to keep the shale softer and weed free.

Minor ball arranged to pick weeds and assist with cleanup of the facilities earlier in the year.

Ball diamond 3 – there are challenges with accessibility to the ball diamond for staff and Minor ball. The diamond being located within the track is problematic. Public works can't access it to maintain it when the track is in use. Ag patrons use the track and limit the access to the field.

Minor ball is concerned when the diamond has not been maintained and is upset at the town for not completing the work. When staff could not get into it; to do it.

Minor ball will have hosted 3 tournaments this year and plans to host 4 tournaments in 2026. They anticipate the need for 90 bags of chalk

5. Service Level Changes

Discuss current operations and what level the town can offer

Shale purchases – please let us know when tournaments etc. are. Let us order and buy the shale. We can get it for 140 per tonne vs the 240.

Chalk – the increasing costs – are there other ways to fund it?

For several years the chalk use was at 25 bags per season. Last year we purchased 50 bags, believing we would have enough for this season as well.

It ran out. Kerri mentioned – for next year they project needing 90 bags of chalk. (50 bags in 2024 cost \$1200.00)

We chatted about arranging to meet in February to prepare for the season and proactively have conversations.

Theresa requested that Kerri chat with Minor ball board and determine what increase to the fees would be acceptable. Kerri to provide information to Theresa prior to the next council meeting on July 16, 2025. It is anticipated that Council will adjust the fee per child rate at the next council meeting.

6. ADDITIONS

Theresa contacted the Ag Society and talked with Natasha about the access to diamond 3 concerns.

It was agreed – to meet in February 2026, prior to ball season to discuss preparation details, and access to ball diamond three. The Ag society would like to be involved with the meeting to ensure they are aware of when the tournaments are being planned.

7. ADJOURNMENT

8. Next Meeting – February 2026.

**June 26, 2025**

Theresa Fuller, CAO  
Town of Bashaw

Dear CAO Fuller,

## **Proposal for Council Orientation Services Following the October Municipal Elections**

Following the 2025 Municipal Election, Alberta municipalities are required under the *Municipal Government Act* (MGA) to provide orientation training for council members. In accordance with **Section 201.1** of the MGA, Hawken Consulting Group is pleased to present three options for delivering tailored Council Orientation Sessions for the Town of Bashaw.

The purpose of these sessions is to ensure compliance with legislation, foster good governance, and equip council members—both new and returning—with the essential knowledge and skills needed to perform their duties effectively.

---

### **Option 1: Part A – Orientation Session (MGA Section 201.1)**

#### **Mandatory Orientation Topics for Councils**

This session fulfills the legislative requirements of **Section 201.1**, which mandates municipalities to complete orientation on these topics before or on the same day as the first organizational meeting after the election.

#### **Topics include:**

- Role of Municipality
- Municipal organization and function
- Roles and responsibilities of council
- Roles and responsibilities of councillors
- Code of conduct
- Roles and responsibilities of the CAO and staff

**Format:** Half-day workshop (in-person or virtual)

**Deliverables:** Orientation package, presentation materials, and compliance documentation

---

## **Option 2: Part B – Orientation Session (MGA Section 201.1)**

Section 201.1 requires municipalities to provide additional training to strengthen council effectiveness beyond basic legislative requirements. These topics must be covered before or on the same day as the first regularly scheduled council meeting (unless council has passed a resolution to extend the time by up to 90 days).

### **Topics include:**

- Key municipal plans, policies and projects
- Budgeting and financial administration
- Public participation
- Any other topic prescribed the by the regulations

**Format:** Half-day or full-day workshop depending on your municipality’s needs (in-person or virtual)

**Deliverables:** Orientation package, presentation materials, and compliance documentation

---

## **Option 3: Full Council Orientation Program (Combined Parts A + B)**

### **Comprehensive Training for Legislative Compliance and Strong Governance**

This full-package option combines the mandatory MGA orientation (Section 201.1). Ideal for councils seeking a strong start with a focus on both legal compliance and high-functioning teamwork.

**Format:** 1–2 days, flexible scheduling, in-person or hybrid

**Deliverables:** Comprehensive training binder, workshop materials, strategic priorities summary, and follow-up support

---

## **Collaborative Regional Sessions**

Municipalities may also choose to collaborate with neighboring councils to host a **joint orientation session**. This approach offers the opportunity for cost-sharing, broader perspectives, and relationship-building among councils in the region. Joint sessions are particularly effective in aligning intermunicipal cooperation, fostering regional understanding, and maximizing training value. Content can still be tailored to reflect the specific governance structures, priorities, and challenges of each participating municipality, while maintaining compliance with the MGA requirements.

## Next Steps

**Hawken Consulting Group would welcome the opportunity to discuss your preferred option and tailor the content and delivery method to your Council's specific needs and context. Please don't hesitate to reach out at your convenience to schedule a planning meeting or request a formal quote.**

Explore our website to learn how our team partners with municipal leaders to deliver strategic, effective solutions that support your community's success. Thank you for your consideration, and we look forward to the opportunity to support your newly elected Council in a successful and informed transition.

Sincerely,

**Rod Hawken & Frank Coutney**

Partners

Hawken Consulting Group

115 Parkview Dr

Wetaskiwin, Alberta

[hawkenconsultinggroup@gmail.com](mailto:hawkenconsultinggroup@gmail.com)

780-387-8093

**Camrose County Intermunicipal Subdivision and Development Appeal Board  
NOTICE OF APPEAL DECISION**

APPEAL **25-00001**  
DEVELOPMENT: **Stop Order Appeal**  
LAND USE DESIGNATION: **Direct Control**  
MUNICIPAL AND LEGAL **5430 Fairview Ave, Bashaw, AB T0B 0B1**  
DESCRIPTION: **Legal Description Plan 2533NY, Block 40, Lot A**

**IN THE MATTER OF AN APPEAL** filed with Camrose County Intermunicipal Subdivision and Development Appeal Board ("the Board") pursuant to Sections 685 and 686 of the *Municipal Government Act*, R.S.A 2000, c. M-26 ("the MGA"), the Appeal Hearing was held on Monday, June 16, 2025 in the Camrose County, Council Chamber, 3755 – 43 Avenue, Camrose, Alberta.

**BETWEEN:**

Bashaw Retreat Centre Inc. ("the Appellant")

-and-

Town of Bashaw ("the Town")

**BEFORE:**

K. Tennant, Chair  
F. Hegholz  
A. Lorente  
C. Skjaveland  
B. Thygesen

**Administration:**

T. Gratrix and J. Yuha, Clerk for the Subdivision and Development Appeal Board  
G. Stewart-Palmer, KC, Shores Jardine LLP, Counsel to the Subdivision and Development Appeal Board

[1] The Development Authority of the Town of Bashaw (the "Development Authority") issued a Stop Order on April 24, 2025 for lands municipally described as 5430 Fairview Ave, Bashaw, AB, T0B 0B1 and legally described as Plan 2533NY, Block 40, Lot A (the "Lands"). The Development Authority issued the Stop Order on the basis that the Lands are being used as an addictions treatment center and a sober living facility, which are not approved uses for the Lands. The Stop Order required the Appellant to cease all unauthorized uses of the Lands, including ceasing any use as an addictions treatment facility, sober living facility, or any provision or facilitation of medical treatments on the Lands by June 1, 2025.

[2] The recipient of the Stop Order was Bashaw Retreat Centre Inc. (the "Appellant").

[3] On May 12, 2025, the Appellant filed its appeal against the Stop Order.

[4] The Subdivision and Development Appeal Board (the "Board") held a hybrid appeal hearing on June 16, 2025, with in person attendance and attendance by some parties virtually.

### **PRELIMINARY MATTERS**

#### **A. Board Members**

[5] At the outset of the appeal the Chair requested confirmation from all parties in attendance that there was no opposition to the composition of the Board hearing the appeal. None of the persons in attendance had any objection to the members of the Board hearing the appeal.

#### **B. Exhibits**

[6] The Board marked the exhibits as set out at the end of this decision. Neither party had any objection to the documents being marked as exhibits.

#### **C. Preliminary Matters**

[7] The appeal was filed in time, in accordance with section 686 of the *Municipal Government Act*, RSA 2000, c M-26 (the "MGA").

[8] The Board is satisfied that it has jurisdiction to deal with this matter.

[9] No preliminary matters were raised.

### **SUMMARY OF HEARING**

[10] The following is a brief summary of the oral and written evidence submitted to the Board. At the beginning of the hearing, the Board indicated that it had reviewed all the written submissions filed in advance of the hearing.

#### **The Town**

[11] The Development Authority stated that the role of the Board is to assess whether the Stop Order had been validly issued and if so, to uphold it. The Board may vary the Stop Order and this is usually a change to the compliance date to provide an appellant more time to comply.

[12] This is a unique situation. The Stop Order says the landowner must cease all unapproved uses and references "medical treatment, addiction center and sober living". The Lands are rented by a tenant marketing itself as Wild Roses Retreat (see exhibit 4).

[13] In a standard stop order, the stop order would reference particular uses whose definitions would be found in the Land Use Bylaw. In this case, there is no formal development permit because the Lands are zoned Direct Control. Town Council sitting alone was the Development Authority.

[14] In 2016 and 2017, the developer applied for development approval for the Lands by submitting a proposal to Town Council. Administration drafted Requests For Decision setting out

the requested uses and setting out Administration's recommendations. Town Council passed motions approving the requested uses. The development permit is the series of motions and the Requests For Decision.

[15] In order to determine what the approved uses are and their scope, the Board must look at the motions and the Requests For Decision. Tab 8 sets out three motions. Page 48/200 lists the new uses approved in March of 2017:

- a. independent seniors living;
- b. dining room;
- c. retreat center and lodge; and
- d. community event center.

[16] None of these uses are defined in the Town's Land Use Bylaw.

[17] The relevant Land Use Bylaw is the one in effect at the time the development approval was issued.

[18] Since the Stop Order requires the owner to cease all unauthorized uses, in order to determine if the Appellant is engaging in unauthorized uses, the Board must determine the meaning of the approved uses. The only use which is in question during this appeal is the retreat center and lodge use.

[19] The Board must determine what a "retreat center and lodge" use encompasses. Since there is no definition in the Land Use Bylaw, the Board must look to the Request For Decision approved by Council motion (see Tab 7, page 51/200). In reference to the retreat center and lodge, it states that sports teams competition attendees, golfers and fishing and nature enthusiasts would stay at the lodge. The owner wished to market the lodge to authors, composers, artists, and families wishing to attend in a rural and peaceful setting. The lodge could be a host for leadership and training seminars, personal and spiritual growth workshops, life experience focused studies, visual and performing arts exhibits, and health and wellness workshops. Importantly, there is no indication that the retreat center and lodge was to be used for addiction, healthcare, counselling or rehabilitation.

[20] In 2022, the owner applied for a new development permit which expressly included an addictions treatment center as a use. That application was denied.

[21] The Development Authority has evidence indicating the Lands are being used for some kind of rehabilitation, addiction treatment or sober living facility. The Development Authority referred the Board to Tab 10, page 62/200, and referenced the notes from phone calls from various individuals asking about a rehabilitation center operating within the Town. The Development Authority also referenced a call from a government employee who called asking about a client who referenced the Lands as her residence (page 67/200). The Development Authority also noted that the webpages provided (page 75-78/200) reference drug and alcohol treatment. The Development Authority called the phone number and spoke with "Jan" (pages 80-81/200) who denied it was an addictions treatment center, but confirmed it was a sober living facility. A sober living facility is a drug free facility with counselling possible (see pages 129-134/200).

[22] The Development Authority referenced an interaction on February 24, 2025 between an individual and a neighbour, who happened to be the Town's mayor. The video of the interaction (Tab 13) and a transcript (Tab 12) are included. The important fact from the video is that the individual admits she had an appointment at the facility and she wanted mushrooms and weed with no THC. The RCMP also had an encounter with her (Tab 14) in which she indicated she was just off drugs and staying at the facility. The Development Authority noted the inclusion of the *Parkallen* case in the Appellant's materials and acknowledged that the Development Authority cannot discriminate against a "user" if the use is otherwise in accordance with approvals. The Development Authority included the evidence because the person admits she is receiving treatment at the facility and is dealing with substance abuse issues. This is an indication of some kind of treatment going on at the facility without any approved uses for it.

[23] The evidence submitted by the tenant (Wild Roses Retreat) is self-serving and the Board should give it little or no weight.

[24] The Development Authority submitted that there was sufficient evidence for the Board to accept that there is activity on the Lands which are not authorized. The Board may consider changing the time for compliance.

[25] In response to Board questions, the Development Authority stated:

- a. the Stop Order is dated April 24, 2025 and was sent the same day by registered mail to the owner and emailed to James Carpenter;
- b. in response to a question of the amount of time necessary to comply with the Stop Order, the Development Authority stated that 3 months should be sufficient. The owner would need some amount of time to make changes to the facility, but 6 months seemed excessive.

[26] In its concluding remarks the Development Authority noted that the Appellant's comments about the evidence should be considered in light of the fact that the appeal hearing is not a criminal matter, and the Development Authority does not need to provide the use of the Lands beyond a reasonable doubt. The Development Authority has actual evidence of unauthorized use and referred to the discussion between Ms. Fuller and the operator of the facility. The Development Authority also referred the Board to Tab 12, which evidences treatment at the center. The Development Authority acted based on reasonable evidence of unauthorized uses. The evidence is not perfect, but in situations like this, one would not expect that the Town would have had an inspection and been able to see treatment occurring. The Development Authority acted based on the evidence it had.

### **Appellant Bashaw Retreat Centre Inc.**

[27] The Appellant noted that the Town's basis for the Stop Order is found at page 139/200 of the agenda package and the Stop Order contains a direction that all unauthorized uses are to cease. The basis for the Stop Order is the Town's belief that there is an addictions treatment or sober living facility on the Lands, which the Town has defined as persons voluntarily staying and

receiving counselling.

[28] The Appellant stated that the retreat is not an addictions treatment facility or a sober living facility as the Town is using the term. The Appellant stated that the retreat is operating in accordance with the development approval and there is no basis for the Stop Order.

[29] The Appellant agreed with the Development Authority's statement of the applicable law found at pages 7-8/200 and agreed with the identification of the issues at page 7/200: what are the approved uses and are the Lands being used for uses other than the approved uses.

[30] The Appellant had no real issue with the Development Authority's recitation of the background approvals. The use as a senior's lodge was approved in 2016, with an expansion of uses in 2017 (pages 56-58/200). In relation to the retreat center and lodge, the Appellant stated that the approval (page 51/200) is very broad. Although Town Council could have put limits on the use, for instance on the duration of the stay, it did not do so.

[31] Focusing on what is included within the use of "retreat center and lodge", the Appellant noted that it references personal and spiritual growth workshops, life experience focused studies, visual and performing arts exhibits, and health and wellness workshops.

[32] The Appellant noted that the Town included information about the uses of the Lands and applications taking place before 2024, which is not relevant. The current use of the property, since September 2024 when Wild Roses Retreat took over the use of the Lands, is what is relevant. Wild Roses Retreat cleaned up and improved the lands.

[33] The letter from Wild Roses Retreat (exhibit 4) was written for the neighbours and sets out the different retreats and topics offered. The general theme of what is offered is to promote healthy living and lifestyles. The facility does not allow drugs or alcohol which is consistent with what Wild Roses Retreat aims to promote. It is not a medical or treatment facility. There is maximum accommodation for 35 people and there are 12 – 15 people staying there now, for various lengths of time. It is not permanent residences.

[34] The facility is not health care, nor addictions treatment nor rehab treatment. The Town's evidence is all 2<sup>nd</sup> or third hand, and although there are inquiries, there is no evidence of an addictions center, just someone calling to ask if there is one. None of the evidence is first-hand. There are 5 inquiries over 7 months.

[35] In looking at the website and the phone numbers, there is no indication that the programs in the websites have anything to do with the retreat. They reference Red Deer. The Appellant stated that Ms. Demers, the operator of the retreat, was asked why she answers the phone number. Ms. Demers advised that she created them (the web pages) years ago as a resource and if someone contacts her, she can direct them to the appropriate place for assistance, but they have nothing to do with the use as a retreat.

[36] In response to tabs 12 and 13, the Appellant noted that the video is not relevant to the Stop Order. The transcript of the interaction shows that the individual does not say she had an appointment at the retreat. The individual says she was to have gone to a doctor's appointment, but did not specify that the appointment was at the retreat. There is only 1 record of a negative

incident associated with the retreat over the 7 month period. If there was something more, the Town would have provided that evidence to the Board. There is no evidence of ongoing issues. There are no negative responses from neighbours, and one response which is fully supportive.

[37] The Town did not ask to inspect the facility and there is no first-hand evidence of what is occurring at the retreat. The Town is now attempting to put constraints on what has been approved. The nature of the user is not relevant as confirmed in the *Park Allen* case. The use of the property today, which started in September 2024, is exactly what Town Council approved. The Appellant asked the Board to set aside the Stop Order.

[38] In response to questions from the Board:

- a. The Board asked if there were fees associated with staying and if there are fees charged for events and overnight stays, noting at page 80 the reference to a charge of \$2,000 per month to live in the facility. The Appellant confirmed that there were fees, just like an event center, there is a rental fee or tickets, just like any other retreat. The tenant is a for profit entity. The \$2,000 could be for a monthly user, but if it is for a weekend, it would be a different fee. It is no different than a hotel or lodge or congregate living facility. This is not funded by government and not covered by health care.
- b. The Board asked what the use of the retreat center is and was told it was to host various retreats, including art events, aroma therapy, grief, mindfulness, relationships, self compassion and esteem building. They deal with wellness and personal health.
- c. The Board asked if a new permit was required for the renovations in September 2024. The Appellant advised that there was no change in use, and the renovations were not the type requiring a development permit, but were painting and repair.
- d. In response to an inquiry from the Board about how long the Appellant would need if the Board were to uphold the Stop Order, the Appellant stated that they would need at least 6 months for compliance because there are people staying there who would need to be addressed and the retreat would want to make modifications. The Appellant states that it is in compliance, but if it was found not to be so, it would want to make changes to avoid having to fully shut down. If people have to leave, the Appellant would want to determine on what basis and to determine what the finding was and whether changes need to be made and would need time to revamp their operations.

### **FINDINGS OF FACT**

[39] In addition to the findings of fact made in the reasons, the Board finds the following facts:

- a. The Site is located on lands municipally described as 5430 Fairview Ave, Bashaw, AB T0B 0B1 and legally described as Plan 2533NY, Block 40, Lot A.
- b. The Lands are zoned Direct Control.

## **DECISION**

[40] The Board denies the appeal and confirms the Stop Order as issued by the Development Authority, except the Board varies the time for compliance. The Board grants the Appellant until September 30, 2025 to comply with the Stop Order.

## **REASONS**

### **Jurisdiction**

[41] The Board notes that its jurisdiction is found in s. 645 and s. 687(3) of the MGA. In making this decision, the Board has considered the oral and written submissions made by the Development Authority and the Appellant.

**687(3)** *In determining an appeal, the subdivision and development appeal board*

*(c) . . . may confirm, revoke or vary the order, decision or development permit or any condition attached to any of them or make or substitute an order, decision or permit of its own;*

[42] In its decision, the Board must determine:

- a) Was the Stop Order issued in accordance with s. 645(2.1) of the MGA?
- b) Has the Development Authority established that there is an unauthorized use of the Lands?
- c) If so, should the Board exercise its authority under section 687(3)(c) to vary the time for compliance?

### **a. Was the Stop Order issued in accordance with s. 645(2.1) of the MGA?**

[43] The Board first considered whether the Stop Order met the technical requirements set out in Section 645(2.1) of the MGA. The Board notes that the Appellant did not argue that there was a breach of the requirements in the MGA; however, the Board must still be satisfied that the requirements for the Stop Order were met.

[44] A copy of the Stop Order was in evidence before the Board (pages 138-139/200). The Stop Order includes the date it was issued (April 24, 2025), and is addressed to the Bashaw Retreat Centre. The evidence before the Board is that the owner of the Lands is the Bashaw Retreat Centre Inc. (page 37/200). The evidence of the Development Authority is that the Stop Order was issued April 24, 2025 and on the same day it was emailed to James Carpenter, and sent by registered mail to the address. The Stop Order also states what must be done by the Appellant, and indicates that the action must be taken by June 1, 2025.

[45] In light of this evidence, and noting that there was no argument or evidence to the contrary, the Board is satisfied that the Stop Order meets the requirements of s. 645(2.1) of the MGA and finds so as a fact.

**b. Has the Development Authority established that there is an unauthorized use of the Lands?**

[46] The next question is whether the Development Authority has established that there has been unauthorized development on the Lands.

[47] In order to make this determination the Board must determine:

- a. What are the approved uses for the Lands?
- b. Has the Development Authority established that there is a use or uses occurring on the Lands which are not authorized by the development approvals for the Lands?

*i. What are the approved uses for the Lands?*

[48] Both the Development Authority and the Appellant agree:

- a. The lands are zoned Direct Control;
- b. Town Council is the Development Authority to approve uses for the Lands;
- c. The approved uses were approved in 2016 and 2017;
- d. In 2016, Town Council approved the use of the Lands for an "independent seniors lodge", subject to conditions;
- e. In 2017, Town Council approved additional uses for the Lands:
  - i. Continued use as Independent Seniors Living Complex;
  - ii. Open the dining facility to the community;
  - iii. Market it as a retreat center and lodge for overnight stays;
  - iv. Provide community event center as a meeting and learning space (indoors and outdoors), for exhibits, birthday parties, courtyard and garden receptions, hosting winter, spring festivals, etc.

[49] In light of the agreement, the Board makes the above as findings of fact.

[50] The parties agree that the uses listed in paragraph [48]e are not defined. Of the uses listed in paragraph [48]e, the uses in i, ii and iv are not at issue in this appeal. Therefore, the Board will focus on "retreat center and lodge".

[51] The parties disagree about what is included or not included within the definition of "retreat center and lodge".

[52] The Development Authority used the description in the Request For Decision approved by Council motion (see Tab 7, page 51/200) to argue that the retreat center and lodge would house sports teams competition attendees, golfers and fishing, nature enthusiasts and authors, composers, artists, and families wishing to attend in a rural and peaceful setting. In addition, the lodge could host leadership and training seminars, personal and spiritual growth workshops, life experience focused studies, visual and performing arts exhibits, and health and wellness workshops. However, the Development Authority stressed that there was no indication that the

retreat center and lodge was to be used for addiction treatment, healthcare, counselling or rehabilitation.

[53] By contrast, the Appellant argued that the general theme of what is offered is to promote healthy living and lifestyles. The facility does not allow drugs or alcohol which is consistent with what the retreat aims to promote. It is not a medical or treatment facility. There is a maximum accommodation for 35 people and there are 12 – 15 people staying there now, for various lengths of time. It is not permanent residences.

[54] In reviewing the submissions of both parties, the Board noted that they both focused on the wording that was set out in the 2017 Council approval. The parties did not differ on the scope of the definition. Rather, they differed in whether there was evidence of uses which fell outside the definition of "retreat center and lodge". With that in mind, the Board concludes that "retreat center and lodge" is a use in whereby sports teams competition attendees, golfers and fishing, nature enthusiasts and authors, composers, artists, and families could stay for overnight visits. In addition, the use includes hosting leadership and training seminars, personal and spiritual growth workshops, life experience focused studies, visual and performing arts exhibits, and health and wellness workshops.

[55] Having regard for the definition, the Board agrees with the submissions of the Development Authority that the use of "retreat center and lodge" does not include any addiction treatment, healthcare, counselling or rehabilitation.

*ii. Has the Development Authority established that there is a use or uses occurring on the Lands which are not authorized by the development approvals for the Lands?*

[56] Having established what the use of "retreat center and lodge" includes, the Board turns to whether the Development Authority has established that there is a use, or uses, which are not authorized by the development approvals for the Lands.

[57] The Development Authority argued that the Lands are being used for an addictions center or a sober living facility, neither of which is an approved use. The Development Authority provided definitions for these uses (see paragraphs 51-52/200). It argued both of these uses involve individuals recovering from substance abuse addictions and receiving treatment in relation to the same.

[58] The Appellant provided no different definition for addictions centers or sober living facilities.

[59] The Board accepts the definitions suggested by the Development Authority. The definitions reflect a common sense meaning of the uses, and are the only definition offered to the Board.

[60] The question which the Board must now answer is whether the evidence provided by the Development Authority establishes that there are uses which are not approved, and, in particular, whether there is evidence that the Lands are being used for an addictions center or a sober living facility.

[61] The Development Authority argued that the evidence was not perfect, but taken together satisfies the civil burden to establish that these uses are occurring, and which uses are not authorized by the 2017 development approvals.

[62] By contrast, the Appellant argued that there was no evidence that the facility was either an addictions center or a sober living facility, and the facility was not health care, nor addictions treatment nor rehab treatment.

[63] The Board has carefully examined the evidence provided. Tab 10 page 62/200 reflects an inquiry about an addictions center in Bashaw in October, 2024. The Board notes that at paragraph 3, the caller was looking into an addictions rehab facility in Kelowna, and identified that the Kelowna facility "redirected [her] to their facility at Bashaw". The Board accepts this as some evidence that an addictions facility is operating in Bashaw. The reason the Board accepts this as evidence of an addictions facility in the Town is that Tab 10 does more than question in an open ended way whether there is an addictions facility. The caller identifies that she called an addictions rehab facility in Kelowna, who redirected her to *their* facility in Bashaw. The Board sees this evidence as more than speculation that there is a facility.

[64] The Board has examined page 63/200, which is evidence of a call in January 2025. The Board notes that the caller has also specifically identified a rehab facility at Bashaw. The Board examined the evidence at Tab 16, pages 80-81/200, which reflects the call from the Town's Chief Administrative Officer to the phone number for the facility, where the person answering the phone (Jan) identified that the facility was operating as a sober living facility, with stays from 1 to 6 months. The Board finds this evidence very persuasive, as it is an admission that the facility is being used as a sober living facility.

[65] The Board also examined Tab 13 (the video from February 24, 2025) and Tab 12 (the transcription from the video) which reflected an interaction between the Town's mayor and an individual who appeared to be unwell and who acknowledged staying at the center. The individual said she "probably need[ed] mushrooms and weed with no THC". In its review of this evidence, the Board is not judging the user. Rather, the Board is attempting to determine whether this evidence establishes a use of the Lands which involves individuals recovering from substance abuse addictions and receiving treatment in relation to the same. The Board notes that the individual said she was living at the facility and mentioned mushrooms and weed with no THC, from which the Board draws the conclusion that this individual either uses or had used these substances, which the Board concludes are drugs. The Board's conclusion is supported by the evidence at page 73/200, which is a statement from the RCMP dated February 24, 2025 (the same day as the interaction with the mayor and the individual) that the individual was "coming off of drugs and trauma".

[66] The Board accepts that this evidence is not perfect. Despite this comment, the Board agrees with the Development Authority that the Development Authority does not need to establish the operation of an unauthorized use beyond a reasonable doubt. The Board has to be satisfied that it is more likely than not (the civil standard) that there is either an addictions center or a sober living facility. On the evidence above for the reasons outlined, the Board is satisfied that the evidence establishes that the Lands are being used either as an addictions facility or a sober living facility and finds so as a fact.

[67] Further, the evidence provided by the Appellant also supports the Board's conclusion that the facility on the Lands is being used for either an addictions center or a sober living facility. The letter of June 10, 2025 (page 3 in exhibit 4), which was submitted by the Appellant, states at paragraph 2:

"The center is a venue which.... Offers a safe, caring environment for those who have successfully completed a drug or alcohol rehabilitation treatment program. An individual may stay for a few days or up to 3 months..."

[68] The letter at page 4 of exhibit 4 states:

"I am impressed with their dedication to ... offering safe living for those in transition to contemplate their purpose and motives in life."

[69] The Board finds these 2 letters persuasive in establishing that the facility is being used as either a sober living facility or an addictions center.

[70] The Board notes that the Appellant argued that the Development Authority had not provided evidence to support the Stop Order. As noted above, the Board disagrees with the argument of the Appellant. The Appellant did not provide any specific evidence that would counter the evidence provided by the Development Authority. The Appellant argued that the Lands were used for various retreats, etc. However, the Board was not presented with any specific evidence which would have countered the evidence presented by the Board. There were general statements made, but little specific evidence. While there is no obligation on the Appellant to provide evidence in support of the uses that it states it is operating, such evidence would have been persuasive to the Board in countering the evidence put forward by the Development Authority. The only evidence put forward was that of the Development Authority, which the Board, for the reasons above, accepts is evidence of unauthorized uses on the Lands.

[71] In considering the evidence, the Board noted that when asked about how much time the Appellant would require for compliance if the Board upheld the Stop Order, the Appellant asked for 6 months on the basis that it would need to relocate those persons who were resident there. This length of time suggests to the Board that there are persons who are either living at the facility for an extended period, or who might be difficult to re-house. The Board finds that either of these inferences is some evidence supporting the Board's conclusion that there is either an addictions center or sober living facility on the Lands.

[72] The Board notes that the Appellant argued that there had been only one incident in the several months during which Wild Roses Retreat was operating and that there were no residents at the Board hearing and stated that this was evidence that the use to which the Lands were put was not an issue. The Board considered this argument, but did not find it persuasive. The question before the Board was not whether there were complaints about the uses, but whether the Development Authority had established that there were uses on the Lands for which there was no development approval. As noted above, the Board is persuaded on the evidence that the Development Authority has established that there was no development approval for the uses, and for that reason has upheld the Stop Order.

[73] Based on the above, the Board finds that there is a development on the Lands for which there is no development approval, particularly either an addictions center or a sober living facility. For the reasons set out above, the Board finds that the Stop Order was validly issued, and upholds the Stop Order.

### **Remedy**

[74] Having upheld the Stop Order, the Board must assess whether it will extend the time for compliance, and if so, by how much.

[75] In response to the Board's inquiry that, should it uphold the stop order, how long would be required to comply, the Appellant stated that it required 6 months to deal with relocating those who live at the facility and so that it would have time to adjust its operations. The Development Authority suggested that 3 months would be sufficient.

[76] The Board was advised that there were approximately 10-11 people (page 81/200) or 12-15 people (see paragraph [53] above) staying at the facility for a range of 1 – 6 months (page 80/200), but the letter at page 4, exhibit 4 stated a maximum stay of 3 months but many stay for 3-4 days. The Board was not provided specific evidence to assist in making a determination on an appropriate amount of time.

[77] The Board noted that if people living at the facility do need to be relocated, the summer vacation period of July and August may result in people being away. The Board concluded that the time for compliance should be extended from June 1, 2025 to September 30, 2025 because there were only somewhere between 10-15 people who live at the facility, and on the evidence not all of them live there for an extended period of time. Given the limited number of people, the Board concludes that the approximate 3 months should be sufficient. Further, the Board is not shutting down the facility. Rather, the Board's decision is only upholding the prohibition on offering an addictions facility or a sober living facility. That part of the Appellant's operations which is retreats for such things as quilting (see exhibit 4, page 1) can continue to operate.

Dated at the City of Camrose in the Province of Alberta, this 27<sup>th</sup> day of June, 2025.



K. Tennant

Chair, Subdivision and Development Appeal Board

*This decision may be appealed to the Court of Appeal of Alberta on a question of law or jurisdiction, pursuant to Section 688 of the Municipal Government Act, RSA 2000, c M-26.*

**APPENDIX "A"**

DOCUMENTS RECEIVED AND CONSIDERED BY THE SDAB:

<b>EXHIBIT NO.</b>	<b>ITEM</b>
1.	Agenda
2.	Submissions of the Town of Bashaw
3.	Submissions of the Appellant
4.	Additional Submissions of the Appellant

**APPENDIX "B"**

REPRESENTATIONS PERSON APPEARING & CAPACITY

1. T. Fuller, Development Authority, Town of Bashaw
2. A. Skeith, Reynolds Mirth Richards & Farmer LLP, counsel for the Development Authority
3. J. Agrios, KC, Kennedy Oshry Agrios LLP, counsel for the Appellant, Bashaw Retreat Centre



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

1. Meetings, training

- June 5, 2025 – Business Navigation Supports meeting
- June 6, 2025 – Unstoppable conversations training
- June 9, 2025 – Economic Development Training – Bashaw Hosted
- June 10, 2025 – Meeting with Fire Chief and Deputy Fire Chief
- June 13 – June 15, 2025 – Landmark Training
- June 16, 2025 – Subdivision & Appeal Board Hearing – Stop Order Appeal
- June 19, 2025 – Personal Day – CAO out of the office
- June 20, 2025 – Meeting with Minor Ball
- June 23 – 27, 2025 – Office Closed for Financial Software changeover
- June 26, 2025 – Parkland Community Planning AGM in Lacombe
- June 30, 2025 – CAO out of the office
- July 9, 2025 – Tagish Golf Tournament
- July 10, 2025 – Webinar – Hazard Assistance and Resilience Program
- July 10, 2025 – Meeting with Digital Paper Editor

2. Ongoing follow up of Council assigned tasks.

3. Complete Local Government Fiscal Framework – statement of Financial Expenditures and the 2025 application. Complete LGFF Operating 2024 SFE.

4. Research Ball Diamond fees from other municipalities. Checking in with our insurance provider regarding changes to arena operation/management.

5. Utility Bills are delayed. The software change over has generally gone well. Happy with the software just working out some variances.



3755-43 Avenue,  
Camrose, Alberta T4V3S8  
P 780-672-4446  
E [county@county.camrose.ab.ca](mailto:county@county.camrose.ab.ca)

Town of Bashaw  
c/o CAO Theresa Fuller  
5011 52 Ave  
Box 510  
Bashaw AB T0B 0H0

July 4, 2025

Re: Request for Wildland Truck for WUI Use

At the Regular Council Meeting on June 24 the following motion was passed,

*J. BANACK - That Camrose County Council approve the use of the Wildland Truck in 2025, if requested for Provincial firefighting and that 100% of the proceeds related to the use of the truck be forwarded to Camrose County and further that participation in the Provincial firefighting be reviewed at the end of 2025. CARRIED.*

Please update Sgt. Kuzio when the Wildland Truck is sent out for WUI use. As mentioned in the motion, Council will review the use of the Wildland Truck in the Wildland Urban Interface Program at the end of the year.

Sincerely,

A handwritten signature in blue ink, appearing to read 'T. Gratrix'.

Teresa Gratrix,  
County Administrator

July 7, 2025

Hello Theresa (and Council)--

On behalf of the businesses, groups, and organizations that are jointly and collaboratively hosting Hometown Days, we respectfully request the following road closures, for various events/activities, for the dates / durations listed below:

Friday, August 22nd - the intersection of 50ST and 50 AVE to the alley next to the Youth Centre - from 5 - 7 PM.

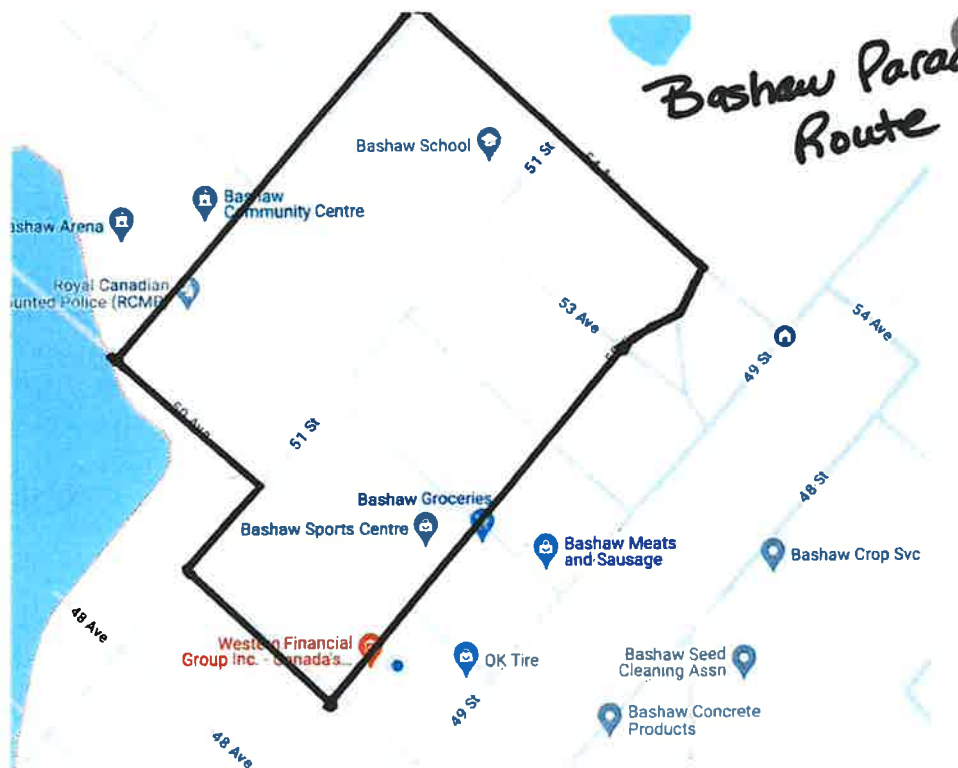
\*\*\*NOTE: This is for a potential youth street dance. If this changes to an indoors event we will waive this request\*\*\*

Saturday, August 23rd -

51st Ave from 49th to 50<sup>th</sup> ST (Bashaw Meats)

50<sup>th</sup> ST from 52nd Ave to 49<sup>th</sup> Ave (Three blocks on Main ST) for the duration of the day (9am til 4pm)

\*\*\*NOTE: This may be adjusted to two streets if we do not feel we have enough main street activities.\*\*\*



Same route as last year.

\*\*\*NOTE: No business, organization, or group has taken responsibility for a parade and as of this moment a parade is not scheduled. We are asking for this on the assumption the community will step up to create this event.\*\*\*

Kyle McIntosh, Cindy Orom, Janine England

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	July 16, 2025
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.3 Master Rates & Schedules – Ball Diamond Fees

**Background/Proposal:**

Attached are:

- Town of Bashaw Master Rates & Schedules – Baseball Diamond User fees
- Ball Diamond Fees Comparison 2025
- Bashaw Minor Ball Association attendance numbers (Other is City of Camrose)

Assumptions on Calculations:

- Ball diamond use Data collected from Minor Ball bookings for 2025
- Each use is assumed as 1 hour – total of 164 ball diamond uses for full season accessing all diamonds as currently scheduled on the booking calendar.
- Tournament use is per diamond per day. No data available for the number of games or hours. 13 days over several diamonds.
- Estimated 8 teams for the 2025 season, based on the booking calendar.

<b>2024 Financial information</b>			
Revenue	\$1,841.90		Includes other user bookings for tournaments
Expenses			
Chalk		\$1,200.00	50 bags of chalk
Trash cans		\$1,556.00	Minor ball requested additional garbage cans
11 yards red shale		\$2,640.00	Bashaw concrete
coat hooks for dugouts		\$114.94	
Total	\$1,841.90	\$5,510.94	
Deficit offset through taxes	-\$3,669.04		

\*\* Expenses do not include mowing costs, weed whipping, weed spraying, garbage bags, water for washrooms, consumables for washrooms, chemical for spraying weeds.

\*\* Minor ball has online access to the booking calendar at no cost.

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

- Smaller municipalities do not have fees for use, however many of them have volunteers maintaining the facilities
- Variety of ways to charge. The typical is per diamond per use for regular season; or flat rates.
- Tournaments – charges vary as well.

- Larger municipalities provide more services, including chalk, and higher quality facilities.
- Most facilities require their users to provide their own chalk.
- Estimations for per child fee are based on 117 participants.
- Many of the municipalities polled received support from their neighboring county for either annual maintenance or substantial fence/facility repair.
- 66 % of Minor Ball users are Camrose County residents.
- 26% are Town of Bashaw residents.

Based on the comparisons of services, the town of Bashaw fees are low for the services provided. The town does provide washroom facilities. One location encourages booking a porta potty at the users' expense.

The challenge - there is no direct comparison that is quantifiable.

Recommendations:

1. Increase the per child fee to a minimum of \$20.00 per child or consider a flat annual rate.
2. Chalk – provide a minimum of 25 bags for season, and users provide the balance of what is needed, or discontinue providing chalk.
3. Arrange a volunteer work bee at the start of the season to bring the facility to higher operational standard.
4. Keep all fees the same and discontinue providing chalk, require the volunteers to participate in work bee to get the facility prepared for the season.
5. Determine who is responsible for dragging the diamonds and frequency.
6. Turn over the maintenance and operations of the facility to the volunteer group.
7. Continue as current, assuming a deficit through tax base.

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

Fee for service.

Taxation

**Applicable Legislation:**

Municipal Government Act; Section 243(1) and Section 7.

**Community Engagement Consideration:**

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

**Recommended Action:**

Proceed with the following motion:

MOVED BY \_\_\_\_\_ to direct administration to amend the master rates & schedules bylaw changing the ball diamond fees to \$20.00 per child under 18 as the seasonal fee (not including tournaments) and the tournament fees to \$57.50 per diamond per day for Adults, \$47.00 per diamond per day for Youth.

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

MOVED BY \_\_\_\_\_ to direct administration to prepare a (letter/or policy) for Ball diamond use, outlining the expectations for the services the town will provide and what volunteers obligations for council to review for the next council meeting.

Or motion of Council determination.

**Discussion Result:**

Additional research Requested:



**Ball Diamond Fees Comparison 2025**

Municipality	Youth Rate	Tournament Fee	Adult	Adult tournament	Description of Operations	youth rate	tournament	Total	Per child fee calculation (based on 117 kids youth rate reg season)
Clive	nchg	nchg	\$20.00	\$50.00	Local access facility for free, out of town pay a fee. Adult and tournament listing are for out of town patrons, Tournament is for weekend. \$20 is per game, per diamond. The village mows the outfield and park space, changes garbages, cleans and maintains washrooms and concession building. Village does weed control. Minor ball looks after raking infield, maintenance of dugouts - volunteer labor, village pays for supplies. Cost sharing with County to build new backstop.	0	0	0	
Edberg	nchg	nchg	nchg	nchg	Recreation board maintains the sports grounds	0	0	0	
Ponoka	\$21.26 per diamond per use	\$48.30 per diamond per day	\$33.86 per diamond per use	\$78.75 per diamond per day	The town maintains the fields.	\$3,486.64	\$627.90	<b>\$4,114.54</b>	\$29.80
Lacombe	\$29.87 per game/practice	\$56.65 per diamond per day	\$45.32 per game/practice	\$92.70 per diamond per day	plus gst. City maintains the fields.	\$4,898.68	\$736.45	<b>\$5,635.13</b>	\$41.87
Bentley	\$40.00 per team	\$50 per diamond per day	\$100 per team	\$60 per diamond per day	Town maintains diamonds, provides shale, do not provide chalk, bases, or other supplies. Their pricing is from 2016 and due for review.	\$320.00	\$650.00	<b>\$970.00</b>	\$2.74
Sundre	\$669.50 per season	\$83.74 per tournament	\$22.35 per game	\$167.53 per diamond	add gst, town maintains. No washrooms, booking porta potties, responsibility of user.	\$669.50	\$334.96	<b>\$1,004.46</b>	\$5.72
Sylvan Lake	\$22.45 per diamond per hour \$65.87 per diamond per day weekday \$134.54 per diamond per day weekend	\$1015.65 for three diamonds	\$37.40 per diamond per hour \$118.57 per diamond per day weekday \$224.26 per diamond per day weekend	\$1691.17 for three diamonds	Town maintains diamonds, and they are a higher end facility.	\$3,681.80	\$1,749.02	<b>\$5,430.82</b>	\$31.47
Big Valley	nchg	nchg	nchg	Nchg	Ag society operates, maintains, shale and fence repairs funded by village	0	0		0

**Ball Diamond Fees Comparison 2025**

Elnora	nchg	nchg	nchg	nchg	Provincials held there from time to time. Facility is maintained by volunteers, and they do not request funding from the village. One diamond is located on school property. This diamond is not maintained by the village either.	0	0		0
Bashaw	\$10.50 per child	\$42.00 per diamond per day	\$262.50	\$52.50 per diamond per day	Town maintains diamonds, provides shale, provides chalk, provides washroom facilities, paper products for washroom, weed treatment.	\$1,228.50	\$546.00	<b>\$1,774.50</b>	\$10.50

# RECREATION PLAYER LOCATIONS

USER GROUP \_\_\_\_\_ Bashaw Minor Ball Association \_\_\_\_\_

DATE OF SEASON \_\_\_\_\_ 2025 \_\_\_\_\_

<u>JURISDICTION</u>	<u>NUMBER OF PLAYERS</u>
TOWN OF BASHAW	30
COUNTY OF CAMROSE	77
COUNTY OF PONOKA	2
COUNTY OF STETTLER	1
COUNTY OF LACOMBE	5
COUNTY OF WETASKWIN	
OTHER	2
TOTAL	117