



REGULAR MEETING OF COUNCIL
THURSDAY, SEPTEMBER 21, 2017 – 5:00 P.M.
COUNCIL CHAMBERS
MINUTES

Attendance: Mayor Penny Shantz, Deputy Mayor Rosella Peterman, Councillor Darren Pearson, Councillor Bryan Gust
Chief Administrative Officer: Theresa Fuller
Public Works Foreman: Murray Holroyd
Recording Secretary: Kathy Berry

Absent: Councillor Lynn Schultz (with notice)

Public: Krista Dryden, Bashaw Skating Club (entered at 5:32 p.m., exited at 5:43 p.m.);
Hazel Campbell-Brooks (entered at 5:28 p.m., exited at 6:37 p.m.)

- 1) CALL TO ORDER by Mayor Penny Shantz at 4:59 p.m.
- 2) PUBLIC HEARING - None
- 3) ADDITIONS & AGENDA APPROVAL of September 21, 2017

MOVED by Councillor Pearson to accept the agenda of September 21, 2017 as presented.

MOTION #178-2017

CARRIED UNANIMOUSLY

- 4) MINUTES
4.1 Minutes of Regular Council Meeting of September 7, 2017.

MOVED by Councillor Pearson to approve the Minutes of September 7, 2017 as presented.

MOTION #179-2017

CARRIED UNANIMOUSLY

- 5) DELEGATIONS – Krista Dryden – Bashaw Skating Club President – Vending Machine Proposal – Krista Dryden, on behalf of the Bashaw Skating Club, entered the meeting at 5:33 p.m. began presentation to Council at 5:33 p.m. The Bashaw Skating Club would like to put a small vending machine in the Arena for the kids (and public) to access, namely for when the concession is not open. This may also generate some additional funds for the Club. The Skating Club would be solely responsible for maintaining the machine. They will take care of stocking the machine as well as removal of funds. They will post signs saying the Arena staff and/or Concession is not responsible and should there be any issues with the machine, there would be a phone number to call. They are completely flexible as to where the machine would be placed, as long as it is accessible to all. Krista exited the meeting at 5:43 p.m.
- 6) BYLAWS - None
- 7) NEW AND UNFINISHED BUSINESS
7.1 Community Hall Building Management System – Verbal update – the Internet is working properly again. CAO Fuller advised Council that they are working with a ESC Automation to determine what is causing the issues with the system so that this ESC Automation can compile a solution to the system in its entirety rather than doing small fixes when something happens. CAO Fuller is hoping to have more information for the next Council meeting.

7.2 Utility Procedure Discussion – there are a number of residence that continually do not pay their Utility Account with the Town. 2% penalty is added to the outstanding balance after the due date. The interest compounds throughout the year. If the Account remains unpaid as at December 15, the amount is rolled onto the Tax Roll for the property. An additional \$40.00 administration fee is then applied and the amount is then penalized by the tax penalty. The amount outstanding with interest, is eventually collected once the Taxes are paid. Historically, the Town would turn off residents' water for non-payment. This would create more work for Public Works as well as may cause damage or malfunction to the CC Valves depending on when the water would need shut off. Payment non-compliance is currently estimated at 27.2%. CAO Fuller is asking if Council would like to consider changes to the Utility procedure. Council has asked CAO Fuller to provide additional information with respect to what other municipalities charge for interest on unpaid accounts as well as what interest rate a municipality is legally allowed to charge residents.

7.3 Balance Variance Report

MOVED by Deputy Mayor Peterman to accept the Balance Variance Report as presented for information only.

MOTION#180-2017

CARRIED UNANIMOUSLY

7.4 Town of Bashaw Monthly Statement – August 31, 2017

MOVED by Councillor Pearson to accept the Town of Bashaw Monthly Statement as of August 31, 2017 as presented for information only.

MOTION#181-2017

CARRIED UNANIMOUSLY

7.5 Municipal Emergency Plan Program Review Report

MOVED by Councillor Gust to approve the Municipal Emergency Plan Program Review Report as presented for information only.

MOTION# 182-2017

CARRIED UNANIMOUSLY

7.6 Bashaw Skating Club – Vending Machine Proposal – Council heard a presentation from Krista Dryden, President for the Bashaw Skating Club, earlier in the meeting. Council is willing to approve this request but would like there to be a Contract in place with stipulations as to placement, signage required, etc., and which allows the Town to rescind the approval at any time in the event that issues arise.

MOVED by Deputy Mayor Peterman to approve the Bashaw Skating Club's request to obtain and place a Vending Machine in the Arena, such machine to be at their own risk with all maintenance and liability relating to the machine be borne by the Bashaw Skating Club.

MOTION# 183-2017

CARRIED UNANIMOUSLY

8) REPORTS

8.1 Committee Reports

- A. Mayor Shantz – reported that she had attended the Hwy 12/21 Meeting on September 8, 2017 as well as the Regional Fire Services Position Review meeting on September 20, 2017. Additionally, there was a Camrose and Area Lodging Authority meeting on September 15, 2017 that she was unable to attend.
- B. Deputy Mayor Peterman – reported that she there was a Bashaw & District Support Services meeting on September 11, 2017 that was conducted electronically as well as the Parkland Regional Library meeting on September 14, 2017.

- C. Councillor Gust – reported that he attended the Museum meeting on September 13, 2017 and the Bashaw Library meeting on September 18, 2017.
- D. Councillor Pearson – reported that he had attended the Bashaw Agricultural Society meeting on September 14, 2017.
- E. Councillor Schultz – absent with notice.

8.2 Staff Reports

- A. Murray Holroyd Report –attached to the Minutes.
- B. CAO Report –attached to the Minutes.

MOVED by Councillor Pearson to accept the Committee & Staff Reports as presented.

MOTION #184-2017

CARRIED UNANIMOUSLY

9) CORRESPONDENCE

- a. Tagish Engineering – Donation to the Bashaw Food Bank
- b. Alberta Health Services – Seniors and Continuing Care Provincial Advisory Council information

MOVED by Councillor Pearson to accept the correspondence from Tagish Engineering and from Alberta Health Services.

MOTION #185-2017

CARRIED UNANIMOUSLY

10) IN CAMERA – Legal – Section 16 – FOIP Act.

MOVED by Councillor Gust to go in camera at 6:26 p.m. Hazel Campbell-Brooks invited to stay and present information to Council.

MOTION #186-2017

CARRIED UNANIMOUSLY

Hazel Campbell- Brooks exited the meeting at 6:37 p.m.

Public Works Foreman Murray Holroyd and recording secretary Kathy Berry both exited the meeting at 7:10 p.m.

MOVED by Councillor Gust to come out of camera at 7:33 p.m.

MOTION #187-2017

CARRIED UNANIMOUSLY

11) NEXT MEETING: Regular Meeting date; October 5, 2017, 5:00 p, Council Chambers. Discussion to consider altering the October dates, possibly to October 12 and 26, 2017. This would be accommodating preparation for the next meeting. (CAO out of the office September 27 – 29, 2017 for the Development Officers conference).

MOVED by Councillor Gust that the next Regular Council meeting will be October 12, 2017 @ 5:00 p.m. in Council Chambers, with the following regular Council meeting to be October 26, 2017 @ 5:00 p.m. in Council Chambers.

MOTION #188-2017

CARRIED UNANIMOUSLY

12) ADJOURNMENT of the September 21, 2017 Regular Meeting of Council called by Mayor Shantz at 7:40 p.m.

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER