



**REGULAR MEETING OF COUNCIL
A G E N D A
THURSDAY, July 20, 2017 @ 5:00 P.M.
COUNCIL CHAMBERS**

1. CALL TO ORDER
2. PUBLIC HEARING
3. ADDITIONS & AGENDA APPROVAL
4. MINUTES
 - 4.1 Minutes of the June 15, 2017 Meeting
5. DELEGATIONS
 - 5.1 Fire Chief Mike Andriatz
 - 5.2 Sergeant Bruce Holiday – Council update
6. BYLAWS
 - 6.1
7. NEW & UNFINISHED BUSINESS
 - 7.1 Resident Yard Burning issues – Fire Chief Mike Andriatz
 - 7.2 County of Camrose – Alberta Community Partnership Grant
 - 7.3 AUMA – Rebate: Innovative way to benefit community
 - 7.4 Audit Agreement – Gitzel & Company
 - 7.5 Town of Bashaw June 30, 2017 Monthly Statement
 - 7.6 Resident Water Consideration Request
8. COMMITTEE & STAFF REPORTS
 - 8.1 Committee Reports
 - a. Mayor Shantz
 - b. Deputy Mayor Peterman
 - c. Councillor Gust
 - d. Councillor Pearson
 - e. Councillor Schultz
 - 8.2 Staff Reports
 - a. Foreman Report
 - b. CAO Report
9. CORRESPONDENCE
 - a. Parkland Regional Library – Newsletter
 - b. Camrose & Area Lodge Authority Meeting Minutes
 - c. Village of Alix – Parade invitation, August 12, 2017
 - d. Alberta Transportation – Grant Application for Lagoon Project; not approved this year.
 - e. Alberta Culture & Tourism – Stars of Alberta Volunteer Award
 - f. Alberta Recreation & Parks Association – Professional Development & Education for Municipal Staff
 - g. Alberta Municipal Affairs – Designated Industrial Property Assessment
10. IN CAMERA – Legal – Section 16 – FOIP Act.
11. NEXT MEETING: August 17, 2017, 5:00 pm Council Chambers
12. ADJOURNMENT



REGULAR MEETING OF COUNCIL
THURSDAY, JUNE 15, 2017 – 5:00 P.M.
COUNCIL CHAMBERS
MINUTES

Attendance: Mayor Penny Shantz, Deputy Mayor Rosella Peterman, Councillor Bryan Gust, Councillor Darren Pearson, Councillor Lynn Schultz
Chief Administrative Officer: Theresa Fuller
Recording Secretary: Kathy Berry

Absent: Public Works Foreman: Murray Holroyd (with notice)
Press in Attendance: Lisa Joy, exited @ 6:05 p.m.

- 1) CALL TO ORDER by Mayor Penny Shantz at 5:01 p.m.
- 2) PUBLIC HEARING – None
- 3) ADDITIONS & AGENDA APPROVAL of June 51, 2017

MOVED by Councillor Pearson to accept the agenda of June 15, 2017 as amended to add 7.5 Declaration.

MOTION #121-2017

CARRIED UNANIMOUSLY

- 4) MINUTES
4.1 Minutes of Regular Council Meeting of June 1, 2017.

MOVED by Councillor Schultz to approve the Minutes of June 1, 2017 as presented.

MOTION #122-2017

CARRIED UNANIMOUSLY

- 5) DELEGATIONS – None
- 6) BYLAWS
6.1 – Bylaw #775-2017 – Oversize Commercial Vehicle

MOVED by Deputy Mayor Peterman to approve the first reading of Bylaw 775-2017.

MOTION #123-2017

CARRIED UNANIMOUSLY

MOVED by Councillor Pearson to approve the second reading of Bylaw 775-2017.

MOTION #124-2017

CARRIED UNANIMOUSLY

MOVED by Councillor Schultz to unanimously approve the third and final reading of Bylaw 775-2017.

MOTION #125-2017

CARRIED UNANIMOUSLY

MOVED by Councillor Pearson to approve the addition of Bylaw 775-2017 Oversize Commercial Vehicle fee Schedule to Section 1, Appendix A, Town of Bashaw Master Rates and Schedules Bylaw 760-2017.

MOTION #126-2017

CARRIED UNANIMOUSLY

7) NEW AND UNFINISHED BUSINESS

7.1 Reserve Planning – Town of Bashaw has historically discussed the Restricted Surplus. Documentation presented in this meeting to simplify the listing.

MOVED by Councillor Gust to approve the revisions made to the Town of Bashaw Restricted Surplus as listed on Town Reserves Summary #1, such Summary is hereby attached to these Minutes.

MOTION#127-2017

CARRIED UNANIMOUSLY

MOVED by Deputy Mayor Peterman to approve the increases made to the Town of Bashaw restricted Surplus as listed on Town Reserves Summary #2, such Summary document is hereby attached to these Minutes.

MOTION#128-2017

CARRIED UNANIMOUSLY

7.2 Capital Project – in the May 18, 2017 regular Council meeting, the capital project listing was approved. The auditor requires Council approve the areas from the reserves that the projects will be or are expensed through.

MOVED by Councillor Gust to approve Water Tower painting of approximately \$14,000.00 from the Water Operating Restricted Surplus.

MOTION#129-2017

CARRIED UNANIMOUSLY

MOVED by Councillor Pearson to approve the Cement under the Ball Diamond bleachers of approximately \$10,000.00 from the Recreation Operating Restricted Surplus.

MOTION#130-2017

CARRIED UNANIMOUSLY

MOVED by Councillor Schultz to approve the Ball Diamond Washrooms of approximately \$12,000 from the Parks Operating Restricted Surplus.

MOTION#131-2017

CARRIED UNANIMOUSLY

7.3 Centennial Room – Rate Discussion – currently, the Town of Bashaw allows nonprofit organizations to access the Centennial room free of charge. For profit users can rent it for \$12.00/hour. The Town incurs expenses for the Centennial Room regardless of whether the usage is by a non-profit or for-profit user. Does Council

want to consider implementing a fee for the Centennial Room? Many of the users of the Arena and Centennial Room, contribute to the facility in various volunteer/monetary ways which makes determining a suitable fee a challenge. Council asked CAO Fuller to discuss this with Arena Staff and obtain additional input.

7.4 Monthly Statement – May 31, 2017

MOVED by Deputy Mayor Peterman to approve the Monthly Statement for month ending May 31, 2017 as information only.

MOTION#132-2017

CARRIED UNANIMOUSLY

7.5 Declaration – Certificate to declare “Local Butcher’s Week” as June 19 – 25, 2017.

MOVED by Councillor Gust to declare June 19 - 25, 2017 as Local Butcher’s Week.

MOTION#133-2017

CARRIED UNANIMOUSLY

8) REPORTS

8.1 Committee Reports

- A. Mayor Shantz – reported that she had attended the Community Awareness night on June 7, 2017, the Bashaw Youth Foundation meeting on June 8, 2017, Razzle Dazzle and Canada 150 Celebration on June 10, 2017 and the Grade 6 presentations at the Bashaw School on June 12, 2017. Additionally, she will be attending the Camrose and Area Lodge Authority meeting on June 16, 2017.
- B. Deputy Mayor Peterman – reported that she had attended the Community Awareness night on June 7, 2017, the Bashaw Youth Foundation meeting on June 8, 2017, Razzle Dazzle and Canada 150 Celebration on June 10, 2017 and the Grade 6 presentations at the Bashaw School on June 12, 2017.
- C. Councillor Gust – reported that he had attended no meeting.
- D. Councillor Pearson – reported that he had attended the Razzle Dazzle and Canada 150 Celebration on June 10, 2017 and the Grade 6 presentations at the Bashaw School on June 12, 2017 and the Bashaw Ag. Society meeting on June 14, 2017.
- E. Councillor Schultz – reported that he had attended Razzle Dazzle and Canada 150 Celebration on June 10, 2017 and the Grade 6 presentations at the Bashaw School on June 12, 2017.

8.2 Staff Reports

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

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

MOTION #134-2017

CARRIED UNANIMOUSLY

9) CORRESPONDENCE

- a. Ag for Life
- b. Camrose County – Development Notification
- c. Municipal Affairs – MSI Operating Statement of Funding and Expenditures
- d. Municipal Affairs – MSI Capital Statement of Funding and Expenditures
- e. Bashaw Meadows Residents Association – Thank you
- f. Parkland Regional Library Board Meeting Minutes
- g. Alberta Municipal Affairs – Assessment Audit Notification

MOVED by Deputy Mayor Peterman to accept the correspondence from Ag for Life; Camrose County, Development Notification; Municipal Affairs – MSI Operating Statement of Funding and Expenditures; Municipal Affairs – MSI Capital Statement of Funding and Expenditures; Bashaw Meadows Residents Association – Thank you; Parkland Regional Library Board Meeting Minutes; and the Alberta Municipal Affairs – Assessment Audit Notification, as information only.

MOTION #135-2017

CARRIED UNANIMOUSLY

10) IN CAMERA - None

11) NEXT MEETING: Discussion dates for July and August. Council would like to only hold one (1) meeting in July and one (1) meeting in August if possible. Meeting dates to be July 20, 2017 and August 17, 2017, both @ 5:00 p.m. in Council Chambers.

MOVED by Councillor Pearson that the next Regular meeting of Council shall be Thursday July 20, 2017 @ 5:00 p.m. in Council Chambers, with the August meeting being scheduled for August 17, 2017 @ 5:00 p.m. in Council Chambers.

MOTION #136-2017

CARRIED UNANIMOUSLY

12) ADJOURNMENT of the June 15, 2017 Regular Meeting of Council called by Mayor Shantz at 6:55 p.m.

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	July 20, 2017
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.2 Camrose County – Alberta Community Partnership Grant application

Background/Proposal:

As per attached email; Administration received a request/idea from CAO Paul King from the Camrose County.

The MGA legislation changes require that all municipalities collaborate to generate Intermunicipal Collaboration Frameworks, and Intermunicipal Development Plans. An Alberta Community Partnership Grant will assist with covering costs of the process.

Discussion/Options/Benefits/Disadvantages:

The benefit is to cover some costs of the process. It will also assist to provide a concentrated effort to complete and implement both documents.

The province has indicated that municipalities that fail to comply may face the possibility of a “forced” approach. Typically, they do not directly say it; however, it’s pretty significant that they have generated legislation requiring it.

Costs/Source of Funding (if applicable)

The Alberta Community Partnership would possibly be the funding source in the event it was approved.

General Operating in the event we fail to obtain grant funding.

Recommended Action:

Approve the following motion:

MOVED by _____ for the Town of Bashaw administration to participate in pursuing in conjunction with Camrose County, the villages of Ferintosh, Edberg, Bawlf, Rosalind, and Hay Lakes; application for government funding, as available for the facilitation of intermunicipal collaboration opportunities.

Discussion Result:

Additional research Requested:

CAO

From: Paul King <pking@county.camrose.ab.ca>
Sent: Tuesday, July 04, 2017 10:51 AM
To: villgfrn@telus.net; Village of Edberg; 'Tracy M. Ormsbee'; 'haylakes@syban.net'; CAO; Jill Tinson; 'Village of Rosalind'
Cc: Teresa Gratrix
Subject: IDP/ICF's

Morning all trust you had a great Canada 150 weekend in your communities. I am planning on applying for an ACP Grant to facilitate the completion of our ICF/IDP agreements coming up and am looking for support from your communities to participate. I would require a resolution of your councils agreeing to participate in the application. If you are interested here is a draft resolution that you can use.

that Administration be directed to purse in conjunction with Camrose County, the Town of Bashaw, the Villages of Ferintosh, Edberg, Bawlf, Rosalind and Hay Lakes application for government funding, as available, for the facilitation of intermunicipal collaboration opportunities.

Carried Unanimously

Paul King P. Ag.

CAO

Camrose County

pking@county.camrose.ab.ca

t. 780-672-4446

c. 780-878-1282

Skype/DID 586-769-0388



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Approved: yes /no Motion # _____

Account Code: _____

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	July 20, 2017
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.3 AUMA Rebate: Innovative way to benefit Community

Background/Proposal:

As per attached letter from the Alberta Urban Municipalities Association, they are rebating the Town of Bashaw; a portion of profits generated.

They are challenging municipalities to use the rebate in an innovative way that will directly benefit your community. The rebate amount is \$ 764.00. They are running a contest for municipalities; the prize is an AUMA Conference registration.

Discussion/Options/Benefits/Disadvantages:

Administration is seeking feedback from council as to their recommendations for the funds.

Costs/Source of Funding (if applicable)

Funds provided from AUMA; rebate.

Recommended Action:

Administration respectfully declines provision of a recommendation.

Discussion Result:

Additional research Requested:

RECEIVED JUN 21 2017



June 19, 2017

Her Worship Penny Shantz
Mayor, Town of Bashaw
PO Box 510
Bashaw, AB T0B 0H0

Dear Mayor Shantz and Council:

We are very pleased to provide your municipality with the enclosed rebate in recognition of your valued participation in 2016 with two or more of our following business services: Employee Benefits, Property and Casualty Insurance, and Electricity and Natural Gas. Please ensure that this rebate is communicated to your council and administration as a reflection of your ability as our member to share in the outcomes of these services.

As an owner of our association, we encourage you to fully utilize these service offerings. The modest profits generated by these services are returned to you through this rebate as well as through the AUMA's policy, programs and advocacy services that they help fund.

We are challenging our participating municipalities to use this rebate in an innovative way that will directly benefit your community. We invite you to email us with a story and picture of your use of these funds at rebatecontest@auma.ca by September 30th, 2017. Municipalities who demonstrate the most innovative use of the funds will each receive one free AUMA 2017 convention registration worth a further \$700. We will also showcase the winning ideas at our AUMA convention and in our 2017 Annual Report. We hope you will participate in this fun initiative!

For further information about the rebate or to discuss how we can continue to support your municipality through our services, please contact our Business Development team at 310-AUMA.

Sincerely,

A handwritten signature in blue ink that reads "Lisa Holmes".

Lisa Holmes
AUMA President

Approved: yes /no Motion # _____

Account Code: _____

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	July 20, 2017
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.4 Audit Agreement – Gitzel & Company

Background/Proposal:

The audit agreement with Gitzel & Company is set to expire December 31, 2017. Council had approved continuing with the company.

The agreement is attached for review. The costs appear to be in alignment with our recent billings, in 2016 the annual billing was \$ 16, 015.00. (this is within the calendar year)

Typically, the audit begins in November, they proceed with a pre-audit and continues in about February/March with the presentation prior to the end of April. They have been very consistent with meeting timelines, as we have not required any extensions.

Discussion/Options/Benefits/Disadvantages:

Council has previously approved continuing with Gitzel & Company Chartered professional accountants.

Administration is requesting a motion to approve the proposed contract. They have informed us in the event council has questions, they are willing to attend a council meeting if necessary.

Costs/Source of Funding (if applicable)

General Operating Revenue.

Recommended Action:

Administration would recommend approving the following motion.

MOVED by _____ to approve the Proposal for External Audit for Gitzel & Company commencing with the fiscal year ending December 31, 2018 and the final year being December 31, 2022.

Discussion Result:

Additional research Requested:

GITZEL & COMPANY

CHARTERED PROFESSIONAL ACCOUNTANTS

*Peggy Weinzierl, CPA, CA *Scott St. Arnaud, CPA, CA *Jolene P. Kobi, CPA, CA *Justin J. Tanner, CPA, CA
*Eric A. Peterson, CPA, CA (Associate) *Robert J. Krejci, CA (Associate) *Barry D. Gitzel, CPA, CA (Associate)

RECEIVED JUN 19 2017

“Proposal for External Audit”

June 8, 2017

Town of Bashaw
Box 510
Bashaw, AB T0B 0H0

Attention: Theresa Fuller
Chief Administrative Officer

Dear Madam:

RE: Proposal for Auditors for the five years commencing with the fiscal year ending
December 31, 2018

Our firm has been providing auditing services in central Alberta for over 50 years. Members of the firm have had extensive experience in providing auditing services to municipalities, school divisions, non-profit organizations, hospitals, and housing authorities. We have provided auditing services to some of these organizations for over forty years. A concerted effort has been made to maintain the skills required in all service areas and to develop new skills or to recruit people with additional skills as required.

The firm consists of four partners, three associates, and sixteen full-time staff. The partners and associates are Peggy Weinzierl, Scott St. Arnaud, Jolene Kobi, Justin Tanner, Barry Gitzel, Eric Peterson and Robert Krejci. They received their Chartered Accountant designations from 1963 to 2008. The full-time staff includes one CPA, CA, two CPA, CGA's, and three CPA students. We invite you to learn more about us at our website: www.gitzel.ca. The firm is located in Stettler with a part-time office in Consort.

The audit team will consist of two partners and an accounting technician. The supervising partner will be myself, Scott St.Arnaud, CPA, CA. I will be directly involved during the entire audit. I am also the audit senior for one additional municipality, two gas co-operatives and have been involved in several other non-profit organizations and municipal audits since beginning my public accounting career in 2001. I joined Gitzel & Company in 2001 after graduating from the University of Alberta. I obtained my CA designation in 2003 and became a partner in the firm in 2008. Since joining the firm I have been involved with a broad range of clientele including farm, retail and service organizations.

The second partner involved will be reviewing all file work. Our audit staff will be available for consultation regarding any questions or concerns.

Our other partners and staff will act as resource people on the audit. Partners can and do actively consult with one another to either resolve problems or to provide better services.

We will perform an interim audit in November or early December, at a mutually convenient time. Our final audit will be performed in February. If there are no outstanding issues to resolve the audit will be completed in April. We will also comment on any concerns relative to the internal accounting and operation controls which may have been discovered in the course of the audit. We are available to present these statements and answer related questions from the Town Council.

We would discuss with management any concerns as they arise to satisfactorily resolve any areas of concern.

Our firm's proposal includes the following:

- Accounting services (including preparing applicable entries in regards to deferred revenue, restricted surplus, tangible capital assets, amortization etc.) as well as maintaining the Tangible Capital Asset listing of the town - \$2,350.00.
- Preparing the financial statements and Financial Information Return - \$2,725.00.
- Preparing for and attending a Council meeting to present the financial statements - \$700.00.
- The audit of the financial records of and the expression of an opinion on the financial statements of the town \$9,875.00

The total fee would be \$15,650 for the year ending December 31, 2018 with cost of living increases based on CPI each year thereafter with the final year being December 31, 2022.

This is the maximum fee and would include discussion regarding presentation and disclosure on the financial statements and audit thereon.

Your staff would prepare all operational accounting records. All financial information would be available to our staff at your office in Bashaw, including on-line access to your computerized records. A trial balance would be made available to our staff on commencement of the year-end audit.

This proposal is conditional on no major changes in the present staffing, in the requirements for the municipal audit (accounting and auditing standards, large capital projects). If extra work is required due to these items we will bill the additional work at our normal hourly rates at that time.

Every three years LAPP audit work and the expression of an opinion on compliance is required and would be billed at our normal hourly rates. In general the fee range for this type of work would be \$1,250 to \$1,500.

We will also be available to discuss and provide recommendations in regard to your financial operations. Rates for our staff will vary depending on their qualifications and experience.

A financial audit is fundamental to our profession. We have established high standards and internal controls to ensure quality and excellence in auditing. We emphasize partner involvement in the audit process to ensure the highest quality of audit expertise and future planning.

Please contact me if you have any questions regarding the proposal. I would also be available to discuss this proposal if requested by any of your Council Members.

Yours very truly,

GITZEL & COMPANY



Scott St. Arnaud, CPA, CA

SS/kb

File#4589

TOWN OF BASHAW
MONTHLY STATEMENT
 June 30, 2017

DESCRIPTION	GENERAL ACCOUNT	TERM DEPOSIT	TOTAL
BALANCE AT END OF PREV MONTH	\$ 836,960.54	\$ 1,939,005.36	\$ 2,775,965.90
RECEIPTS FOR THE MONTH	\$ 160,317.53		\$ 160,317.53
ALBERTA DIRECT DEPOSIT	\$ 368,817.69		\$ 368,817.69
VOID	\$ 317.09		\$ 317.09
CCUBC /ROYAL/BATB /DEBIT- PAYMENTS	\$ 72,581.15		\$ 72,581.15
SERVUS CREDIT UNION - INTEREST	\$ 279.66		\$ 279.66
GST REBATE	\$ -		\$ -
TERM INTEREST		\$ 585.23	\$ -
TERM DEPOSIT		\$ -	\$ -
TRANSFER FROM GENERAL TO TERM		\$ 276,759.00	
TRANSFER FROM TERM TO GENERAL			\$ -
SUB-TOTAL	\$ 1,439,273.66	\$ 2,216,349.59	\$ 3,655,623.25
DISBURSEMENTS FOR THE MONTH	\$ 339,225.32		\$ 339,225.32
TRANSFER TO/FROM TERM	\$ 276,759.00	\$ -	\$ 276,759.00
			\$ -
			\$ -
DEBIT MACHINE & TRANSACTIONS	\$ 39.31		\$ 39.31
CAFT RECALL SERVICE CHG	\$ 12.00		
			\$ -
SCHOOL PAYMENT	\$ 49,292.00		
NSF			
	\$ -		\$ -
TRANSFER TO RECREATION BRD	\$ -		
BALANCE AT END OF MONTH	\$ 773,946.03	\$ 2,216,349.59	\$ 2,990,295.62
BANK BALANCE AT MONTH END	\$ 837,826.62	\$ 2,216,349.59	\$ 3,054,176.21
OUTSTANDING DEPOSITS	\$ -		\$ -
OUTSTANDING DEPOSITS - Servus	\$ -		\$ -
OUTSTANDING DIR DEPOSITS			
SUB-TOTAL	\$ 837,826.62	\$ 2,216,349.59	\$ 3,054,176.21
LESS OUTSTANDING CHEQUES	\$ 63,880.59		\$ 63,880.59
OUTSTANDING AUTO WITHDRAWALS			\$ -
BANK ERROR			
	\$ -		
	\$ -		
			\$ -
BALANCE AT END OF MONTH	\$ 773,946.03	\$ 2,216,349.59	\$ 2,990,295.62

THIS STATEMENT SUBMITTED TO COUNCIL

July 20, 2017

 MAYOR

 TOWN MANAGER

System: 05/07/2017 2:50:04 PM
User Date: 30/06/2017

Town of Bashaw
RECONCILIATION POSTING JOURNAL
Bank Reconciliation

Page: 1
User ID: Darlene

Audit Trail Code: CMADJ00000230
Chequebook ID: CREDIT UNION
Description: Credit Union General Account

Bank Statement Ending Balance: \$837,826.62
Bank Statement Ending Date: 30/06/2017
Cutoff Date: 00/00/0000

Statement Ending Balance	\$837,826.62
Outstanding Cheques (-)	\$63,880.59
Deposits in Transit (+)	\$0.00
Adjusted Bank Balance	<u>\$773,946.03</u>
Chequebook Balance as of Cutoff	\$773,946.03
Adjustments	\$0.00
Adjusted Book Balance	<u>\$773,946.03</u>
Difference	<u><u>\$0.00</u></u>

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	July 20, 2017
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.8 Resident Water Consideration Request

Background/Proposal:

A resident has forwarded a written request for water consideration. The resident owns several properties around Bashaw, the property referred to has been impacted by the construction on 54 Avenue.

The residents that are in the vicinity; many are on temporary water services. The contractor physically delivered paper notifications to all residents impacted; it was the property owner's responsibility to notify the contractor that they would require temporary services and arrangements for connection are made by the property owner with the contractor. The property in question is vacant.

On/about July 7, 2017 this resident came in requesting consideration on their billing; he was provided with copies of the Utility Bylaw #759 – 2014 and procedures; 760 – 2014; Section 3; Appendix A, Pages 19 and 20.

On July 11, 2017, the town office received a letter from the same resident.

- Stating his vacant property has not been connected to temporary services.
- This spring he was conducting renovations to the property; since construction on 54 Ave he has not had any services.
- The resident informed administration that he suffers from "incontinentis", and this has adversely impacted his situation.
- He claims that he has not been able to continue with renovations; because of the lack of services; and feels the charges should be excluded from his bill.
- "I feel that a credit should be given in lieu of no water, if council feels that I should pay then I would like the water restored to this property as soon as possible, so I can ready this property for sale."
- "When showing the property, it a basic conclusion the lady always flushes the toilet."

Discussion/Options/Benefits/Disadvantages:

Residents on have been on temporary water services since about the last week of May, 2017. Notifications had been provided to all affected residents; via hand delivered, paper notice. (a copy is attached for reference) To date this is the first contact we have received from this specific resident; expressing concern that he doesn't have water at his vacant site.

Costs/Source of Funding (if applicable)

Not applicable.

Recommended Action:

Administration respectfully declines provision of a recommendation.

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

Discussion Result:

Additional research Requested:



CONSTRUCTION NOTICE

April 24, 2017

Dear Resident,

As part of the town of Bashaw modernization efforts for 2017, underground infrastructure along 54 Avenue between 49st and 52st is to be reconstructed. The tentative schedule for construction to start in this area is May 1. It is our intention to be completed construction of the underground utilities by the end of June.

Your residence may be required to be placed on a temporary water service for approximately 4 weeks. A Carbon Earthworks Ltd. employee will contact your residence between the dates mentioned above to review the procedure required for temporary water with you. At the time of switch over to temporary water, Carbon Earthworks will require access to your utility room to shut off your main water supply valve.

If you have any small children, please ask them to keep a safe distance from the construction zone and equipment. Workers on site will take every precaution necessary to protect your children from harm, however they will need your assistance as well.

Typical hours of construction will be from 730am to 6pm Monday to Saturday, and 730am to 5pm Sundays if required. In the rare case of an emergency situation, crews will work until the situation is resolved.

Carbon Earthworks regrets any inconvenience this work may cause, your patience and understanding are appreciated. If there is any concern during the duration of this work please contact.

- Don Carriere (Foreman) 403-392-4018
- Adam Bontje (President) 403-350-1794.

Yours truly,

Carbon Earthworks Ltd.

Adam Bontje, President



CHIEF ADMINISTRATOR'S REPORT
Submitted for July 20, 2017 Regular Meeting of Council

- **Action List Items Completed from June 15, 2017 Meeting:**
 - 7.1 and 7.2 Reserve Planning and Capital project – copies of approvals recorded and copied in preparation for Auditor.
 - 7.3 – Centennial room rate discussion – follow up to be completed on agreements, etc.; in process.
- **CAO Activities/Meetings:**
 - June 19, 2017 – Beautification Meeting at the office.
 - June 20, 2017 – Meeting with Highway 12/21 and Stantec at the Water Treatment Plant, to go through connection updates. Public Works Foreman Murray Holroyd in attendance.
 - June 21, 2017 – Bashaw Chamber of Commerce meeting.
 - June 22 and 23, 2017 – AUMA Public Risk Conference in Edmonton.
 - June 26, 2017 – Preliminary Performance Appraisal meeting with Mayor Penny Shantz and Deputy Mayor Rosella Peterman.
 - June 27, 2017 – Assessment Audit with Municipal Affairs Assessment Audit Assessment Services.
 - June 27, 2017 – Met with a Bashaw Resident to negotiate tax payments.
 - June 30, 2017 – Public Works Foreman Murray Holroyd and I met with ESC Automation Account Executive, to negotiate the Community hall building Management System repairs.
 - July 3, 2017 – Office Closure – Canada Day
 - July 5, 2017 – Tagish annual golf tournament
 - July 12 and 13, 2017 – Absent from office.
 - July 14, 2017 – Community Collaboration meeting at the Bashaw Youth Center.
- **Cemetery Clean up** – To date, only one person has called and offered up their assistance. The summer students have been filling in holes, etc. making small improvements. Administration has been working with Public works on the project priority list. Administration is of the opinion that it is unrealistic to fit a formalized clean up in this summer season. We will plan it for next year.
- **Camrose Genealogical** – awaiting confirmed date.
- **54 Avenue Project** – Has been progressing. Information has primarily been coming via Public Works Foreman Holroyd. They have been working in the 52 Street intersection.
- **CanPak Agreement:** Agreement has been signed.

- Lagoon Project: Alberta Transportation has responded to our application, unfortunately it has not been approved. This is due to a significant number of applications. They inform us that our application will remain in the system for consideration in the 2018 – 2019 fiscal year.
- Day to Day: Ongoing inquiries, as the water bills went out. Many residents have various questions about how leaks are reported, temporary water connections; (the residents on temporary water connections have been estimated), administration has listened to several people with concerns/or had the understanding they would not receive a billing because they were on a temporary connection. Completion of insurance claim for the Heritage park men's washroom. The adjustor has been out and reviewed the site; we anticipate repairs to proceed. Land Sales negotiations; set to close August 1, 2017 - #7 Sproule.
- Development: Received a demolition permit and subsequent development application for a Direct Control area. 5007 – 54 Avenue. The proposed changes are in alignment with existing development and General Municipal Development Plan. The application involves; double wide trailer that will be removed, and a new modular home placed on screw piles to replace it. Any variances in regard to this application; will be presented to council.
- Highway 12/21 Waterline construction: Progressing well, approval for the balancing chamber has been granted, this may delay connection to the system. Discussions transpiring with regard to placement of the line in front of the Bashaw Motel site, as there are historic development agreements in place for construction of a service road. Current placement proposed is directly under the service road location.
- Public Works: Foreman Murray Holroyd on vacation at the time of the meeting.

Respectfully submitted,


Theresa Fuller, Chief Administrative Officer



PRL BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

MAY 25, 2017

Councillor Education

Dwight Nagel, library advocate and former President of the Alberta Library Trustee Association delivered a first run of his councillor education presentation. Dwight will present to community councils across the region later this year to educate our member councillors about the role and structure of library service our communities.

Another resource for Councillor Education is the [Elected Officials Education Program](#), which offers a variety of courses for municipal councillors.

There was discussion about the pros and cons of libraries seeking charitable status.

PRL Audit

Kevin Fergusson from Collins Barrow walked attendees through PRL's 2016 audit package, explaining individual items and outlining the overall financial standing of PRL in 2016, and forecasting how that will affect us into 2017. PRL received a clean audit which was approved by the board. This was the 7th year in a row with no auditor recommendations.

PRL Investments

In April the Executive Committee voted to make no changes to Parkland's current investment portfolio.

Capital Funding Grant

Debra Smith and Ron Sheppard reviewed the recent Capital Funding Grant issued by the Public Library Services Branch, Alberta Municipal Affairs for infrastructure upgrades to six regional headquarters. PRL received 2.4 million to upgrade and renovate our building. The project should be completed before January 2021. This is the first major capital funding to be received in thirty years.

2017 Indigenous Project Grant

The 2017 provincial budget includes ongoing funding to expand service to on-reserve and Metis settlement populations. Our grant was increased slightly this year due to population adjustments.

Indigenous Communities Liaison

Parkland is currently employing Shirley Cire as an Indigenous Communities Liaison, on a pilot basis. This position will continue until the end of 2017.

Policy and Bylaw Changes

The Board voted to change the PRL Finance Policy – Signing Authority Policy to change the staff signing authority limit from \$35,000 up to \$45,000.

The Board voted to change Bylaw 5.1 – Terms and Conditions Under Which Public Library Property May be Used or Borrowed by Members of the Public. This change increases the number of audiovisual items patrons are allowed to check out at one time, from 10 to 20.

Compensation Review

Margaret Law's Staffing and Compensation Review is nearing completion. Margaret has reviewed all documentation and interviewed staff; she will present a first draft report to the Executive Committee on June 22nd.

E-Commerce

After the Executive Committee voted that Parkland could not pay the service fee for region wide debit/credit service, a few of our member libraries have gone ahead and signed up for the service themselves.

Staff Changes

We have had some staff changes recently.

Leah Haist is no longer with Parkland.

Karyn Goodwillie will be temporarily taking over management of Technical Services.

Lindsay McFarlane will be temporarily taking over management of Web Services.

Our summer student, Emma Burnard, has started and will be working on eContent education projects until the end of August.

Technical Services Report

The cataloguing department has been working with United Library Service (ULS) to purchase cataloguing records.

Interlibrary Loan (ILL) department staffing changes have occurred. Due to the increased workload from managing many ILL tasks for member libraries, ILL duties are being shared out to staff in other departments.

Acquisitions staff have been working with ULS to streamline library materials ordering, as well as adding a new vendor, CVS Midwest Tapes.

Member Services

PRL's fall PD day Strong Leaders, Strong Communities takes place on Monday, September 25 featuring keynote and breakout session by Doug Griffiths. Attendance is free for all PRL members, including library managers and trustees, councillors and municipal administrators. Register online: <http://www.prl.ab.ca/events/adults/parkland-events/strong-leaders-strong-communities>

On August 28th PRL staff will participate in a Cultural Awareness PD day. This will be open to interested member library staff to attend.

The Adult Programming Workshop held on May 8th at PRL headquarters attracted 30 attendees from member libraries.

Communications Update

We are re-evaluating our social media strategy to determine its effectiveness. PRL is now on Instagram with 87 followers. Find us at @parklandlibs.

Community Updates

Camrose Public Library has a new Triobike Taxi. This bike will support Camrose's intergenerational programming by connecting volunteer bicycle pilots with Camrose seniors, building relationships between generations and getting seniors out and about, socializing and participating in community activities.

Mary C. Moore Public Library has been working with local press organizations to promote programming and services. Lacombe's local radio station, Sunny 94, is working with staff to create free Sound Bites. These sound bites help to promote programming. These have helped grow attendance at library programs.

Lacombe Express, a local paper, has been providing excellent coverage of library related events, as well as featuring a weekly column, written by Mary [add last name].

Recently, Mary C. Moore hosted a Drug Overdose Awareness session. The session was very well attended by a wide range of community members.

The library also attended the Lacombe Annual Spring Trade Show, which was a success. They are planning to attend future Trade Show events.

Next Meeting: September 14th, 2017, 1:00 PM.

	<p>capitalization policy and report back for information</p> <ul style="list-style-type: none"> - Stoney Creek: <ul style="list-style-type: none"> o Generating some revenue and expenses with minimal occupancy o Overall deficit before requisition was \$30,960. o Loss incurred in 2016 turned over to the province; no losses anticipated for 2017. <p>MOTION CALA 17-03 MOVED (PJ Stasko) and SECONDED (D. Gregorwich) that the Audited Financial Statements for December 31, 2016 be approved as circulated.</p> <p style="text-align: right;">CARRIED</p>
b.	<p>Unaudited Financial Statements for the period ending February 28, 2017 (attachment)</p> <ul style="list-style-type: none"> - A decrease in occupancy resulted in slightly lower revenue. - Utility costs higher due to seasonal variance and carbon tax costs. Going forward, carbon tax will be included as a separate line item to have a better understanding of the overall impact. - Overall surplus is lower than budgeted. <p>MOTION CALA 17-04 MOVED (P. Shantz) and SECONDED (D. Lyseng) that the Unaudited Financial Statements for February 28, 2017 be approved as circulated.</p> <p style="text-align: right;">CARRIED</p>
	<p>Operational Report (attachment)</p> <p>The report was reviewed and the new format will be included in future meeting packages.</p> <ul style="list-style-type: none"> - Rosealta Lodge: <ul style="list-style-type: none"> o Facility is now non-smoking (outside gazebo for smoking) – still some transitional issues. o 15 vacancies (waitlist of 4). New rooms are larger and cost more. Less people moving in. People waiting to sell their own home before moving, placing their names on the waitlist to ensure a spot when they do decide to move. List is currently under review. - Bashaw Meadows: <ul style="list-style-type: none"> o Over-bedded in this community; we are trying very hard to fill rooms. Lodge holds spring socials, teas, etc. in the hopes of generating interest. o Bashaw Lodge (old lodge): Council passed motion and now have direct control. Looking to open as a restaurant, possibly host wedding receptions. The town is working with the school to bring students there to serve a healthy lunch. Looking at various options. - The Board is favorable to look at options that fit within the legal guidelines. Options for “short-term rental only” to students is a great idea. Important to keep in mind not to compete with the private side of the community. The Bethany Group will explore and provide a more detailed report on filling the gap in the community. - There was some discussion about a YouTube video highlight the benefits of a program in Norway (senior care homes offered free rent to students in exchange for providing assistance and support to seniors living in those facilities). PJ Stasko agreed to share the link via email to everyone. <p>MOTION CALA 17-05 MOVED (D. Gregorwich) SECONDED (D. Lyseng) for The Bethany Group to explore options and ideas in response to community needs and provide a report back to the next Board Meeting.</p> <p style="text-align: right;">CARRIED</p>
6.	<p>CEO Report – no report provided</p>

April 21 st meeting with the ADM for Housing regarding Stoney Creek redevelopment or other options.	Mike Leathwood	June Board Meeting
The Bethany Group to explore options and ideas for rental options in response to community needs in Camrose and Bashaw and provide a report to the Board.	The Bethany Group	June Board Meeting

Max Lindstrand

Max Lindstrand, Board Chair

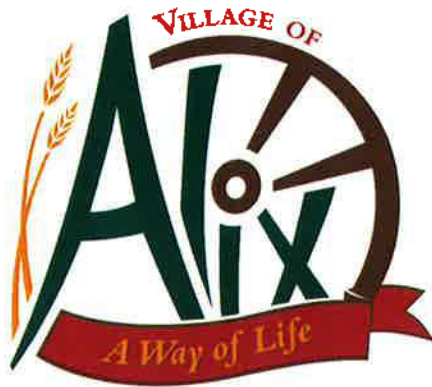
John Davis

John Davis, The Bethany Group

June 20, 2017

Date

Date



RECEIVED JUN 23 2017

VILLAGE OF ALIX
BOX 87, ALIX, AB T0C 0B0
Phone: (403)318-4520 Fax: (403) 747-2226
E-mail: recreation@villageofalix.ca
Web Site: www.villageofalix.ca

June 2017

The Village of Alix would like to invite you to participate in our annual Alix Parade. Our parade will take place Saturday, August 12, 2017 at 10:00 am (rain or shine).

Parade participants are asked to arrive at the Alix MAC School Grounds (Corner of 50th Ave & Wood Ave) by 9:00 am, so that parade line-up can be assembled. Judging will start at 9:30 am sharp.

Please feel free to join us for a pancake breakfast prior to the parade. The pancake breakfast is from 8:00 am-10:00 am at the Alix Fire Hall.

After the parade has completed, you are welcome to stay and enjoy our festivities set out for Alix Day, including: Carnival Games, Dunk Tank, Face Painting, Hot Dogs, Cake, Bouncy Castles, Summer Market, and our FCA Rodeo. All events listed above are taking place at the Alix Ag Grounds.

Please complete the attached document and email or fax to:

recreation@villageofalix.ca

Fax: 403.747.2226 by August 7, 2017 deadline.

Sincerely,

Janene Anderson
Recreation Department
Village of Alix

THIS COUPON ENTITLES YOU
TO ONE (1) FREE PANCAKE
BREAKFAST

Alix Fire Hall (4604 50th Ave)
8:00am-10:00am

Saturday August 12th, 2017
Alix Day Parade
Courtesy of the Village of Alix



June 27, 2017

AR70917

Ms. Theresa Fuller
Chief Administrative Officer
Town of Bashaw
PO Box 510
Bashaw, AB T0B 0H0

RECEIVED JUN 29 2017

Dear Ms. Fuller:

I am writing in response to your letter and application of November 23, 2016 regarding grant funding for the Lagoon Upgrade under the Alberta Municipal Water/Wastewater Partnership (AMWWP). A significant number of applications have been received under AMWWP, and unfortunately the proposed project has not been approved for the 2017-2018 fiscal year. However, your proposed project has been entered into our grants database and will remain in the system for consideration in the 2018-2019 fiscal year.

The Town of Bashaw will be notified if your project is approved for funding. Please submit any updated project estimates to our office to update our records by November 30, 2017.

Further information on the AMWWP, is available at www.transportation.alberta.ca. If you have any questions or concerns, please contact your regional office.

Sincerely,



Barry Day
Deputy Minister

cc: Russ Watts, Regional Director, Central Region

RECEIVED JUL - 4 2017



ALBERTA
CULTURE AND TOURISM

*Office of the Minister
MLA, Calgary-Cross*

June 28, 2017

Dear Mayor:

Each year, thousands of Alberta volunteers dedicate their time and talents to making this province a great place to live, visit, and raise a family. Thanks to their dedication, Albertans have access to the cultural, recreational, and social programs that are cornerstones for building strong communities and promising futures for all Albertans.

The Government of Alberta values the commitment of Alberta volunteers. The Stars of Alberta Volunteer Awards were established as a way to recognize the outstanding contributions of volunteers in helping to make life better for their family, friends, and neighbours.

You can help recognize the remarkable volunteers in your community by encouraging local organizations and individuals to submit nominations for the 2017 Stars of Alberta Volunteer Awards. I also ask that you and your council colleagues share your own stories of how volunteers have made a difference in your life and the life of your community.

Six awards, two in each category of youth, adult, and senior, are presented annually on International Volunteer Day, December 5, at Government House in Edmonton. Albertans whose volunteer efforts have contributed to the well-being of their community are eligible to be nominated.

Full information, including nominations forms and a downloadable promotional poster suitable for printing or placement on your community website, can be found on our website at www.culturetourism.alberta.ca/stars. Deadline for nominations is September 15, 2017.

Thank you for your support of Alberta volunteers and the Stars of Alberta Volunteer Awards!

Best Regards,

A handwritten signature in black ink, appearing to read "Ricardo Miranda".

Ricardo Miranda
Minister

cc: Honourable Shaye Anderson, Minister of Municipal Affairs

July 4, 2017

RECEIVED JUL - 6 2017

Mayor Shantz and Councillors
Town of Bashaw
PO Box 510
Bashaw, AB T0B 0H0



Dear Mayor Shantz and Members of Council;

Subject: CPRA PDC – Professional Development and Education for Municipal staff

The Fall Semester of the Canadian Parks and Recreation Association's Professional Development Certificate (CPRA PDC) begins on Tuesday September 12th.

This Professional Development program was developed in Alberta by the Alberta Recreation and Parks Association (ARPA) and is now Canada's only Professional Development program for your recreation and parks staff.

The CPRA PDC is a priority in the **Framework for Recreation in Canada: Pathways to Well-being** that was endorsed by the Federation of Canadian Municipalities as well as the Provincial and Territorial Ministers of Sports and Recreation in 2015 and is also supported by the Government of Canada.

Alberta municipalities have registered more participants than any other province or territory in Canada in each of the last two years.

The certificate covers 19 competencies and provides a national overview of current issues and trends in Canada and beyond. The CPRA PDC is an at distance program that is designed for:

- ✓ New municipal staff by giving them an early exposure to the challenges they will face as well as knowledge and a network that will immediately strengthen their contribution to your municipality and community.
- ✓ Career staff by giving them a broad based exposure to a range of competencies that will give them the skills and knowledge to successfully pursue that next promotion in your organization.
- ✓ Councils to have confidence that their certified staff is able to provide a high quality of life for your residents, state of the art advice and administration for Council and that as a result your community will be in the forefront in Alberta and Canada.

For more information on the CPRA PDC please visit www.arpaonline.ca or contact Dr. Craig Cameron at 780-415-1747 or ccameron@arpaonline.ca.

Sincerely,

A handwritten signature in black ink, appearing to read "William Wells".

William Wells
Chief Executive Officer



RECEIVED IIII - 6 2017

Municipal Assessment & Grants Division
Assessment Services Branch
15th Floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone 780-422-1377
Fax 780-422-3110
www.alberta.ca

June 30, 2017

Ms. Theresa Fuller, Chief Administrative Officer
Town of Bashaw
PO Box 510
Bashaw, AB T0B 0H0

Dear Ms. Fuller:

Re: Designated Industrial Property Assessment

The *Modernized Municipal Government Act (MMGA)* received Royal Assent on December 9, 2016. Effective January 1, 2018 the responsibility for the assessment of properties defined as Designated Industrial Properties (DI properties) will be transferred from municipalities to the provincial assessor (PA).

Work is currently underway in consultation with affected stakeholders to develop the detailed plan and long term vision for the delivery of property assessment for designated industrial properties to municipalities and their taxpayers.

Municipal Affairs has been working in consultation with industry, municipalities, and assessors to develop the strategy to effectively manage the transition. The transition is expected to occur over a three year period and will entail a hybrid delivery model that involves some municipalities maintaining the assessment function for DI properties under the guidance of the PA. As we progress through the transition we will evaluate the effectiveness of delivery and make adjustments as required. Although the details have not been finalized, we would like to determine if your municipality would be interested in continuing to provide the property assessment function for DI properties under this hybrid approach.

Please also indicate in your response how many staff or full time equivalent positions your municipality employs or contracts to complete your annual industrial property assessment.

If you have any questions on this matter please feel free to contact Chris Risling, Project Director, Centralized Industrial Assessment, at 780 422 8414 or chris.risling@gov.ab.ca.

Yours truly,

Steve White
Provincial Assessor