



**REGULAR MEETING OF COUNCIL
A G E N D A
THURSDAY, October 26, 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 October 12, 2017 Meeting
5. DELEGATIONS – Stacey Strilchuk – Primary Care Network
6. BYLAWS
 - 6.1
7. NEW & UNFINISHED BUSINESS
 - 7.1 Beautification Committee – Request to carry over unspent dollars.
 - 7.2 Muni 101 Course Attendance
 - 7.3 Council Orientation Discussion
 - 7.4 Budget Generation Discussion
 - 7.5 Regional Flush Truck Agreement
 - 7.6 Encounters with Canada 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
 1. Camrose and Area Lodge Authority
10. IN CAMERA – Legal – Section 25 – FOIP
Personnel – Section 19 - FOIP
11. NEXT MEETING: Regular Meeting of Council – November 2, 2017, 5:00 pm, unless determined alternately by council.
12. ADJOURNMENT



REGULAR MEETING OF COUNCIL
THURSDAY, OCTOBER 12, 2017 – 5:00 P.M.
COUNCIL CHAMBERS
MINUTES

Attendance: Mayor Penny Shantz, Councillor Darren Pearson, Councillor Lynn Schultz
Chief Administrative Officer: Theresa Fuller
Public Works Foreman: Murray Holroyd
Recording Secretary: Kathy Berry

Absent: Deputy Mayor Rosella Peterman and Councillor Bryan Gust (both with notice)

1) CALL TO ORDER by Mayor Penny Shantz at 4:58 p.m.

2) PUBLIC HEARING – None

3) ADDITIONS & AGENDA APPROVAL of October 12, 2017

MOVED by Councillor Pearson to accept the agenda of October 12, 2017 as amended to include 7.10 Community Hall Sound System and 7.11 Back Alleys.

MOTION #189-2017

CARRIED UNANIMOUSLY

4) MINUTES

4.1 Minutes of Regular Council Meeting of September 21, 2017.

MOVED by Councillor Pearson to approve the Minutes of September 12, 2017 as presented.

MOTION #190-2017

CARRIED UNANIMOUSLY

5) DELEGATIONS – Stacey Strilchuk – Primary Care Network – Administrative oversight, she is scheduled to attend on October 26, 2017.

6) BYLAWS - None

7) NEW AND UNFINISHED BUSINESS

7.1 Utility Procedure Discussion – Discussion progressed with the various aspects of the process.

MOVED by Councillor Schultz to increase the penalty amount charged on overdue Utility Accounts to 6%.

MOTION #191-2017

CARRIED UNANIMOUSLY

MOVED by Councillor Pearson to increase the connection/disconnection charges to \$75.00 per each activity.

MOTION #192-2017

CARRIED UNANIMOUSLY

7.2 Water Tower Declared Value – insurance certificates are reviewed annually for accuracy. This year’s review determined that the non-functioning Water Tower is insured for \$1,244,375 which is based on a functioning Water tower replacement cost. Given that the Water Tower has been decommissioned and is no longer in use, the Water Tower could be insured for Declared value correlative to repair/removal value.

MOVED by Councillor Schultz to insure Item #19, Reservoir 50000 imperial gallon water tower for repair/possible removal costs at a declared value of \$200,000.00.

MOTION# 193-2017

CARRIED UNANIMOUSLY

7.3 Agreement for the Collaboration of a Regional Fire Services Coordinator

MOVED by Councillor Pearson that the Town of Bashaw Council; approve the extension of the “Agreement for the Collaboration of a Regional Fire Services Coordinator” for an additional five years ending February 2023 as recommended by the Regional Fire Services Committee. And further; That, as the Managing Partner, Camrose County be authorized to enter into negotiations with the City of Camrose to discuss the potential of the Regional Fire Services Coordinator position to be integrated with the Camrose Fire Service, with terms and conditions to be approved by all parties to the Agreement.

MOTION#194-2017

CARRIED UNANIMOUSLY

7.4 Town of Bashaw Monthly Statement – September 30, 2017

MOVED by Councillor Pearson to accept the Town of Bashaw September 30, 2017 Monthly Statement as information.

MOTION#195-2017

CARRIED UNANIMOUSLY

7.5 Bashaw Funeral Home – Cremated Remains Storage Proposal – Council reviewed proposal from the Bashaw Funeral Home with respect to using the underground vault for storage of unclaimed cremains. Council has asked CAO Fuller to approach Bashaw Funeral Homes to see if they would be willing to purchase plots to intern the cremains thereafter having the names and dates of death recorded on a placard for each plot.

7.6 Staff and Council Christmas Party – Historically, the town attended the Bashaw & District Victim Services Society Annual Gala. Victim Services has advised that the Gala will not be taking place this year. Council discussed some options and would like to incorporate an appreciation event of Councillor Gust and welcoming of new Councilman Rob McDonald into perhaps an afternoon luncheon. CAO Fuller to work with Council and staff to arrange dates.

7.7 Parkland Regional Library Budget

MOVED by Councillor Pearson to approve the 2018 Parkland Regional Library Budget.

MOTION#196-2017

CARRIED UNANIMOUSLY

7.8 Dock at Trout Pond

MOVED by Councillor Schultz to build a dock for the Trout Pond and have it ready for installation for the spring of 2018.

MOTION#197-2017

CARRIED UNANIMOUSLY

7.7 Staff Drug and Alcohol Policy

MOVED by Councillor Pearson to approve Human Resources Policy #2.31 the Drug and Alcohol Use policy as presented.

MOTION#198-2017

CARRIED UNANIMOUSLY

7.10 Community Hall Sound System – Community Centre Sound system is not functioning properly, appears to be damaged. CAO Fuller has received a quote for a new system which will include a cabinet. The quote would ensure the system can be used however the wiring will not be accessible to avoid being tampered with. The quote is around \$12,000.

MOVED by Councillor Pearson to approve quote from Parkland Audio; using reserve funds, culture code, approximate amount of \$12,000; and further; to approach the Community Hall Board for contributions toward the new system.

MOTION#199-2017

CARRIED UNANIMOUSLY

7.11 Back Alleys – Councillor Schultz advised that many of the alleys in the Town are in extremely rough shape. Public Works Foreman Holroyd acknowledged and noted the areas of concern.

8) REPORTS

8.1 Committee Reports

- A. Mayor Shantz – reported that she had attended the Camrose and Area Lodging Authority meeting on October 6, 2017.
- B. Deputy Mayor Peterman – absent with notice.
- C. Councillor Gust – absent with notice.
- D. Councillor Pearson – reported that he had attended no meetings.
- E. Councillor Schultz – reported that he had attended the Historical Society meeting on September 6, 2017.

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 #200-2017

CARRIED UNANIMOUSLY

9) CORRESPONDENCE

- a. Alberta Municipal Affairs – Minister's Awards for Excellence in Public Library Service.
- b. Parkland Regional Library Board Meeting Minutes.
- c. PRL Board Talk Newsletter.

MOVED by Councillor Schultz to accept the correspondence from Alberta Municipal Affairs; Parkland Regional Library Board Meeting Minutes and PRL Board Talk Newsletter as information.

MOTION #201-2017

CARRIED UNANIMOUSLY

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

MOVED by Councillor Pearson to go in camera at 7:04 p.m.

MOTION #202-2017

CARRIED UNANIMOUSLY

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

MOTION #203-2017

CARRIED UNANIMOUSLY

MOVED by Councillor Pearson to approve completion of a detailed land appraisal report prepared for the location of Lot I and J, Block 11, Plan 1527 HW.

MOTION #204-2017

CARRIED UNANIMOUSLY

11) NEXT MEETING: Organizational Meeting October 26, 2017 @ 5:00 Council Chambers with the regular meeting to follow.

MOVED by Councillor Schultz that the Organizational Meeting October 26, 2017 @ 5:00 Council Chambers with the regular meeting to follow.

MOTION #205-2017

CARRIED UNANIMOUSLY

12) ADJOURNMENT of the October 12, 2017 Regular Meeting of Council called by Mayor Shantz at 7:35 p.m.

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

Approved: yes /no Motion # _____

Account Code: _____

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	October 26, 2017
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.1 Beautification Committee
	Request to carry forward unspent dollars

Background/Proposal:

At the beautification meeting on October 10, 2017 the committee has requested to have their unspent dollars in the amount of \$ 4,500.00 carried forward to 2018.

They had planned on spending the funds on additional planters and trees. End of season planter selection was very low and tree planting; it was a combination of staffing and volunteers accessible to plant them.

The Beautification committee will be generating a budget for their 2018 projects.

Discussion/Options/Benefits/Disadvantages:

The main advantage is that carrying over the funds will assist with additional projects in 2018.

Costs/Source of Funding (if applicable)

The funds have already been approved within the 2017 budget parameters.

Recommended Action:

Administration respectfully declines provision of a recommendation.

Discussion Result:

MOVED by _____ to approve carrying forward beautification funds in the amount of \$ 4500.00 for possible projects in 2018.

Additional research Requested:

Approved: yes /no Motion # _____

Account Code: _____

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	October 26, 2017
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.2 Muni 101 Course Attendance

Background/Proposal:

Prior to the election, in order to secure attendance to the upcoming training, the Town registered spots for two council members to attend.

We need to confirm whom will be attending and possibly any remuneration changes if necessary.

Discussion/Options/Benefits/Disadvantages:

It is helpful to have elected officials that have good awareness of the duties and limitations of being a council member.

Administration is very grateful that all council members have a good degree of understanding of the roles and responsibilities. The MGA changes make the offering of training mandatory; however, the attendance is not. This council historically had demonstrated the value of training and is providing the opportunity for such.

A discussion regarding the impact of attending a two-day course, and the possibility of provision of additional remuneration, if necessary. Administration would like to acknowledge that it is a substantial time commitment that is worthy of consideration.

Costs/Source of Funding (if applicable)

General Operating revenue, it has been built into the 2017 budget.

Recommended Action:

Administration respectfully recommends that council arrange to select two members to attend.

Discussion Result:

Additional research Requested:

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

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	October 26, 2017
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.5 Regional Flush Truck Agreement

Background/Proposal:

The agreement is up for review as of December 31, 2017. Rosalind as a participating partner member has expressed an interest to meet and review the agreement.

The agreement is attached for review

Discussion/Options/Benefits/Disadvantages:

It is beneficial to review the agreement, and the state of the equipment to proactively plan the situation.

Costs/Source of Funding (if applicable)

Impacts operating budget.

Recommended Action:

Administration to arrange a meeting for all participating partners.
Request recommendation of two alternate dates to present to participating members, and determine number of required council members to attend.

Discussion Result:

Additional research Requested:

Dated this 1st day of April, 2014

Revised Version – November 9, 2015.

AGREEMENT FOR REGIONAL SEWER FLUSH TRUCK c/w HYDROVAC UNIT

Between

TOWN OF BASHAW
("Member Municipality / Managing Partner")

- and -

VILLAGE OF BAWLF
VILLAGE OF ROSALIND
("Member Municipality")

WHEREAS, the aforementioned Member Municipalities have joined together to form the REGIONAL MUNICIPALITIES' MEMBERSHIP for the shared ownership of a Regional Sewer Flush Truck Unit and

FURTHERMORE, the intent of the Regional Municipalities' Membership is to share the operational and maintenance costs of the Regional Sewer Flush Truck Unit and

THEREFORE, the Town of Bashaw, as the Managing Partner of the 2009 Municipal Sponsorship Program grant, jointly purchased the Regional Sewer Flush Truck Unit for the Regional Municipalities' Membership.

The REGIONAL MUNICIPALITIES' MEMBERSHIP has agreed to the following:

1. AGREEMENT:

- 1.1 This Agreement is the whole Agreement between the Regional Municipalities' Membership and may not be modified, changed, amended and/or waived unless:
 - 1.1.1 a proposal for change is presented to the Member Municipality/Managing Partner and said proposal for change is then forwarded without prejudice to the Regional Municipalities' Membership for consideration in a timely manner;
 - 1.1.2 a vote from the Regional Municipalities' Membership is Called by the Member Municipality/Managing Partner and results in the majority votes in favor of the proposal for change;
 - 1.1.3 the newly developed Agreement drawn by the Member Municipality/Managing Partner must be signed by the recognized Authority of each Member Municipality.
- 1.2 The following Schedules are attached to and form part of this Agreement:
 - Schedule A - List of Member Municipalities
 - Schedule B - Statement of Shareable Costs
 - Schedule C - Member Municipality User Costs

2. INTERPRETATIONS:

In this Agreement, unless the context provides otherwise, the following words or phrases shall have the following meanings:

- 2.1 "**Flush Truck**" is the jointly purchased Sewer Flush Truck, Dark Blue/White Roof, 1996 Ford, LN 8000, VIN 1FZW82E2TVA21674
- 2.2 "**Shared Costs**" as per Schedule B
- 2.3 "**Operational Training**" for the operating practices and procedures of the "Flush Truck"

- 2.4 "Regional Municipalities' Membership" as per Schedule A
- 2.5 "Regional Sewer Flush Truck" shall be described in this Agreement as the "Flush Truck"
- 2.6 "User Costs" as per Schedule C

3. THE RESPONSIBILITIES OF THE REGIONAL MUNICIPALITIES' MEMBERSHIP:

- 3.1 To ensure any employee required to operate the Flush Truck has a valid Class 3 License with Air Brake Endorsement and successfully completed the Flush Truck operations training session.
- 3.2 To submit payment(s) to the Member Municipality/Managing Partner within thirty (30) days of receipt of invoice.
- 3.3 For the safe operation of the Flush Truck within its jurisdiction.
- 3.4 For cleaning and re-fueling the Flush Truck before returning it.
- 3.5 To report any incidents or accidents or concerns to the Member Municipality/Managing Partner immediately.

4. THE RESPONSIBILITIES OF THE MEMBER MUNICIPALITY/MANAGING PARTNER:

- 4.1 To schedule and provide the use of the Flush Truck to the Regional Municipalities' Membership on a request basis, subject to availability.
- 4.2 To provide training opportunities in the operation of the Flush Truck upon the request of any Public Works Staff of the Regional Municipalities' Membership.
- 4.3 To provide housing for the Flush Truck within the Public Works compound.
- 4.4 For the management of the Flush Truck contract and associated clerical duties including, but not limited to, recordkeeping and invoicing in accordance to Schedule B and C of this Agreement, obtaining the insurance in accordance to Section 9 of this Agreement, and the retention of all the required documentation and records (such as repairs/maintenance logs, inspection reports and certification documents, etc.) for the life of the Regional Municipalities' Membership's ownership of the Flush Truck.
- 4.5 To obtain legal services when required.

5. TERM OF AGREEMENT:

- 5.1 The term of this Agreement shall conclude December 31, 2017; however, the term of this Agreement may be extended for another period of time or number of years at the discretion of the Regional Municipalities' Membership.

6. TERMINATION OF AGREEMENT:

- 6.1 Any Member Municipality of the Regional Municipalities' Membership may withdraw from this Agreement at any time by providing ninety (90) days written Notice to the Member Municipality/Managing Partner, submitting full payment of any outstanding debts, and forfeiting the full amount of any Regional Municipalities' Membership fees paid.
- 6.2 The Member Municipality/Managing Partner may terminate this Agreement at any time upon six (6) months written Notice to the Regional Municipalities' Membership.

7. DISPUTE RESOLUTION:

- 7.1 All claims, disputes, and other matters arising out of this Agreement, or relating to a breach thereof, shall follow the approved dispute resolution steps as agreed upon:
 - 7.1.1 Should a Member Municipality identify an issue related to this Agreement that may result in a serious disagreement within the Regional Municipalities' Membership, the Chief Administrative

- Officer of that Municipality shall approach the Chief Administrative Officer of the other Municipality to consider the issues and attempt to resolve the disagreement;
- 7.1.2 Should the Chief Administrative Officers be unable to resolve the disagreement then the Member Municipalities involved in the dispute shall request a joint meeting with the Chief Administrative Officer of the Member Municipality/Managing Partner to mediate the discussion in an effort to resolve the disagreement;
 - 7.1.3 Should the issues remain unresolved the Mayor and Chief Administrative Officers of the Regional Municipalities' Membership shall be Called to a Meeting by the Member Municipality/Managing Partner to discuss the issues and resolve the disagreement;
 - 7.1.4 Should an agreeable solution not be found in the aforementioned dispute resolution steps, the Regional Municipalities' Membership may elevate the dispute resolution process and move to a more formal and structured resolution process as follows:
 - 7.1.4.1 Mediation: the Mediator shall be appointed upon the agreement of both parties in dispute - voluntary participation, no risk, non-binding process in an attempt to bring the parties to a resolution; OR
 - 7.1.4.2 Arbitration: upon the agreement of both parties, be referred to a single Arbitrator under the Arbitration Act, and if so referred, the decision of the Arbitrator shall be final, conclusive and binding upon the parties. If the parties are not able to agree on an Arbitrator the Alberta Court of Queens Bench shall select one. All costs associated with the appointment of the Arbitrator shall be shared equally between the two Member Municipalities in dispute unless the Arbitrator determines otherwise in accordance with the Arbitration Act of Alberta.

8. INDEMNIFICATION:

- 8.1 The Regional Municipalities' Membership agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Member Municipality/Managing Partner, its Officers, Directors and Employees against all damages, liabilities or costs arising out of the joint operation of the Flush Truck or disputes related to the coordination of the use of the Flush Truck.
- 8.2 In the furnishing of any services by the Member Municipality/Managing Partner, the Member Municipality/Managing Partner shall not assume any responsibility, obligation or duties in respect to the services.

9. INSURANCE:

- 9.1 The Member Municipality/Managing Partner shall maintain, in full force and effect with the Insurers licensed in the Province of Alberta the following insurance:
 - 9.1.1 Flush Truck Vehicle Insurance;
 - 9.1.2 General Liability Insurance policy of not less than \$2,000,000 per occurrence.
- 9.2 The Member Municipalities of the Regional Municipalities' Membership must be named as additionally insured.
- 9.3 General Liability Certificates providing evidence of the existence of the Policies shall be managed and maintained by the Member Municipality/Managing Partner.

10. NOTICES:

10.1 Any notices or other correspondence required to be given to an opposite party shall be deemed to be adequately given if delivered in accordance to the contact information provided in Schedule A of this Agreement.

11. FORCE MAJEURE:

11.1 Each party reserves the right, at its option, either to suspend or cancel this Agreement, in whole or in part, at any time, without incurring any costs or damages whatsoever, where such suspension or cancellation is caused by force majeure, including, but not limited to, acts of God, the public enemy of the government, strikes or other labour disputes, fires, floods, freight embargoes, unusually severe weather or other contingencies beyond the control of either party.

12. SEVERANCE:

12.1 If any provision herein is found to be invalid for any reason that provision shall be severed from the remainder of this Agreement and all other provisions of this Agreement shall remain valid and enforceable.

13. GOVERNING LAW:

13.1 This Agreement shall be deemed to have been made in accordance with the laws of the Province of Alberta except the International Sale of Goods Act, which is specifically excluded. The Courts of Alberta shall have sole and exclusive jurisdiction over any dispute or lawsuit between the parties.

The parties to this Agreement have affixed their corporate seals signed by the hands of their authorized Officers.


Town of Bashaw Mayor


Town of Bashaw Administrator


Village of Bawlf Mayor


Village of Bawlf Administrator


Village of Rosalind Mayor


Village of Rosalind Administrator

AGREEMENT FOR REGIONAL SEWER FLUSH TRUCK c/w HYDROVAC UNIT
REGIONAL MUNICIPALITIES' MEMBERSHIP

SCHEDULE A

LIST OF MEMBER MUNICIPALITIES:

Member Municipality/Managing Partner:

Town of Bashaw, Box 510, Bashaw, AB TOB 0H0 Phone: 780 372-3911

Member Municipalities:

Village of Rosalind, Box 181, Rosalind, AB TOB 3Y0 Phone: 780 375-3996

Village of Bawlf, Box 40, Bawlf, AB TOB 0J0 Phone: 780 373-3797

SCHEDULE B (AMENDED – EFFECTIVE JANUARY 1, 2014)

SHAREABLE COSTS:

- A. Shareable Costs that shall be divided equally between the Regional Municipalities' Memberships: Repairs and Capital Expenses (projects in excess of \$1000 shall be decided upon by the majority of Member Municipalities prior to start up)

- B. Shareable Costs that shall be divided between the Regional Municipalities Members who actually used the Flush Truck between the first day of January and the last day of December in any one calendar year:

Routine maintenance, certification, annual vehicle insurance and liability insurance costs

(For example, if the Town of Bashaw used the Flush Truck for 20 hours during one calendar year and the total hours of use for the Flush Truck was 100 hours in one calendar year, then Bashaw would be invoiced for 20% of the total cost of the aforementioned expenses listed in Item B. The other Member Municipalities who used the Flush Truck for the other 80 hours of one calendar year would be invoiced in the same manner; therefore, if a Member Municipality does not use the Flush Truck at all in that one calendar year then that Member Municipality is not invoiced for the costs outlined in Schedule B, item B.)

SCHEDULE C

MEMBER MUNICIPALITY COSTS:

Each Member Municipality shall be responsible for the following costs:

- 1. The cost of cleaning and re-fuelling Flush Truck after use
- 2. If required, the cost of a qualified Bashaw Public Works Employee to operate the Flush Truck during regular working hours of which shall be invoiced monthly in accordance to the Town of Bashaw Rates approved by Council
- 3. Any damage caused by willfulness or neglect by a Member Municipality
- 4. Any amortization cost and/or reserve funding as decided upon by each Member Municipality

Jared Berry

PO Box 792
Bashaw AB T0B 0H0

RECEIVED OCT 24 2017

October 23, 2017

Attention: Penny Shantz, Mayor

Dear Madam Mayor:

I was recently offered an opportunity to take part in Encounters with Canada. I am very excited and grateful to be included in this program, as it is an experience of a lifetime. I am therefore writing to request support from your organization. Monetary and/or souvenirs for exchange with other participants in the program, would be greatly appreciated.

I thank you for your consideration with this matter,

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Jared Berry', written over a horizontal line.

Jared Berry,
Grade 10 Student
Bashaw School

Foreman's Report

October 26, 2017

Regional Water Line

- The new fill line was installed last week inside the water reservoir.
- I have not received an updated schedule for the flushing and switch over to the regional water commission.
- The transfer switch installation will proceed as soon as our electrician can schedule a day away from harvest equipment repairs.

Streets

- Some alleys were completed last week, there is still more to do.
- We have snow fences to install yet.

Parks

- I will be closing down the parks and winterizing this week.
- The RV dump sites water will be shut down to prevent freezing, but the rv waste dump will remain open for a little while longer.
- The new washroom at the ball diamonds will be closed and winterized this week.

Projects

- The engineer will be out October 23, 2017 to complete a final inspection of the work on 54 Avenue.

Community Centre

- I checked on the heating system yesterday and found that the heating unit was not functioning for the main hall. I have sent an email requesting an explanation of why it stopped working, expressing my concern that we have spent too much money to not have it work.

Personnel

- We are down a staff member due to illness.

Respectfully yours,



Murray Holroyd



CHIEF ADMINISTRATOR'S REPORT
Submitted for October 26, 2017 Regular Meeting of Council

➤ Action List Items Completed from October 12, 2017 Meeting:

7.1 Utility Procedure Changes – Master Rates and Schedules bylaw amended to reflect the increase in penalty charges to 6% and the Connection/Disconnection charge adjusted to \$75.00 each.

7.2 Water Tower Declared Value – Once minutes are approved the information will be forwarded to the insurance company, the reflect the change.

7.3 Agreement for the Collaboration of a Regional Fire Services Coordinator – Approved motion information forwarded to the Camrose County.

7.4 Town of Bashaw Monthly Statement – no follow up required.

7.5 Bashaw Funeral Home – Cremated remains Storage. Marlon Wombold called and inquired about the decision. He was informed of council's recommendation to purchase plots from the town. He politely declined and said he would make other arrangements.

7.6 Staff and Council Christmas Party – Follow up is outstanding on this. An email will be generated offering a choice of two dates, and arrangements to be made.

7.7 Parkland Regional Library Budget – Approval information forwarded to Parkland Regional Library.

7.8 Dock at Trout pond – To be constructed in spring, combination volunteer and staff efforts.

7.9 Staff Drug and Alcohol Policy – Approved and arrangements to share the information with staff will be arranged.

7.10 Community Hall Sound system – Quote approval provided to contractor, contractor to coordinate installation with Public Works staff. Contact has been made with Community Hall board, requesting a contribution toward the system.

7.11 Back Alleys – Public works to address the areas of concern.

Outstanding from Prior Meetings:

7.7 Non-potable Truck Fill Pricing – Tabled until Well Amendment Application response has been received.

7.9 Automated Garbage Pick-up – Awaiting detailed information from Contractor.

➤ CAO Activities/Meetings:

October 10, 2017 – Beautification meeting at the office.

October 10 and 13, 2017 –interviews as requested by Library.

October 23, 2017 – Meeting with Land Appraiser.

October 25, 2017 – Bashaw Interagency meeting (BIG)

October 27, 2017 – ICS 100 at Camrose County, partial day.

October 30 and 31, 2017 – Muni 101- Council Orientation training.

➤ Day to Day:

Working with various residents on their related inquiries, ranging from Caveat removal, requests to have organics bin emptied, arena users regarding various booking inquiries, and various day to day walk in questions.

- Organics Bin: Current contractor was not emptying the bin, arranged to have another contractor provide a second bin. We have requested the first contractor remove their full bin, however it hadn't been removed as of October 23, 2017. The second contractor has emptied the bin on October 20, and October 23, 2017. The timeline for the bin use had been extended to November 3, 2017, as the bin was being used; but not emptied. This will allow for additional access to the service until November 3, 2017.

- Rescue Unit Update: Fire Chief Mike Andriatz mentioned that the new unit has been ordered.

Respectfully submitted,



Theresa Fuller, Chief Administrative Officer



October 11, 2017

Ms. Theresa Fuller
CAO Town of Bashaw
cao@townofbashaw.com

Dear Theresa:

I am pleased to provide you the following information for your upcoming organizational meeting.

As a member of the Camrose and Area Lodge Authority, The Town of Bashaw has one voting member. Please provide the name and contact information of your appointee to michelle.wideman@bethanygrp.ca as soon as possible.

The next meeting of CALA has been scheduled for Friday December 1 starting at 9 am. The meeting will be held at the Rosehaven Heritage Building in Camrose in the 3rd floor boardroom. Meetings are typically held on Friday mornings, 4 to 6 times per year, at the board's discretion. Orientation and board selection of the Chair and Vice Chair will occur at that time.

I would also like to extend an invitation to your board appointee to an exciting educational opportunity. The Bethany Group is hosting a conference Faith and Aging on November 2 and 3 in Camrose AB. The Thursday evening program offers education with Dan Levitt and opportunity to network with board members of the Bethany Group and of the Lodge authorities. Friday will feature keynote speaker Jann Arden, who will be sharing her honest and inspirational stories of her experience caregiving for her mother who is living with Alzheimer's. Should your representative be wanting to attend one or both days, we ask that they call or email Chantea Beesley at 780 679 3066 or chantal.beesley@bethanygrp.ca no later than Friday October 27.

Sincerely,

Mike Leathwood, CEO
The Bethany Group

You are invited

The Bethany Group's Faith & Aging Conference, sponsored by the Bethany Foundation.

We are pleased to have Jann Arden as our Keynote Speaker, who will discuss her personal experience caring for her mother with Alzheimer's.

Thursday, November 2, 2017 - Rosehaven Auditorium

4:30 p.m. - 6:00 p.m. *Connected Care - Dan Levitt*

6:00 p.m. - 8:00 p.m. *Wine & Cheese Social*

Friday, November 3, 2017 - Norsemen Inn

8:45 a.m. - 9:45 a.m. *Registration & Breakfast*

10:00 a.m. - 11:00 a.m. *Keynote Speaker - Jann Arden*

11:00 a.m. - 12:15 p.m. *Book Signing / Networking*

12:15 p.m. - 1:45 p.m. *Rethinking Aging - Dan Levitt*

1:45 p.m. - 2:45 p.m. *Late Lunch*

2:45 p.m. - 3:45 p.m. *Fostering Community, Gathering the Pieces, Embracing the Challenge- Rachel Foster*

3:45 p.m. - 4:00 p.m. *Closing*