



**ORGANIZATIONAL MEETING OF COUNCIL  
MINUTES  
MONDAY, November 3, 2025 @ 6:00 P.M.  
Council Chambers**

**Attendance:** Mayor Cindy Orom (5:47pm), Councillor Kyle McIntosh (5:43pm), Councillor Reina Masyk (5:43pm), Councillor Carman Meger (5:43 pm), and Councillor Ambyr Kohlman (5:44pm)

**Chief Administrative Officer:** Theresa Fuller (5:30 pm)

**Recording Secretary:** Absent

**Zoom Connection:** Tyler Kohlman (connected @ 6:00 pm)

**Absent:** None

**Press:** None

**Public:** None in attendance

1. Meeting called to order by Mayor Orom at 6:00 pm.

It was noted that the agenda was missing several items. Councillor McIntosh requested to add the following items to the agenda, section 4.a. add b, Bashaw Chamber of Commerce, Section 4.c. add 8. To include the RCMP Community Consultative Group, and 4.d. add 7. Bashaw & District Regional Health & Wellness Foundation.

**MOVED** by Councillor McIntosh to approve the agenda with the additions of section 4.a. add b, Bashaw Chamber of Commerce, Section 4.c. add 8. To include the RCMP Community Consultative Group, and 4.d. add 7. Bashaw & District Regional Health & Wellness Foundation.

**MOTION #163-2025**

CARRIED

2. Election of Deputy Mayor and Oath of Office

Councillor Masyk nominated Councillor McIntosh as Deputy Mayor for the Town of Bashaw. Councillor McIntosh accepted the nomination. Mayor Orom called for further nominations. Nominations concluded.

**MOVED** by Mayor Orom that Councillor McIntosh be appointed Deputy Mayor.

**MOTION #164-2025**

CARRIED

Brief discussion regarding the oath of office for the Deputy Mayor. CAO Fuller to check into it and share the information.

3. BUSINESS

- (a) Establish the day, time, and place of regular meetings

**MOVED** by Councillor Meger that regular meetings of Council be held on the first and third Mondays of each month at 6:00 pm location to be determined based on council preference.

**MOTION #165-2025**

CARRIED

- (b) Establish Per Diem Rate – review requested revisions

**MOVED** by Deputy Mayor McIntosh that all Per Diem Rates remain at \$475.00 per month for the Mayor and \$350.00 per month for councilors, and to approve mileage rate to be set at 0.57 per kilometer.

**MOTION #166-2025**

CARRIED

- (c) Signing Authority – Motion required to name all Members of Council, the Chief Administrative Officer, and the Municipal Treasurer as Signing Authority for the Town; two signatures required on each cheque - one Elected Official and one Administration Personnel

**MOVED** by Deputy Mayor McIntosh that the approved Signing Authority for the Town of Bashaw include Mayor Cindy Orom, Deputy Mayor Kyle McIntosh, Councillor Reina Masyk, Councillor Carman Meger, Councillor Ambyr Kohlman, CAO Theresa Fuller and Municipal Treasurer Darlene Tucker; two signatures, one council member and administration staff are to be on each cheque.

**MOTION #167-2025**

CARRIED

(d) PROCEDURE BYLAW 785-2018

**MOVED** by Deputy Mayor McIntosh to strike section 4.1.2b. from the bylaw.

**MOTION #168-2025**

CARRIED

**MOVED** by Deputy Mayor McIntosh to direct administration to propose changes to the Procedure Bylaw 785-2018 regarding remote electronic participation for council members.

**MOTION #169-2025**

CARRIED

**MOVED** by Deputy Mayor McIntosh to direct administration to include provisions for electronic live streaming of the council meetings to the Procedure Bylaw 785 – 2018.

**MOTION #170-2025**

CARRIED

**MOVED** by Deputy Mayor McIntosh to direct administration to research the costs associated with recording council meetings and having them accessible to the public, provisions for this to be included in the Procedural Bylaw 785 – 2018.

**MOTION #171-2025**

CARRIED

**MOVED** by Deputy Mayor McIntosh made a motion to request administration add to the consent agenda provisions for reporting on the status of directed resolutions, either as an additional item, or to be included within the CAO report to the Procedural Bylaw 785 – 2018.

**MOTION #172-2025**

CARRIED

**MOVED** by Deputy Mayor McIntosh direct administration to revise the Schedule A to the current listing to match new minutes.

**MOTION #173-2025**

CARRIED

(e) Strategic Plan

Discussion progressed regarding strategic planning and the purpose.

**MOVED** by Councillor Masyk to direct administration to obtain quotes for strategic planning and rebranding, for the purposes of planning in 2026.

**MOTION #174-2025**

CARRIED

4. Appoint Standing Committees.

**MOVED** by Councillor Meger to appoint Councillor Kohlman as Bashaw Ag Society Representative.

**MOTION #175-2025**

CARRIED

**MOVED** by Deputy Mayor McIntosh to appoint Councillor Masyk as the Bashaw Chamber of Commerce town representative.

**MOTION #176-2025**

CARRIED

**MOVED** by Councillor Masyk to appoint Diane Szumlas as Regional Assessment Review Board Representative.

**MOTION #177-2025**

CARRIED

**MOVED** by Councillor Meger to appoint Diane Szumlas as Subdivision & Development Appeal Board Representative.

**MOTION #178-2025**

CARRIED

**MOVED** by Deputy Mayor McIntosh that the town of Bashaw pursuant to bylaw 825-2024 appoints, Brian Austrom as the Chair of the Regional Assessment review board; and further that the Town of Bashaw Council appoints Carlene Wetthuhm, Brian Austrom, Diane Szumlas, Peter Bodnar, Angela Lorente, Dawn Pauls, David Butt and Frank Hegholz as member to hear appeals on the regional assessment review board.

**MOTION #179-2025**

CARRIED

**MOVED** by Deputy Mayor McIntosh to appoint CAO Theresa Fuller as the Director of Emergency Management for the Town of Bashaw.

**MOTION #180-2025**

CARRIED

**MOVED** by Deputy Mayor McIntosh to appoint Dennis Jones as Deputy Director of Emergency Management for the town of Bashaw.  
**MOTION #181-2025** CARRIED

**MOVED** by Councillor Kohlman to appoint Mayor Orom as Emergency Public Information Officer Representative, and Deputy Mayor McIntosh as the backup officer for the Town of Bashaw.  
**MOTION #182-2025** CARRIED

**MOVED** by Councillor Meger to appoint Dennis Jones & Deputy Mayor McIntosh as Emergency Alert System Representatives.  
**MOTION #183-2025** CARRIED

**MOVED** by Councillor Masyk to appoint Deputy Mayor McIntosh as Fire Department Representative.  
**MOTION #184-2025** CARRIED

**MOVED** by Councillor Masyk to appoint Councillor McIntosh as Regional Emergency Management Services Representative.  
**MOTION #185-2025** CARRIED

**MOVED** by Councillor Masyk to appoint Deputy Mayor McIntosh to the RCMP Community Consultative group; as the town of Bashaw representative.  
**MOTION #186-2025** CARRIED

**MOVED** by Councillor Kohlman to appoint Councillor Masyk as Bashaw Municipal Library Representative.  
**MOTION #187-2025** CARRIED

**MOVED** by Councillor Meger to appoint Mayor Orom as Parkland Regional Library Representative.  
**MOTION #188-2025** CARRIED

**MOVED** by Councillor Masyk to appoint Mayor Orom as Camrose Area Lodge Authority Representative.  
**MOTION #189-2025** CARRIED

**MOVED** by Deputy Mayor McIntosh to appoint Councillor Meger as Bashaw & District Support Services Representative.  
**MOTION #190-2025** CARRIED

**MOVED** by Councillor Meger to appoint Councillor Kohlman as Bashaw Youth Foundation Representative.  
**MOTION #191-2025** CARRIED

**MOVED** by Councillor Masyk to appoint Mayor Orom as the Beautification Committee representative.  
**MOTION #192-2025** CARRIED

**MOVED** by Deputy Mayor McIntosh to direct administration to bring forward the beautification policy and terms of reference for council review.  
**MOTION #193-2025** CARRIED

**MOVED** by Councillor Kohlman to appoint Councillor Masyk as the Bashaw & District Regional Health & Wellness foundation representative.  
**MOTION #194-2025** CARRIED

**MOVED** by Councillor Meger to appoint Deputy Mayor McIntosh as Bashaw Airport Commission Representative.  
**MOTION #195-2025** CARRIED

**MOVED** by Councillor Kohlman to appoint Councillor Meger as Bashaw & Area Recreation Board Representative.  
**MOTION #196-2025** CARRIED

**MOVED** by Councillor Kohlman to appoint Councillor Masyk as Bashaw Bus Society Representative.  
**MOTION #197-2025** CARRIED

**MOVED** by Deputy Mayor McIntosh to appoint Mayor Orom & Councillor Kohlman as Highway 12/21 Regional Water Services Commission Representatives, Deputy Mayor McIntosh, Councillor Masyk, and Councillor Meger as alternates.  
**MOTION #198-2025** CARRIED

**MOVED** by Councillor Kohlman to appoint Councillor Meger as Bashaw Community Centre Board Representative.  
**MOTION #199-2025** CARRIED

5. Bylaws/Plans: For Review and Reference
- 5.1 Bylaw No 793 – 2019 – Emergency Management Advisory Committee & Emergency Management Agency  
Discussion regarding declaring a state of local emergency, and the Emergency Management Agency.
- 5.2 Municipal Development Plan  
Brief discussion on how all the plans fit together and use them as reference documents.
- 5.3 Intermunicipal Development Plan 782-2018  
Brief discussion about the plan.
- 5.4 Intermunicipal Collaboration Framework Agreement  
Discussion on the existing plan and upcoming review in 2026.

**MOVED** by Deputy Mayor McIntosh to cancel the November 5, 2025, regular meeting of Bashaw Town council, and rebook the meeting for Friday, November 7, 2025, at 4:00 pm; in Bashaw Council chambers.  
**MOTION #200-2025** CARRIED

6. Adjournment called by Councillor Meger at 8:20 pm.

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CHIEF ELECTED OFFICIAL

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CHIEF ADMINISTRATIVE OFFICER