

REGULAR MEETING OF COUNCIL

A G E N D A

Wednesday, January 14, 2026, 6:00 pm

Council Chamber & Zoom Access

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. PUBLIC HEARINGS – none
4. DELEGATIONS
 - 4.1 Bashaw & District Support Services – 2026 Budget – Christine Buelow
5. APPROVAL OF MINUTES
 - 5.1 Minutes of December 17, 2025, Regular Meeting of Council
6. CONSENT AGENDA
 - 6.1 Council Committee Reports
 - 6.2 CAO Report
 - 6.3 Public Works Report
 - 6.4 Fortis Alberta Distribution Tariff
 - 6.5 Deputy Premier of Alberta – Update on Changes to Alberta’s Police Funding Model
 - 6.6 Camrose & Area Lodge Authority – 2026 Lodge Requisition
 - 6.7 Proclamations/Letters of Support/Recognition Policy 12.70
 - 6.8 Bashaw School – Donation request
7. NEW & UNFINISHED BUSINESS
 - 7.1 Bashaw & District Support Services – 2026 Budget
 - 7.2 Arena Labor Costs Discussion
 - 7.3 Beautification Terms of Reference comparison
 - 7.4 Bylaw 837 – 2026 – Procedure Bylaw
 - 7.5 Strategic Planning Discussion
8. COMMITTEE REPORTS – action to be considered.
9. CORRESPONDENCE ITEMS – Action to be considered.
10. CLOSED MEETING OF COUNCIL
 - 10.1 Emergency Dispatch Services Agreement – ATIA Section 26
11. NOTICES OF MOTION
12. NEXT MEETING: – February 4 & 18, 2026 – 6:00 pm
13. ADJOURNMENT

TOWN of BASHAW

Bashaw and District Support Services Association

2026 BUDGET

APPLICATION DATE: December 15, 2025

GL Code	ITEM DETAILS	2026 BUDGET
REVENUE		
GL Code	Administration/Information/Referrals Revenue	2026 BUDGET
	Town of Bashaw FCSS Funding	
	Donations & Fund Raising	
	Canada Summer Jobs	\$ 6,600.00
	Government Employment Funding	
	Interest Revenue	
	Miscellaneous Revenue	
	Regional Wellness Partnerships	\$ 10,000.00
	Photocopying	\$ 600.00
	Administration Fees	\$ 27,835.00
		\$ -
	Total Revenue (non-Town)	\$45,035.00
EXPENSES		
GL Code	Administration/Information/Referrals Expenses	2026 BUDGET
5410	Wages & Salaries	\$ 50,000.00
5420	Benefits (EI/CCPW/CB/Stat Pay)	\$ 5,128.00
5610	Accounting, Audit & Legal	\$ 4,400.00
5615	Advertising & Promotions	\$ -
5640	Courier & Postage	\$ 500.00
5650	Photo Copies & Lease Share	\$ 3,175.00
5685	Insurance	\$ 500.00
5690	Interest & Bank Charges	\$ 350.00
5700	Office Supplies	\$ 500.00
5755	Program Resources & Materials	\$ 300.00
5780	Telephone/Fax Line	\$ 1,700.00
5782	Workshops/Training	\$ 800.00
5785	Board, Staff, Volunteers Travel Etc	\$ 200.00
	Memberships	\$ 100.00
	Facility Supplies	\$ 150.00
	Equipment/Repairs/Maintenance	\$ 550.00
	Rentals/Lease	\$ 1,250.00
	Contracted Personnel	\$ -
	Total Administration/Information/Referral Expenses	\$69,603.00
	NET ADMINISTRATION/INFORMATION SURPLUS/DEFICIT	(\$24,568.00)
REVENUE		
GL Code	Meals on Wheels Revenue	2026 BUDGET
4101	Town of Bashaw FCSS Funding	
4420	Client Fees	\$ 14,040.00
	Fundraising	\$ 300.00
	Government Relief Funding	\$ -
	Total Meals on Wheels Revenue	\$14,340.00
EXPENSES		
GL Code	Meals on Wheels Expenses	2026 BUDGET
	Advertising	
5755	Program Resources & Materials	\$ 11,720.00
	Protective Supplies	\$ 200.00
	Education/Resource Materials	\$ 500.00
	Volunteer Training	
	Administrative Expenses (Audit, Ins., Etc.)	\$ 3,000.00
	Driver's Fees	\$ 1,000.00
	Total Meals on Wheels Expenses	\$16,420.00
	NET MEALS ON WHEELS SURPLUS/DEFICIT	(\$2,080.00)
REVENUE		
GL Code	Community Wellness Revenue	2026 BUDGET

GL Code	ITEM DETAILS	2026 BUDGET
4101	Town of Bashaw FCSS Funding	
	United Way of Central Alberta	\$ -
	Government of Alberta Lottery Funds	\$ 20,000.00
	Regional Wellness Partnerships	\$ 22,000.00
	Government of Alberta Special Projects Funding	\$ -
	CIP Programs Grant	
	Donations/Fundraising	\$ 22,633.00
	Corporate Funders	\$ 11,000.00
	Total Community Wellness Revenue	\$75,633.00
EXPENSES		
GL Code	Community Wellness Expenses	2026 BUDGET
5410	Wages & Salaries	\$ 78,420.00
	Benefits (EI/CPP/WCB/Stat Pay)	\$ 6,274.00
5700	Office Supplies	\$ 400.00
	Advertising	
	Program Resources and Materials	\$ 500.00
	Facility Rent	\$ -
	Client Transportation	\$ -
	Volunteer Honorarium	\$ -
	Education/Resource Materials	\$ 200.00
	Staff Travel	\$ 200.00
	Staff Training	\$ 500.00
	Administrative Expenses (Audit, Ins., Etc.)	\$ 25,000.00
	Contracted Services	\$ 6,000.00
	Total Community Wellness Expenses	\$117,494.00
	NET COMMUNITY WELLNESS SURPLUS/DEFICIT	(\$41,861.00)
REVENUE		
GL Code	Social Programming for Youth Revenue	2026 BUDGET
	Town of Bashaw FCSS Funding	
	Government Facility Funding	\$ 33,897.00
	Government of Alberta - Employee Training Grant	\$ 4,000.00
	Government of Alberta Grants	\$ 5,000.00
	Government of Canada - Summer Student	\$ 14,331.00
	Donations	\$ 10,000.00
	Fundraising	\$ 5,000.00
	Corporate Sponsorship	\$ 10,000.00
	Casino Funds	\$ 5,000.00
	Community Partner Funding	\$ 5,000.00
	Miscellaneous Revenue	
	Program Fees	\$ 7,000.00
	Total Revenue (non-Town)	\$99,228.00
EXPENSES		
GL Code	Social Programming for Youth Expenses	2026 BUDGET
5410	Wages & Salaries	\$ 52,224.00
5420	Benefits (EI/CPP/WCB/Stat Pay)	\$ 4,178.00
5610	Accounting, Audit & Legal	
5615	Advertising & Promotions	
5640	Courier & Postage	
5650	Photo Copies & Lease Share	\$ 1,200.00
5685	Insurance	\$ 1,800.00
5690	Interest & Bank Charges	\$ 100.00
5700	Office Supplies	\$ 600.00
5755	Program Resources & Materials	\$ 7,000.00
5780	Telephone/Fax Line	\$ 3,000.00
5782	Workshops/Training	\$ 4,000.00
5785	Board, Staff, Volunteers Travel Etc	\$ 1,000.00
	Honorariums/Gifts	
	Facility Supplies	\$ 1,800.00
	Equipment/Repairs/Maintenance	\$ 500.00
	Rentals/Lease	\$ 33,897.00
	Contracted Personnel - marketing, outing staff	\$ 8,460.00
	Total Social Programming for Youth Expenses	\$119,759.00
	NET SOCIAL PROGRAMMING FOR YOUTH SURPLUS/DEFICIT	(\$20,531.00)
	TOTAL ALL REVENUE	\$234,236.00
	TOTAL ALL EXPENSES	\$323,276.00
	AMOUNT TO BE FUNDED BY TOWN	(\$89,040.00)

APPLICATION FOR 2026 TOWN of BASHAW FAMILY and COMMUNITY SUPPORT SERVICES FUNDING

PART I – ABOUT YOUR ORGANIZATION/GROUP

Organization Name: Bashaw and District Support Services Association	
Organization Address: P.O. Box 568, Bashaw AB, T0B 0H0	
Contact Name: Christine Buelow – Executive Director Mary Ellen Docherty – Board Chair	Contact Phone Number: 780-372-4074
Incorporation Number: 50570964	Incorporation Date: June 22, 1993
Charitable Donation Number: 89891 8537 RR0001	Charitable Organization Name: Bashaw and District Support Services Association
Executive Director: Christine Buelow	
Funding Requested: \$89,040.00	Amount Approved: \$

MISSION/MANDATE OF APPLICANT ORGANIZATION:

BDSS is a non-profit charitable organization committed to supporting and implementing social programs for individuals, families and the community. BDSS works towards supporting the well being of all citizens. Communities need a centralized source to facilitate participation in community issues, contribute resources and access services. Through the use of community development practices, promotion of volunteerism, and facilitation of relationships a community will come together to establish service needs and resources to meet those needs.

GOALS OF APPLICANT ORGANIZATION:

Determined by FCSS mandate—see attached Logic Model

PROGRAMS AND SERVICES PROVIDED BY THE APPLICANT ORGANIZATION:

The following is a list of all the programs that our organization offers. Not all of these programs are FCSS programs.

We assist the community by development and implementation of services within the Bashaw RCMP Region:

FCSS Funded Programs:

- **Community Wellness Program**—early intervention and prevention program, offering support for families with children 0-18 years through inclusive programming available to all children, which includes interactive programming (Roots of Empathy, Music/Drama,

Mentorship, Precision Reading, Extended Learning Facilitation), child/family support, connection to community resources, and referrals. It is a priority for families to engage in activities that give them a sense of belonging.

- **Roots of Empathy**—encourage pro-social behavior in an attempt to create more civil societies.
- **Navigation** – one on one individualized support to assist individuals (0-18 years) and their families in Navigating programs and systems.
- **Community Development and Communication** – Coordinate conversation, development, and implementation of services in support of community need. Coordinate local/regional communication to build stronger partnerships and alliances, assist public with greater understanding, and develop trusting relationships within the community.
- **Meals on Wheels**—In home meal services allowing individuals within the community to age in place, and receive proper nutrition. Partners are Bashaw Meadows, local Churches, and individuals to deliver this daily lunch service delivery program.
- **Information and Referral**—Connects community to the resources they need
- **FCSS Administration Services** – management, development, and evaluation of FCSS programs and services.
- **Tools for School** – Collection campaign of necessary school supplies and materials to support families in need. Collection is accomplished in partnership with local community organizations, with Bashaw School receiving the items and distributing them accordingly.
- **Social Programming for Youth (Bashaw Youth Centre)** – Social Programming for Youth is intended to provide space and programming/services that allow Youth to develop positive self identity/image, positive relationships, values, and social competencies, as well as have healthy connection to their community.

FCSS Contracted Services:

- **Bashaw Youth Drop-In Foundation**— Reception and administration of Youth Services for Bashaw and Area

Non FCSS Funded Programs:

- **Generations Daycare** – Accredited, Licensed childcare for children age 0-6.
- **Preschool**—Licensed early learning programming for children aged 3-5.
- **Community Emergency Fund** – Funding to support unique/urgent emergency situations.
- **Community Outreach**—Seniors/Families/Children
- **Information and Referrals**—Connects the community to the resources they need.

- **Home Support**—Home support is provided to people whose ability to manage on their own is limited and for those who have no family or friends to help them with various household responsibilities.
- **Regional Transportation**—this program coordinates community volunteers to transport individuals ages 50+ to medical appointments
- **Navigation** – one on one individualized support to assist individuals (18+) and families in Navigating programs and systems.
- **Mental Health Services**– Behavioral Health Consultant and contracted Therapists serving general population in the region (serving Bashaw RCMP region)
- **Bashaw Regional Wellness Initiative**– Cross-sector hub developing programs and partnerships to better serve the Bashaw RCMP region, and advocate for rural services. Established by Bashaw RCMP, BDSS, Bashaw School, and Bashaw Adult Learning.
- **Bashaw Medical Clinic**– Co-Founder and Administrative organization for Community Based Primary Care Clinic.

Non FCSS Contracted Services:

- **Bashaw Bus Society** — Reception and administration of Bus services.
- **Bashaw Food Bank**— Reception and administration for Food Bank services.
- **Bashaw Adult Learning Council**— Reception and administrative support.

BOARD OF DIRECTORS 2024-25:

Name	Position	Contact Information
Mary Ellen Docherty	Chair	Box 272, Bashaw AB
Margaret Baier	Vice-Chair	Box 156, Bashaw AB
Sandy Radke	Secretary/Treasurer	Box 457, Bashaw AB
Susan Albers	Director	General Delivery, Bashaw AB
Mike Stegemann	Director	General Delivery, Bashaw AB
Bryan Gust	Town Representative	Box 611, Bashaw AB

FCSS Administration Services

PURPOSE OF THE PROGRAM:

The FCSS administrative services include the day-to-day operation of the programs and services including, management, planning, and evaluation of programming. Operational services such as bookkeeping, payroll, invoicing, insurance, audit, general office supplies and expenses, and so on are also part of this. Information and Referral specifically related to FCSS targets and goals, smaller programs such as Tools for School, Community Volunteer Recognition, and specialized community development work (ie-Children's Mental Health Initiative) are also included under this umbrella.

TARGET POPULATION:

These services are available to the whole community.

COMMUNITY NEED:

Statistics and tracking information indicate that the community has a high need for support services in the areas of mental health & addictions, social supports, food security, one-on-one counseling, and navigation of government programs. BDSS staff do their best to provide services or referrals to families or individuals in need.

COMMUNITY PARTICIPATION:

Volunteers will engage with BDSS in program development, delivery, and evaluation, as well as annually be given an opportunity to govern FCSS services through election to the Board of Directors.

OBJECTIVES:

- The Bashaw community will create, develop and maintain services that have been identified as needed and wanted.
- The community will be able to communicate with external agencies with accurate and detailed assessments of need.
- As a rural community, Bashaw will have services equal to those offered by larger centers.

HOW WILL IT OPERATE:

Daily 9:00 -4:00

Two staff share this position to make for full time coverage of the office to serve the community.

ACCOUNTABILITY: Logic Model enclosed

BUDGET: 2026 Budget enclosed

Logic Model – FCSS Administration

Elements	Information Categories	Description
Resources	<i>In order to accomplish our set of activates, we will need the following</i>	<ul style="list-style-type: none"> • Staff to support programs and community members • Administrative Support • Equipment and technology necessary for day to day operation • Insurance, auditors, technical support • Supplies and materials to maintain office • Data and information for information and referral services
Activities	<i>In order to address our problem or asset, we will accomplish the following activities</i>	<ul style="list-style-type: none"> • Operational and administrative support for programs • Support services of vulnerable and at-risk community members • Community tools for community development work • Accountability tools and processes for funders and partner organizations • General information and referral for walk-in community members
Outputs Short	<i>We expect that once accomplished, these activities will produce the following evidence or results</i>	<ul style="list-style-type: none"> • Community members will report satisfied to excellent rating of support when looking for information, referrals or support services • Community acquires and accesses services on a continuous basis through tracking of needs and requests
Short & Long term Outcomes	<i>We expect that if accomplished, these activities will lead to the following changes in 1-3 then 4-6 years</i>	<ul style="list-style-type: none"> • The Bashaw community will create, develop and maintain services that have been identified as needed and wanted. • Community is able to communicate with external agencies with accurate and detailed assessments of needs.
Impact	<i>We expect that if accomplished these activities will lead to the following impact.</i>	<ul style="list-style-type: none"> • As a rural community, Bashaw will have services equal to those offered by larger centers, with long-term sustainability.

Meals on Wheels

PURPOSE OF THE PROGRAM:

This program serves individuals in the community who have difficulty preparing their own meals.

TARGET POPULATION:

Clients are most often seniors, but have also included those who have suffered accidents or illness and are unable to care for themselves for a period of time.

COMMUNITY NEED:

Meals on Wheels program is an essential service. We feel there is probably more need for this program in our community, but awareness and acceptance are issues that need to be addressed with the community.

COMMUNITY PARTICIPATION:

This program requires the coordination of volunteers to deliver meals. Community participation has been essential for the delivery of this program, and has dwindled over time. Volunteers are individuals within the community. Volunteers are always welcomed and training is available for any new volunteers. A partnership with the Bashaw Meadows – Bethany Group exists as they prepare nutritious meals that we deliver.

OBJECTIVES:

- Individuals who are unable to prepare their own meals have a healthy meal once a day or as often as needed.
- Seniors will maintain their health status due to appropriate nutritional support.
- Seniors will be able to live in their own homes much longer than they would without meal support and isolation will decrease due to daily contact with volunteers.

HOW IT WILL OPERATE:

Meals are delivered Monday, Wednesday & Friday beginning at 11:45 am. Holidays and closures do not interrupt this schedule.

As a liaison between the Bashaw Meadows, who prepares the meals, and the client, BDSS will monitor and update requests for services. Volunteers from the community at large, will deliver the meals.

Fees are invoiced and collected monthly.

ACCOUNTABILITY: Logic Model enclosed.

BUDGET: 2026 budget enclosed.

Logic Model – Meals on Wheels

Elements	Information Categories	Description
Resources	<i>In order to accomplish our set of activities, we will need the following</i>	<ul style="list-style-type: none"> • Licensed Kitchen Facility • Administrative Support • Communication tools – coordination of deliveries • Volunteer drivers • Delivery Material and Supplies for meals
Activities	<i>In order to address our problem or asset, we will accomplish the following activities</i>	<ul style="list-style-type: none"> • Seniors and or convalescing adults receive a nutritional meal daily prepared by a licensed facility.
Outputs Short	<i>We expect that once accomplished, these activities will produce the following evidence or results</i>	<ul style="list-style-type: none"> • Seniors and convalescing adults will receive appropriate daily nutritional requirements. • Clients report a satisfactory to excellent rating of their meals, timeliness of delivery and volunteer contact.
Short & Long Term Outcomes	<i>We expect that if accomplished, these activities will lead to the following changes in 1-3 then 4-6 years</i>	<ul style="list-style-type: none"> • Seniors receiving meals feel more connected to the community. • Seniors health is maintained or improved due to nutritional meals provided. • Seniors feel supported.
Impact	<i>We expect that if accomplished these activities will lead to the following impact.</i>	<ul style="list-style-type: none"> • Seniors are able to live in their own homes much longer than they would without meal support. • Seniors maintain their health status due to appropriate nutritional support. • Health care costs are lower due to delayed entry into the more formal health institutions.

Community Wellness

PURPOSE OF THE PROGRAM:

This program provides counseling, emotional support and preventative programming for children and families in our community. Referrals to the program come from the school, the community, external service providers. The program has multiple funders and requires annual applications and quarterly reports to be prepared and delivered to the appropriate funder. A joint management committee representing four agencies meets bi-monthly to manage this program, supervise and provide direction.

TARGET POPULATION:

Pre-natal- 18 years of age; families or individuals

COMMUNITY NEED:

In September 2011 we altered the program to become more inclusive of the *entire community* with hopes that the work would be preventative in nature for all citizens. Shifting our focus from not only “maintaining” family wellness, we truly wanted to work on “creating” family wellness. Currently, we have 100% of the school population engaged in the programming with their families. Whether it be enrollment in the Theatre Program (supporting talents of acting, managing, directing, sewing, culinary, and so much more), Cross-generational mentoring, reading program, counseling, information and referral, or a Breakfast for Learning (to name a few), the children and their families are engaging. As the enhanced programming gains momentum, we are discovering people of all ages within the community are finding a place to “be a part of”.

In 2017, we initiated meetings in partnership with Bashaw RCMP, Bashaw School, Bashaw Adult Learning, Bashaw Service Groups, and communities surrounding Bashaw and area. These meetings led to the creation of the Bashaw & Area Regional Wellness Initiative. The Regional Wellness Initiative has grown to 28 partners strong, with sub-programming happening at Donalda, and Alix. This initiative continues to grow, and has spurred the development of the Navigation support program for clients 0-99. *FCSS Funding supports those clients ages 0-18 and their families.

BDSS seeks to support the continuation of growth in this programming area to best serve children and their families. This includes Food Security Education programming (Community Kitchens, in partnership with Adult Learning), Early Intervention (Preschool), Crisis and Prevention work (Navigation, Extended Learning Program), Youth Support programs and more.

COMMUNITY PARTICIPATION:

The Community Wellness program is strongly based on its multiple partnerships- the Joint Management Team- with BDSS, Bashaw School, Bashaw RCMP, and Community Members. This program has been designated a Provincial Best Practice by Child and Family Services.

The program will have more community engagement activities led by the program participants. Some examples of this include Peer Mentorship, Family Resource Network, Skill Development classes. The community at large participated in a school-wide breakfast & snack program within the school. Students are supported through group activities and projects they initiate to unite students and create a sense of belonging.

Another extremely successful program facilitated through the CWW program is “Roots of Empathy” which brings a volunteer parent and a baby from the community, into a classroom to teach school

children about empathy. By observing the infant, over the course of the year as it develops and grows, children learn about child development and emotional literacy-the ability to name an emotion; they learn to recognize temperament traits and how they themselves react to certain situations; and they see the wonderful attachment and attunement of parent and child. All of this and much more foster the development of Empathy.

OBJECTIVES:

- Families will have greater access to external services to support the development of children.
- The incidence of “at risk” behaviors and family relationships are significantly reduced and replaced with support and inclusive services.
- Parents will have the skills they need for healthy and safe relationships with children and community, and experience positive family functioning.
- Children learn pro-social skills and experience healthy social and emotional development.

HOW IT WILL OPERATE:

The program requires staff that posses a Degree or Diploma in Human Services or related education. The Roots of Empathy program requires 2 staff/trained volunteers to facilitate this program.

The Community Wellness Worker (CWW) will have an office located in the Bashaw School and will be available to students and their families 4 days a week; and will be available for community individuals and families from the BDSS office 1 day a week. Referrals to see CWW are made through the school with parent consent. Individuals and families may request support or counseling by contacting the BDSS office.

The Navigator has an office located at BDSS and is available to individuals and families 3-4 days/week.

The Extended Learning Facilitator works from the BDSS office, as well as within the school. This will be comprised of multiple part-time positions, so that a diverse team of support is created, and able to be flexible in meeting the needs of any student Pre-K to Grade 12, as well as Post Secondary (in partnership with Bashaw Adult Learning).

ACCOUNTABILITY: Logic Model enclosed.

BUDGET: 2026 Budget enclosed.

Logic Model –Community Wellness (Community Wellness Worker)

Elements	Information Categories	Description
Resources	<i>In order to accomplish our set of activities, we will need the following</i>	<ul style="list-style-type: none"> • Staff and Administrative Support • Collaboration between programs and services • Office Space and supplies • Program Material and supplies
Activities	<i>In order to address our problem or asset,</i>	<ul style="list-style-type: none"> • The Community Wellness Worker will provide support to children from birth to 18 years of age as

	<i>we will accomplish the following activities</i>	<p>well as adults.</p> <ul style="list-style-type: none"> • Strategies for the development of healthy family and child relationships are created and used for community parents and families. • Independence is fostered within families to problem solve and continue to develop positive relationships. • Children receive consistent safe support from a worker who can refer when necessary. The program provides one starting point for the access of various support services. • Children's Service partnership and meetings promotes and provides a positive, solution focused crisis intervention and child support. • Preventative Pro-Social skill building programs targeting 0-99 years are implemented and work to utilize community volunteer involvement. • Ongoing counseling services provided for all age groups. • Family/Individual support and mediation. • Crisis counseling and access to further counseling supports when needed.
Outputs Short	<i>We expect that once accomplished , these activities will produce the following evidence or results</i>	<ul style="list-style-type: none"> • Children report they have obtained an increase in strategies to overcome challenges they face. • Parents feel supported and included in the support system developed for their children. • Children, parents' and families report they have access to personal counseling services and a "go to" person when issues arise. • Parents report an increase in knowledge and awareness of normal child development and identification of atypical behavior. • Parents understand the referral process and the method of accessing services in dealing with atypical behavior or irregular child development. • Children at risk experience school success and community inclusion. • Families feel they have a say in the direction programming takes. • Families state they have involvement and opportunity for input in the program.
Short & Long Term Outcomes	<i>We expect that if accomplished, these activities will lead to the following changes in 1-3 then 4-6 years</i>	<ul style="list-style-type: none"> • Individuals, parents and families have the skills they need for healthy and safe relationships with children and community. • Community volunteers are involved in preventative pro-social skill building social activities. • Existing partnerships are enhanced and further partnerships developed to include all organizations in support of children, families and community members.

		<ul style="list-style-type: none"> Continue to demonstrate the positive outcomes resulting from the creation of a web of support from children, families and community members through establishing positive links with the various social support services already available.
Impact	<i>We expect that if accomplished these activities will lead to the following impact.</i>	<ul style="list-style-type: none"> The incidence of 'at-risk' behaviors and family relationships are significantly reduced and replaced with support and inclusive services. Families have greater access to external services to support the development of children.

Social Programming for Youth

PURPOSE OF THE PROGRAM:

Social Programming for Youth is intended to provide space and programming/services that allow Youth to develop positive self identity/image, positive relationships, values, and social competencies, as well as have healthy connection to their community.

TARGET POPULATION:

The target population is Kindergarten to Grade 12.

COMMUNITY NEED:

Although Bashaw has many valuable community programs and services, none exist that provide a consistent drop-in location for children to access after school. Many recreation programs are seasonal, and operate for minimal hours each week. The Bashaw Youth Centre, and the programming it offers give opportunity for youth to gather and enjoy a comfortable drop in centre with ample opportunities for engagement.

Bashaw Youth Centre re-opened in May, 2022. Since then, we have joined the collaboration of Bashaw Community Resource Centre, evolving our diverse programming for youth in Bashaw and area. Currently we have 83 memberships, and we see an average of 26 youth/day.

In 2024, we created Regional Youth Summer Programming with our partners – Bashaw & District Support Services and Alix Community Resource Centre. We continued to grow it in 2025. Youth gathered daily to enjoy local activities and partnerships such as Pioneering & Homesteading, Glow in Dark Sleepovers, Art in the Park, Sports & Olympics and much more. They also embarked on adventures to:

- Deer Valley Meadows (ziplining, archery, water fights, 9 Square, campfire, park and river fun)
- Bashaw United Church Kids Summer Program
- Barney's Adventure Park in Drumheller
- Alix Wagon Wheel Museum
- Swimming Lessons (2 Sessions: July and August)
- Stettler Town & Country Museum
- Edmonton Valley Zoo
- Blackfalds Abbey Centre
- Treehouse Indoor Playground in Red Deer

The near future has us pursuing more community and regional partnerships, and continuing to evolve programming to meet needs in the area. Our board is committed to the mandate of our organization and the purpose we serve.

COMMUNITY PARTICIPATION:

Bashaw Youth Drop In Foundation (BYF) is a partner in the Bashaw Community Resource Centre. Since re-opening in May 2022, they have offered many activities and programming within the community, utilizing partnerships, facilities, volunteers, and more. They look for opportunities for Bashaw and area youth to engage within the community to be part of the success.

OBJECTIVES:

- The Bashaw community will create, develop and maintain services that have been identified as needed and wanted.
- The community will be able to communicate with external agencies with accurate and detailed assessments of need.
- As a rural community, Bashaw will have services equal to those offered by larger centers.

HOW WILL IT OPERATE:

Drop In: Monday – Friday: 3:30 pm – 5:30 pm, and often full days on school closure and summer.

Extension Programming: Specialized times within the community as determined by season.

Pop-Up Programming: Unique, short-term programming that is focused on opportunities for youth and their families to engage.

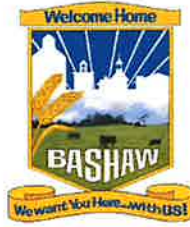
Staffing will range from 1-3 part-time staff daily depending on event, and number of attendees.

ACCOUNTABILITY: Logic Model enclosed

BUDGET: 2026 Budget enclosed

Logic Model – Social Programming for Youth

Elements	Information Categories	Description
Resources	<i>In order to accomplish our set of activates, we will need the following</i>	<ul style="list-style-type: none"> • Staff to support programs and community members • Administrative Support • Equipment and technology necessary for day to day operation • Insurance, auditors, technical support • Supplies and materials to maintain office • Data and information for information and referral services
Activities	<i>In order to address our problem or asset, we will accomplish the following activities</i>	<ul style="list-style-type: none"> • Drop In Centre • Extension Programming and Services • Pop-Up Programming
Outputs Short	<i>We expect that once accomplished, these activities will produce the following evidence or results</i>	<ul style="list-style-type: none"> • Youth attend the Drop In Centre. • Youth attend programs and utilize services. • Youth engage in community through volunteering, providing leadership, and helping shape future of Bashaw.
Short & Long term Outcomes	<i>We expect that if accomplished, these activities will lead to the following changes in 1-3 then 4-6 years</i>	<ul style="list-style-type: none"> • Youth develop positive identities. • Youth get support from other people. • Youth develop positive values. • Youth develop positive relationships in the community. • Youth participate positively in the community.
Impact	<i>We expect that if accomplished these activities will lead to the following impact.</i>	<ul style="list-style-type: none"> • Youth will be healthy and experience well-being.



**REGULAR MEETING OF COUNCIL
MINUTES
December 17, 2025, 6:00 pm
Council Chambers & Zoom Access**

In Person: CAO Fuller (5:30pm), Deputy Mayor McIntosh (5:45pm), Mayor Orom (5:47pm), Councillor Masyk (5:29pm), Councillor Meger (5:27pm), Councillor Kohlman (5:46pm)

Council by Zoom: none.

Absent with notice: none.

Recording Secretary: CAO Fuller

Public: Chad Hildebrant, Dallas Bergstrom (6:03 pm)

Public Zoom: none

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

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

2. ADOPTION OF AGENDA

MOVED by Councillor Kohlman to table Items 7.4 Beautification Terms of Reference and 7.6 Bylaw 837 – 2025 Procedure Bylaw to the January 2026 regular meeting of Bashaw Town Council.

MOTION #233-2025

CARRIED

3. PUBLIC HEARINGS – None

4. DELEGATIONS

4.1 Bashaw & District Agricultural Society – Arena Transition Proposal – Chad Hildebrandt & Dallas Bergstrom

4.2 Arena Repair Report – Chad Hildebrandt & Dallas Bergstrom

Dallas Bergstrom discussed the Arena repair report first. Then the Bashaw & District Agricultural Society Arena Transition proposal was discussed.

Chad Hildebrandt and Dallas Bergstrom left the meeting at 7:45 pm.

5. APPROVAL OF MINUTES

5.1 Minutes of the November 19, 2025, Regular Meeting of Council

MOVED by Deputy Mayor McIntosh to approve the minutes from the November 19, 2025, Regular Meeting of Council.

MOTION #234-2025

CARRIED

6. CONSENT AGENDA

6.1 Council Committee Reports

6.2 CAO Report

6.3 Clean Harbors – Notice of Price increase

6.4 Parkland Regional Library – Information

6.5 Municipal Affairs – Fire Level of Service 2025 Engagement

- 6.6 National Police Federation – RCMP Bargaining Agent
- 6.7 Water Reconciliation Report
- 6.8 Stars – Request for Donation
- 6.9 Town of Bashaw Monthly Statement
- 6.10 Camrose County – Tender Replacement declined & offer of 3Q training
- 6.11 Budget Variance Report

Deputy Mayor McIntosh requested to discuss the Stars – Request for Donation as 7.23, Budget Variance Report as 7.23, and Camrose County – Tender Replacement declined & offer of 3Q training as 7.9; in the New & unfinished business. Mayor Orom requested to discuss the Water reconciliation as 7.10 in the New & Unfinished business.

7. NEW & UNFINISHED BUSINESS

7.1 Bashaw & District Agricultural Society – Arena Transition Proposal – Discussion

MOVED by Deputy Mayor McIntosh to direct administration to implement a memorandum of understanding with the Town of Bashaw & the Bashaw & District Agricultural Society to operate the Bashaw Arena from January 1 to March 31, 2026, as discussed at the December 17, 2025, regular meeting of Bashaw Town Council.

MOTION #235-2025

CARRIED

7.2 Arena Repair Report – Payment Discussion

MOVED by Councillor Meger to approve payment of \$14,965.00 to Bashaw Concrete for the materials related to the arena repairs completed in October 2025 to be funded from the Unrestricted cash surplus.

MOTION #236-2025

CARRIED

MOVED by Deputy Mayor McIntosh to table the discussion regarding the labor costs of \$19,240.00; requested from Bashaw Concrete; to the January 2026 regular meeting of Bashaw Town Council.

MOTION #237-2025

CARRIED

MOVED by Deputy Mayor McIntosh to direct administration to work with public works to create a standard operating guideline for the Bashaw Arena inclusive of the ice plant, and brine system.

MOTION #238-2025

CARRIED

7.21 Stars – Request for Donation

MOVED by Councillor Meger to pledge 4 year support of \$1.00 per capita per year to Stars.

MOTION #239-2025

CARRIED

7.23 Budget Variance Report

Several questions were presented, and areas of the Budget Variance report were discussed.

7.3 2026 Interim Operating Budget

MOVED by Deputy Mayor McIntosh to approve the 2026 Town of Bashaw Interim Operating Budget as presented at the December 17, 2025, regular meeting of Bashaw Town Council.

MOTION #240-2025

CARRIED

7.4 Beautification Terms of Reference comparison

Referenced earlier in the agenda to be tabled to the January 2026 regular meeting of Bashaw town council.

7.5 Speed Hump/bump proposal

MOVED by Deputy Mayor McIntosh to accept the correspondence regarding the speed hump/bump proposal as information.

MOTION #241-2025

CARRIED

7.6 Bylaw 837 – 2025 – Procedure Bylaw

Referenced earlier in the agenda to be tabled to the January 2026 regular meeting of Bashaw town council.

7.7 Snow Removal Policy

MOVED by Deputy Mayor McIntosh to approve Snow Removal & Ice Control Policy 21.30 with the recommended changes at the December 17, 2025, regular meeting of Bashaw Council.

MOTION #242-2025

CARRIED

7.8 Camrose County – Tender Replacement declined & offer of 3Q training

Council had a couple of questions regarding ownership of the unit.

MOVED by Deputy Mayor McIntosh to accept the correspondence as information.

MOTION #243-2025

CARRIED

7.9 Water Reconciliation Report

Council discussed the report and various efforts to keep track of water loss.

8. COMMITTEE REPORTS – none.

9. CORRESPONDENCE ITEMS – none

10. CLOSED MEETING OF COUNCIL

11. NOTICES OF MOTION - none

12. NEXT MEETING – Discussion January Meetings

MOVED by Deputy Mayor McIntosh to change the January 7 & 21, 2026 meeting dates; to having a meeting on January 14, 2026, 6:00 pm as the Regular Meeting of Bashaw Town Council for January.

MOTION #244-2025

CARRIED

13. ADJOURNMENT – Deputy Mayor McIntosh adjourned the meeting at 9:05 pm.

MAYOR, Cindy Orom

CHIEF ADMINISTRATIVE OFFICER, Theresa Fuller

January 14, 2026

Council Committee Reports

Mayor Cindy Orom

No meetings to report.

Deputy Mayor Kyle McIntosh

No meetings to report

Councillor Masyk

Library Board Settlement Offer was accepted.

Councillor Kohlman

No meetings to report.

Councillor Carman Meger

Update expected for the next meeting.



CHIEF ADMINISTRATOR'S REPORT
Submitted for January 14, 2026, Regular Meeting of Council

1. Meetings, training

- December 22, 2025 – January 2, 2026 – CAO out of the office
- January 5, 2026 – conversation with Chad Hildebrandt regarding Arena transition
- January 7, 2026 – Meeting with Chad Hildebrandt & Dallas Bergstrom regarding arena transition
- January 9, 2026 – Meeting with Battle River School Maintenance department, regarding snow removal
- January 12, 2026 – Attend the Bashaw & District Agricultural Society meeting

2. Ongoing follow up of Council assigned tasks.

3. Agenda and minutes preparation for this meeting.

4. Compliance certificate generation

5. Assisting Lead Public works staff with operations and providing support as needed.

6. Phone calls and ongoing contact with residents as required.

7. Working with staff to complete the follow up items from the Water Treatment Plant inspection.

8. Follow up and communication emails, etc.

9. Budget preparation, and tracking.

10. Working with residents regarding tax payment agreements.

Town of Bashaw
Council Direction Tracking Report January 2026

Status

MOTION #169-2025	MOVED by Deputy Mayor McIntosh to direct administration to propose changes to the Procedure Bylaw 785-2018 regarding remote electronic participation for council members.	In process
MOTION #170-2025	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.	In process
MOTION #171-2025	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.	Incomplete
MOTION #172-2025	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.	In process
MOTION #173-2025	MOVED by Deputy Mayor McIntosh direct administration to revise the Schedule A to the current listing to match new minutes.	In process
MOTION #174-2025	MOVED by Councillor Masyk to direct administration to obtain quotes for strategic planning and rebranding, for the purposes of planning in 2026.	In process
MOTION #193-2025	MOVED by Deputy Mayor McIntosh to direct administration to bring forward the beautification policy and terms of reference for council review.	In process
MOTION #212-2025	MOVED by Deputy Mayor McIntosh to request the beautification committee to generate a report to council on their suggested changes to the terms of reference Beautification committee policy. CARRIED	In process
MOTION #213-2025	MOVED by Deputy Mayor McIntosh to direct administration to generate a version of the Terms of Reference Beautification Committee policy as recommended by administration to Bashaw Town Council for review. CARRIED	In process
MOTION #222-2025	MOVED by Deputy Mayor McIntosh to invite the Highway 12/21 Regional Water Commission Chairperson and the Commission Manager to present to Bashaw Town Council within the next quarter. CARRIED	In process
MOTION #223-2025	MOVED by Deputy Mayor McIntosh to approve Mayor Orom and CAO Fuller to execute the Emergency Services Mutual Aid Agreement between Lacombe County and the Town of Bashaw. CARRIED	In process, awaiting signed copy from Lacombe
MOTION #225-2025	MOVED by Deputy Mayor McIntosh to authorize the Mayor to submit a letter on behalf of the Town of Bashaw to the 2025 Alberta Electoral Boundaries Commission detailing its support for remaining in the Camrose constituency. CARRIED	Complete
MOTION #227-2025	MOVED by Deputy Mayor McIntosh to provide a letter of support through a signed letter of support for the Camrose County application to the Northern and Regional Economic Development Program for Growing the Camrose Region Food & Artisan Network initiative. CARRIED	Complete
MOTION #230-2025	MOVED by Deputy Mayor McIntosh to request a detailed revision to the dispatch definition on the proposed Emergency Fire Dispatch Services Agreement with the Camrose Police Service. CARRIED	Awaiting response from Camrose Police service
MOTION #231-2025	MOVED by Deputy Mayor McIntosh to direct administration to request the Chief of Police of Camrose Police Service to attend a joint meeting with Bashaw town Council as per section 12, Dispute Resolution, subsection 12.1.2 of the Emergency Fire Dispatch services agreement. CARRIED	In process

Town of Bashaw
Council Direction Tracking Report January 2026

MOTION #235-2025	MOVED by Deputy Mayor McIntosh to direct administration to implement a memorandum of understanding with the Town of Bashaw & the Bashaw & District Agricultural Society to operate the Bashaw Arena from January 1 to March 31, 2026, as discussed at the December 17, 2025, regular meeting of Bashaw Town Council.	In process
MOTION #237-2025	MOVED by Deputy Mayor McIntosh to table the discussion regarding the labor costs of \$19,240.00; requested from Bashaw Concrete; to the January 2026 regular meeting of Bashaw Town Council.	In process
MOTION #238-2025	MOVED by Deputy Mayor McIntosh to direct administration to work with public works to create a standard operating guideline for the Bashaw Arena inclusive of the ice plant, and brine system.	Incomplete



Public Works Report – January 14, 2026

December 2025

- New meter installations
- Fix kitchen rolling door at community hall
- Red Deer – pick up dump truck arms/cover
- Clean lift station 1
- Weekly & Monthly well tests
- Sand streets
- Sidewalk snow removal
- Walking path snow removal
- Rental Building - Door repair
- Dump truck box sides
- Fix road at Esso

January 2026

- Snow removal
- Street sign repair
- Replaced annual data sheets for stations
- Wax dump truck box
- Chlorine reader repair at water treatment plant
- Office light replacement
- New meter installations
- Lagoon station 3 servicing
- Airport snow removal
- Building inspections
- Change bulb at lift station 1
- Cleared snow at cemetery
- Cleared snow at Sitting Stone park



Jennifer MacGowan
Director
Stakeholder Engagement

FortisAlberta Inc.
320 - 17 Avenue SW
Calgary, Alberta T2S 2V1
Phone: (403) 310 - Wire (9437)
www.fortisalberta.com

December 23, 2025

RE: 2026 FortisAlberta Inc. Distribution Tariff

This letter is to advise that on December 17, 2025, the Alberta Utilities Commission (AUC) issued Decision 30274-D01-2025: FortisAlberta Inc. Annual Performance-Based Regulation Rate Adjustment, approving updates to FortisAlberta's Distribution Tariff effective January 1, 2026.

FortisAlberta's 2026 Distribution Tariff is comprised of its Customer and Retailer Terms and Conditions of Electric Distribution Service, Fee Schedule, Customer Contribution Schedules and Rates, Options and Riders Schedules, available at www.fortisalberta.com.

To support your business planning activities for this coming year, we have attached a sample of estimated bill impacts to show the total percentage change from December 2025 to January 2026 for each rate class based on consumption and demand. These values include transmission, distribution, and energy charges, where energy charges are based on EPCOR Energy Alberta Inc.'s Rate of Last Resort. Additionally, we have provided an excerpt of FortisAlberta's 2026 Maximum Investment Levels (Table 1), which represent the maximum approved amount that FortisAlberta may invest in a new or upgraded service.

Changes to FortisAlberta's Distribution Tariff for 2026 take into account a variety of factors and adjustment mechanisms related to inflation, capital funding, benefit-sharing provisions, and other adjustments, as determined and approved by the AUC. You may learn more about the AUC's 2024-2028 Performance-Based Regulation Plan for Alberta Electric and Gas Distribution Utilities in Decision 27388-D01-2023, available at www.auc.ab.ca.

We appreciate the opportunity to keep you informed of these updates. As your trusted electric system distribution provider, FortisAlberta is dedicated to serving you and is excited about continuing our valued partnership. If you require further information or have any questions with respect to FortisAlberta's 2026 Distribution Tariff, please feel free to contact your dedicated Stakeholder Relations Manager.

Sincerely,

A handwritten signature in dark ink, appearing to read "JMacGowan", written over a horizontal line.

Jennifer MacGowan
Director, Stakeholder Engagement



Sample of Average Monthly Bill Impacts by FortisAlberta Inc. Rate Class

(Includes Energy, Retail, Distribution and Transmission Rates, and Riders based on values approved by the Alberta Utilities Commission for Q4-2025 and Q1-2026)

Rate Class	Description	Consumption Usage	Demand Usage	Monthly/Seasonal Bill			
				Dec 2025 Bill	Jan 2026 Bill	\$ Difference	% Change
		300 kWh		\$102.48	\$103.32	-\$0.84	0.8%
11	Residential	640 kWh		\$170.17	\$171.16	-\$0.99	0.6%
		1,200 kWh		\$281.64	\$282.87	-\$1.23	0.4%
		200 kWh	5 kVA	\$137.53	\$140.13	-\$2.60	1.9%
21	Farm (Breakered) (Closed)	1,400 kWh	10 kVA	\$423.34	\$430.58	-\$7.24	1.7%
		7,500 kWh	25 kVA	\$1,760.37	\$1,788.75	-\$28.38	1.6%
		700 kWh	10 kVA	\$326.67	\$332.72	-\$6.04	1.8%
22	Farm (Demand Metered)	3,000 kWh	20 kVA	\$882.43	\$897.56	-\$15.12	1.7%
		15,000 kWh	60 kVA	\$3,543.79	\$3,601.16	-\$57.37	1.6%
		6,000 kWh	20 kW	\$2,411.56	\$2,491.70	-\$80.15	3.3%
26	Irrigation (Seasonal Bill)	15,000 kWh	33 kW	\$4,955.61	\$5,132.36	-\$176.76	3.6%
		45,000 kWh	100 kW	\$14,855.02	\$15,386.02	-\$531.00	3.6%
31	Streetlighting (Investment)	5,144 kWh	12,500 W	\$4,130.54	\$4,200.78	-\$70.24	1.7%
33	Streetlighting (Non-Investment)	7,900 kWh	20,000W	\$2,370.43	\$2,392.23	-\$21.80	0.9%
38	Yard Lighting	5,000 kWh	12,000 W	\$2,688.07	\$2,727.58	-\$39.51	1.5%
Rates 31, 33 and 38 are based on 100 HPS Lights in assorted fixture wattages.							
		1,083 kWh	5 kW	\$285.64	\$294.17	-\$8.52	3.0%
41	Small General Service	2,165 kWh	10 kW	\$525.91	\$542.18	-\$16.27	3.1%
		10,825 kWh	50 kW	\$2,448.06	\$2,526.29	-\$78.24	3.2%
		2,590 kWh	7.5 kW	\$742.11	\$759.43	-\$17.32	2.3%
45	Oil and Gas Service	5,179 kWh	15 kW	\$1,353.27	\$1,387.43	-\$34.16	2.5%
		25,895 kWh	75 kW	\$6,242.54	\$6,411.45	-\$168.91	2.7%
		32,137 kWh	100 kW	\$3,744.23	\$3,865.96	-\$121.73	3.3%
61	General Service	63,071 kWh	196 kW	\$7,306.66	\$7,544.66	-\$238.01	3.3%
		482,055 kWh	1,500 kW	\$55,558.54	\$57,371.45	-\$1,812.91	3.3%
		500 kWh		\$387.67	\$412.05	-\$24.38	6.3%
62	EV Fast Charging Station Service	1,000 kWh		\$723.00	\$770.83	-\$47.83	6.6%
		3,000 kWh		\$2,064.27	\$2,205.91	-\$141.64	6.9%
		824,585 kWh	2,500 kW	\$94,044.18	\$92,257.28	\$1,786.90	-1.9%
63	Large General Service	1,529,769 kWh	4,638 kW	\$166,257.69	\$162,820.17	\$3,437.52	-2.1%
		3,298,338 kWh	10,000 kW	\$347,365.66	\$339,788.47	\$7,577.20	-2.2%
65	Transmission Connected Service	The Distribution Component will increase from \$50.240044/day to \$50.619440/per day. The Transmission Component is the applicable rate of the Alberta Electric System Operator (AESO).					



Customer Contribution Schedules

Table 1 - Excerpt

2026 Maximum Investment Levels for Distribution Facilities When the Investment Term is 15 years or more

Type of Service	Maximum Investment Level
Rate 11 Residential	\$3,168 per service
Rate 11 Residential Development	\$3,168 per service, less FortisAlberta's costs of metering and final connection
Rate 21 and 22 Farm, and Rate 23 Grain Drying	\$6,787 base investment, plus \$971 per kVA of Peak Demand
Rate 26 Irrigation	\$6,787 base investment, plus \$1,080 per kW of Peak Demand
Rate 31 Street Lighting (Investment Option)	\$3,493 per fixture
Rate 38 Yard Lighting	\$966 per fixture
Rate 41 Small General Service	\$6,787 base investment, plus \$1,080 per kW of Peak Demand
Rate 45 Oil and Gas Service	\$6,787 base investment, plus \$1,080 per kW of Peak Demand FortisAlberta invests as required per unmetered to metered service conversion program.
Rate 61 General Service and Rate 62 Electric Vehicle Fast Charging Service	\$6,787 base investment, plus \$1,080 per kW for the first 150 kW, plus \$135 for additional kW of Peak Demand
Rate 63 Large General Service	\$122 per kW of Peak Demand, plus \$134 per metre of Customer Extension

Notes: Maximum investment levels are reduced if the expected Investment Term is less than 15 years, as specified in Table 2.

From: PSES Minister <PSES.Minister@gov.ab.ca>
Sent: December 18, 2025 7:31 AM
Subject: Update on Changes to Alberta's Police Funding Model



IRONSCALES couldn't recognize this email as this is the first time you received an email from this sender
PSES.Minister@gov.ab.ca

Some people who received this message don't often get email from pses.minister@gov.ab.ca. [Learn why this is important](#)

Dear colleagues,

I am writing to update you on changes to Alberta's Police Funding Model (PFM) that will affect your municipality beginning on April 1, 2026. The changes resulted from recommendations arising from the independent review of the PFM conducted by MNP LLP during spring and summer 2025, which included comprehensive stakeholder engagement. The changes to the PFM are designed to create a more equitable, transparent, and sustainable approach to funding front-line policing services for communities policed under the Provincial Police Service Agreement (PPSA).

Background

Since 2020, the Police Funding Regulation has enabled communities policed under the PPSA to contribute toward front-line policing costs. This has supported 285 additional Royal Canadian Mounted Police (RCMP) officers and 244 civilian staff to RCMP units across Alberta. However, the original model tied contributions to 2018 policing costs (\$252.3 million) rather than current expenditures. The costs of the PPSA have risen over time to well over \$380.5 million for 2025-26. This increase is due to RCMP contracted salary adjustments and inflation, as well as the additional positions enabled by the PFM.

As Minister, I held the costs to municipalities at approximately 19% of front-line policing costs (which is below the intended 30%), and the province contributed a higher shared of the cost in order to allow for the review of the PFM to occur.

With the review complete, and the Police Funding Regulation expiring in March 2026, Alberta is now updating the model to ensure it reflects the real cost of policing today while maintaining predictability for municipal budgeting.

.../2

Key Changes to the Funding Model

Phased Cost Sharing Implementation

Beginning on April 1, 2026, municipal contributions will increase to 22% of current front-line policing costs, gradually reaching 30% over the next five years. This phased approach ensures predictable increases that support local fiscal planning. Importantly, contributions will now be based on actual front-line policing costs from the most recently completed fiscal year, rather than historical fixed costs.

To provide flexibility and to address unique circumstances, the Minister will have regulatory discretion to cap costs, remove significant one-time expenditures from municipal obligations, and provide targeted discounts to municipalities facing exceptional or substantial cost increases.

Modernized Funding Formula

The formula for calculating municipal contributions is being updated to better reflect actual demand for policing services. The base formula updates will be phased-in, with changes to weighted occurrences beginning on April 1, 2028, and reaching full implementation by April 1, 2030. Once complete, the formula will be calculated based on:

- 50% population;
- 30% equalized assessment (reduced from 50%); and
- 20% weighted occurrences (calls for service).

This phased timeline allows the province to work with the RCMP and municipalities to refine the underlying data and ensure it reliably informs the model. The introduction of weighted occurrences reflects actual policing workload and demand which reduces reliance on property values alone.

Revised Modifiers and Subsidies

Several adjustments are being made to improve equity and better reflect service delivery realities:

- **Removing inequitable subsidies:** The Crime Severity Index and detachment subsidies are being eliminated, as they were widely viewed as unbalanced and not aligned with actual service levels.
- **Updating shadow population:** The shadow population approach has been revised to subtract eligible shadow population directly from total population in calculations, rather than applying it as a separate subsidy (previously up to 5%).
- **New vacancy subsidy:** A vacancy modifier will provide discounts to municipalities experiencing RCMP staffing vacancies higher than the provincial average, acknowledging potential reduced service levels.
- **New population density subsidy:** This subsidy will reduce contributions for rural and remote municipalities with significantly lower than average density, recognizing these unique policing challenges and higher associated costs in these communities.

Enhanced Transparency and Accountability

A new annual public reporting process will be introduced, providing clear visibility into:

- Amounts collected from municipalities under the model;
- How funds collected under the model are allocated; and
- How reinvestments support front-line policing capacity across Alberta.

The province will continue to look for opportunities to enhance transparency, including through collaboration with the Provincial Police Advisory Board. All funds collected through the PFM will continue to be invested in front-line policing provided under the PPSA to support ongoing costs and future growth where possible.

Next Steps

Further details regarding implementation timelines and specific impacts to your municipality will be provided in the coming weeks. We are committed to working collaboratively with municipalities throughout this transition to ensure an effective implementation process.

Should you have questions or require additional information, please contact my ministry at abpfin@gov.ab.ca.

Thank you for your continued partnership in maintaining safe and well-served communities across Alberta.

Sincerely,

Honourable Mike Ellis

Deputy Premier of Alberta
Minister of Public Safety and Emergency Services

Classification: Protected A

December 15, 2025

Ms. Theresa Fuller, Chief Administrative Officer
Town of Bashaw
5011 - 52 Avenue, Box 510
Bashaw, AB T0B 0H0

Dear Ms. Fuller:

Re: 2026 Lodge Requisition

At the Camrose and Area Lodge Authority meeting on December 5, 2025 the Board passed their 2026 budget that included a lodge requisition for a total of \$200,000. Below is a table outlining your portion of the requisition payable:

Municipality	2026 Equalized Assessment	%	Requisition Payable
City of Camrose	\$ 3,355,784,384	56.79 %	\$ 113,580
Camrose County	\$ 2,461,807,552	41.66 %	\$ 83,320
Town of Bashaw	\$ 91,583,977	1.55%	\$ 3,100
	\$ 5,909,175,913	100.00%	\$ 200,000

A formal invoice will be sent in the new year.

For comparison purposes, the previous five years of total requisition have been:

2021	2022	2023	2024	2025
25,000	50,000	100,000	175,000	200,000

The Board carefully considered revenues, inflationary pressures, reserves and requisition levels in the approval of this budget. The approved budget has been attached for your information.

Revenues are based on 97% occupancy at Rosealta Lodge. The Lodge Assistance Grant from the Province had an increase in 2025 to the daily rate and the 2026 forecast is in line with the current number of eligible residents. Requisition represents 7.6 % of total revenue.

Expenses continue to be impacted by inflationary pressures. In utilities, there have been savings with the removal of the carbon tax and changes to cable tv services however our electricity rate is forecast to increase by 17% . Labour negotiations are continuing with our staff and funding is set aside to address any costs once a final settlement is achieved. Food costs reflect occupancy rates and higher raw food costs. Operating , maintenance and general administration are forecast at a 3% increase. There is no increase to management fees.

CALA provides funding through an agreement with The Bethany Group for Bashaw Meadows lodge rooms related to the mortgage. This amount remains unchanged.

The projected deficit of \$167,304 will be addressed with retained earnings.

Rosealta Lodge and Bashaw Meadows remain important to the health and wellbeing of the Seniors who live in the County of Camrose service area. Both sites continue to be operated with a focus on the quality of life for residents through the most efficient operations possible and provide a strong working environment for local community members.

If you should have any questions, please feel free to contact me at any time.

Yours truly,



Carla Beck, CEO
The Bethany Group
carla.beck@bethanygrp.ca
780-679-3056

CAMROSE AND AREA LODGE AUTHORITY
Operated by Bethany Nursing Home of Camrose, Alberta as Management Body
Budget Request for Operations
for the 12 months January 1, 2026 to December 31, 2026

	2024 Actual	2025 Forecast	2025 Budget	2026 Budget	2027 Forecast	2028 Forecast	2029 Forecast
REVENUE							
Rental Revenue	2,025,616	2,255,766	2,064,550	2,301,877	2,347,914	2,394,872	2,442,770
Grant - AB Seniors	345,138	306,053	419,020	251,120	256,142	261,265	266,491
Guest Meals	4,610	5,671	4,157	4,351	4,438	4,526	4,617
Recoveries	24,057	24,383	12,814	19,848	20,245	20,650	21,063
Investment Income	61,875	45,906	60,344	41,276	40,451	39,642	38,849
Sundry	231	29,698	-	-	-	-	-
TOTAL REVENUE	2,461,527	2,667,477	2,560,885	2,618,471	2,669,190	2,720,955	2,773,789
EXPENSE							
Utility Costs	191,359	182,973	239,305	195,691	225,541	232,037	222,912
Operating Expenses	62,800	70,709	80,625	85,227	86,932	88,670	90,444
Food	326,833	335,750	352,612	346,348	360,202	374,610	385,849
Maintenance	37,996	58,356	54,916	67,916	69,274	70,660	72,073
Salaries and Benefits	1,482,850	1,580,031	1,815,010	1,934,144	2,011,509	2,091,970	2,175,649
Administration - All other Admin	29,400	31,200	38,482	47,101	48,043	49,003	49,983
Administration - Management Fee	157,500	157,500	157,500	157,500	157,500	160,650	160,650
TOTAL EXPENSES	2,288,739	2,416,520	2,738,450	2,833,926	2,959,002	3,067,601	3,157,560
INCOME (LOSS) BEFORE OTHER ITEMS	172,788	250,958	(177,565)	(215,455)	(289,812)	(346,646)	(383,771)
OTHER							
Requisition Revenue	175,000	200,000	200,000	200,000	200,000	250,000	300,000
Bashaw Transfer	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)
TOTAL OTHER	25,000	50,000	50,000	50,000	50,000	100,000	150,000
NET BEFORE DEPRECIATION	197,788	300,958	(127,565)	(165,455)	(239,812)	(246,646)	(233,771)
TOTAL DEPRECIATION							
Amortization	5,471	2,679	2,679	1,848	612	475	-
SURPLUS (DEFICIT)	192,317	298,279	(130,244)	(167,304)	(240,424)	(247,121)	(233,771)

Section: TOWN OF BASHAW All Departments	Page: 1 of 2 Policy #: 12.70
Subject: Proclamations/Letters of Support/Recognition Policy	Motion Number: #080 - 2023 Date Approved: April 5, 2023

Policy Statement:

The purpose of this policy is to provide the process and criteria regarding proclamations, issuing letters on behalf of the Town of Bashaw and recognizing citizens and events in a professional and consistent manner. In addition, this policy sets out the application process for the above requests.

1. Proclamations

Proclamations are seen as an excellent way of providing education and information to the citizens of the Town of Bashaw. Proclamations may be issued for special events and/or activities to recognize the effort and commitment of organizations within the Town of Bashaw who enhance and contribute to our community.

A proclamation is an official public announcement of declaration given by the Council to formally recognize a special event which is deemed to be of interest and/or benefit to a significant number of citizens of Bashaw, for inclusion on the next Council agenda for consideration.

- 1.1 Requests for proclamations must be submitted in writing and received at least 30 days prior to the requested proclamation date(s). All requests can be forwarded to the Town of Bashaw Administration Office.
- 1.2 All requests for proclamations must contain a draft copy of the wording of the proclamation.
- 1.3 Each request for a proclamation will be considered by Town Council.
- 1.4 Criteria:
 - Council considers proclamations on behalf of the citizens of Bashaw under the following guidelines:
 - a. The sponsoring agency is a charitable organization.
 - b. The cause is one of local, provincial or national significance.
 - c. The cause is one of benefit and/or interest to the majority of the citizens of Bashaw.
 - d. The cause is consistent with and supports the values and/or mission set out in the Town's Strategic Plan.
 - e. The cause is an initiative of the Town of Bashaw.
 - f. It is not commercial or political in nature.
 - g. The cause does not involve any person or organization that promotes hatred of any person or class of persons, or otherwise involves illegal activity.
 - h. Does not commit the Town to the expenditure of funds, staff time, or other resources.
 - i. Does not contain any inflammatory, obscene or libelous statements.
- 1.5 Consideration will be given in cases where a precedent has been set by a previous proclamation, as long as it meets one of the above criteria.
- 1.6 The Town will not be responsible for any costs associated with a proclamation, including publication of the proclamation, unless it is an initiative of the Town.
- 1.7 Consideration will be given to offering letters of recognition, message or certificates to groups which do not receive a proclamation but are worthy of recognition.
- 1.8 Where the proclamation is approved by Council, the Mayor will sign a proclamation on behalf of various agencies, provided that the organization requesting the proclamation is responsible for:
 - a. The composing and printing of the proclamation.
 - b. Making arrangements with local news media to advertise the proclamation. The Town will post approved proclamations on the Town website.

Section: TOWN OF BASHAW All Departments	Page: 1 of 2 Policy #: 12.70
Subject: Proclamations/Letters of Support/Recognition Policy	Motion Number: #080 - 2023 Date Approved: April 5, 2023

- c. The costs of having the proclamation advertised.
- d. Organizing related activities and all associated costs.

2. **Correspondence/Letters of Support/Certification and Plaques**

2.1 The Mayor is entrusted to issue letters on behalf of Town Council and the Town of Bashaw as long as correspondence contains no commitment for funding or resources of the Town:

- a. The Mayor can generate the applicable correspondence or delegate it to the Chief Administrative Officer.
- b. Formal Thank you Letters
- c. Congratulatory Letters – for Individuals, groups, sports, government officials, etc.
- d. Letters of Support – support for grant as long as there is a clause releasing the Town of Bashaw from any financial or other commitments.
- e. Certificates or Plaques – upon request birthday messages (65 years and older), wedding anniversaries (40 years and over), and business anniversaries.

Copies of all correspondence will be provided to all of Council and the Chief Administrative Officer.

2.2 Requests for a letter of support must be in writing and received at least 30 days prior to the date the requestor requires the letter.

2.3 Requests for letters of support must provide details regarding the grant being applied for, grant amount, contact information of who the letter is to be addressed to, and background information on the organization requesting the letter.

2.4 Once completed, the letter of support will be provided to the requesting organization who is then responsible for forwarding the letter to the appropriate organization.

The Mayor, in discussion with the Chief Administrative Officer and other members of Council may review requests of a sensitive or difficult nature and determine the next steps based on Town Policies and procedures.



Bashaw School

Craig Dimond, Principal
Chelsea Niederlag, Vice-Principal
Box 69, Bashaw AB T0B 0H0
(780) 372-3800 phone

RECEIVED

JAN 09 2026

January 9th, 2026

Dear **Bashaw Town Council**,

On behalf of the **Bashaw Rebels Senior Girls Volleyball Team**, we are excited to share that **Bashaw School has been selected to host the Senior Girls 1A Provincial Volleyball Championship on November 26th to 28th, 2026**. This is an outstanding opportunity for our athletes and our community, and we are committed to hosting a memorable, high-calibre event that reflects the spirit of high-school athletics in Alberta.

As the host school, we are preparing to welcome teams, families, and supporters from across the province. Hosting a provincial championship involves significant costs, including facility preparation, equipment, hospitality, officials, and event materials. We are reaching out to valued community partners for sponsorship support to help us deliver an exceptional tournament experience.

To recognize our sponsors, we offer the following opportunities:

Gold Sponsor – \$500+

- Logo prominently displayed at all home games and tournaments throughout the school year
- Recognition on Bashaw social media channels
- **Poster recognition at our 24-Hour Volleyball Fundraiser on January 23–24, 2026 and all home games**

Silver Sponsor – \$250–\$499

- Recognition in tournament programs and at home games throughout the school year
- Social media acknowledgement
- **Poster recognition at our 24-Hour Volleyball Fundraiser on January 23–24, 2026**

Bronze Sponsor – \$100–\$249

- Acknowledgement in our post-event thank-you message
- **Poster recognition at our 24-Hour Volleyball Fundraiser on January 23–24, 2026**



Bashaw School

Craig Dimond, Principal
Chelsea Niederlag, Vice-Principal
Box 69, Bashaw AB T0B 0H0
(780) 372-3800 phone

We sincerely appreciate contributions of any amount, and we are happy to discuss customized sponsorship options to best fit your organization.

Your support will help us create an unforgettable championship experience for student-athletes across Alberta, while also boosting community spirit here in Bashaw. In addition, your sponsorship will help enhance the success of our 24-hour volleyball fundraiser—an event that brings our entire school and community together.

If you are interested in partnering with us or would like further information, please contact **Dawna Andriatz** at **780-372-3800** or **dandriatz@brsd.ab.ca**. We would be happy to answer any questions or arrange a meeting.

Thank you for considering our request and for supporting youth athletics and community events in Bashaw.

Sincerely,

Bashaw Provincial Volleyball Sponsorship Committee

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	January 14, 2026
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.2 Arena Labor Costs Discussion

Background/Proposal:

Chad Hildebrant, Dallas Bergstrom and several other people from the community stepped forward to assist with the arena repairs.

Council passed the following motion:

MOVED by Councillor Gust to approve Bashaw Concrete to proceed with a donation of repairs, equipment, labor and expertise to repair the Bashaw Arena.

MOTION #145-2025

CARRIED

They have provided an Analysis report that includes their time, and costs to complete the repairs. They worked round the clock to get the facility operational as quickly as possible.

The community, staff and council appreciate these efforts.

It is important to note; It was administrations' recommendation that they track the costs of the repairs, to bring back to council for a discussion. This report was anticipated and expected.

Discussion/Options/Benefits/Disadvantages:

In December, Council agreed to pay for the materials. The discussion regarding the labor costs was requested to be brought to this council meeting.

When they stepped forward with their repair proposal, it was presented as a volunteer project, with potential for consideration of payment. The town would have needed to pay repair costs, they were able to complete it faster within their volunteer project.

In administration's opinion, the cost is comparable to what the town would have had to pay for the repairs.

Formal payment request has not been received. The information has been shared, and the payment would be up to council decision, as originally it was a volunteer proposal.

Labor Costs Breakdown:

- 296 hours @ \$65.00 per hour = \$19,240.00

Costs/Source of Funding (if applicable)

Unrestricted cash surplus

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

Applicable Legislation:

MGA – Operating and Capital Budgets – 242- 246, 248.1.

Recommended Action:

Administration is not sure what to recommend.

Bashaw Concrete was a primary company involved, but there were many other individuals that volunteered time and expertise. It is challenging to determine how much, and to whom.

Community Engagement Consideration:

The administration is willing to proceed upon council request.

Discussion Result:

Additional research Requested:

Approved: yes /no Motion # _____

Account Code: _____

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	January 14, 2026
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.3 Terms of Reference Beautification Committee – Policy 15.10

Background/Proposal:

Two versions of the Terms of Reference Beautification Committee policy are provided.

One version created by the committee, and the other version a revised version of the original policy. The revisions are administration recommendations.

Discussion/Options/Benefits/Disadvantages:

Council is to review both versions and select which version or features of each they would like in the new policy.

Costs/Source of Funding (if applicable)

No funding impacts. However, council can choose to update the amount to the electricity franchise fee that is allocated for Beautification purposes.

Applicable Legislation:

MGA 242 (1) and (2)

Recommended Action:

Review the policies and provide direction to administration.

Community Engagement Consideration:

The administration is willing to proceed upon council request.

Discussion Result:

Additional research Requested:

TOWN OF BASHAW

Draft Prepared by Committee

TITLE: Terms of Reference Beautification Committee

POLICY: #15.10

EFFECTIVE DATE APPROVED BY COUNCIL: _____

RESOLUTION: _____

POLICY STATEMENT:

To establish terms of reference for a Town of Bashaw Beautification Committee with a consistent process that will provide Committee members a description of the scope of the committee; provide an annual budget revenue source, and a process to follow to submit annual project budgets to Council for approval.

1. Mandate: The Town of Bashaw Beautification Committee is established in accordance with Resolution # _____ adopted by Town Council for Policy 15.10 on _____

The Town of Bashaw Beautification Committee is an advisory committee that recommend ways to inspire the residents and property owners to enhance the visual appeal of their neighborhoods and public spaces, through the creative use of plants, trees and landscaping with overall respect to environmental management.

1. Foster civic pride, and beautification through community involvement, with a focus on enhancing green spaces and parks in our community.
2. Develop a list of priorities for the community which supports beautification.
3. Initiate tidiness efforts which may include reduction programs for litter, weeds, maintenance in public spaces, on streets and medians, sidewalks, ditches, vacant lots, etc.
4. Encourage committee involvement in initiative such as community clean-up days, and projects for the common good.
5. Improve environmental management through enhancement of green spaces.
6. Assist town departments with the development of community landscaping
7. Promote the benefits of environmental management through educational initiatives and opportunities.
8. To promote pride in the community that our residents live in.
9. To utilize the Bashaw Photographic Study as a reference and foundation for projects and initiatives if applicable.

2. Term of Appointment of this Committee: The Beautification Committee is an advisory committee to Council

Membership shall consist of the following:

1. One Council member shall be appointed to act as Council liaison to this committee. The mayor may also attend meetings in an 'ex-officio" capacity.
2. Vacancies of the committee shall be replaced by Committee recommendations.
3. Members are volunteers without compensation.

3. General Terms:

- 3.1 Projects shall be funded by the electric franchise fees received by the Town of Bashaw.
- 3.2 Working groups may be established to carry out specific beautification objectives.
- 3.3 The Committee shall appoint a Chair who will serve throughout the appointment term.
- 3.4 Council liaison will report back to council the projected task list
- 3.5 Meeting notes shall be recorded and retained by staff designate.
- 3.6 Meetings will proceed in a discussion style manner and posted on the town website.

4. Financial Reporting:

- All financial requirements of the Committee will be administered by the Town of Bashaw as approved by the CAO.
- Projects shall be funded by the annual electric franchise fees received by the Town of Bashaw. The annual range can vary between \$18,000.00 and \$21,000.00 yearly.
- Any remaining funds from council's beautification budget will be transferred to a reserve fund for use in future projects.

5. Staff Support:

- Municipal staff will provide administrative support to the committee, co ordinated through the Chief Administrative Officer.
- For Public Works staff, all requests for assistance must be made through administration.

Section: TOWN OF BASHAW	Policy #: 15.10
Subject: Terms of Reference Beautification Committee	Motion Number: Date Approved:

POLICY STATEMENT:

To establish terms of reference for a Town of Bashaw Beautification Committee with a consistent process that will provide Committee members a description of the scope of the committee; provide an annual budget revenue source, and a process to follow to submit annual project budgets to Council for approval

GENERAL:

~~Council of the Town of Bashaw is committed to encourage and enhance a pleasing overall visual appearance of the Town which is based on an integrated theme and has elected to establish a Town of Bashaw Beautification Committee.~~

To support a cohesive and attractive visual character throughout the community, the Council of the Town of Bashaw has established the Town of Bashaw Beautification Committee.

MANDATE:

~~The Town of Bashaw Beautification Committee is established in accordance with Resolution # 283:2011 adopted by Town Council for Policy 15.10 on October 18, 2011.~~

TERMS OF REFERENCE – BEAUTIFICATION COMMITTEE

1.0 Purpose of this Committee

☐ ~~The Beautification Committee is an advisory committee to Council.~~

☐ ~~To be responsible for the beautification of our community and to promote, plan and achieve a vision for the:~~

The Beautification Committee serves as an advisory body to Council and is responsible for enhancing the overall appearance of the community by promoting, planning, and implementing a shared vision for:

- Main Street business corridor,
- Main entrances into the community from Highway 21 and Highway 53
- Tourist Information Booth site
- Existing park sites and walking trails
- Consistent directional and identification signage for Town facilities and privately owned businesses
- ~~To promote pride in the community that our residents live in.~~
- Promote community pride among residents.
- Work with town to enroll community involvement in community clean ups, and projects to improve or create green spaces.
- Assist town departments with developing community landscaping.
- Make recommendations for curb appeal community improvements.

Section: TOWN OF BASHAW	Policy #: 15.10
Subject: Terms of Reference Beautification Committee	Motion Number: Date Approved:

- ~~To utilize the Bashaw Photographic Study as a reference and foundation for projects and initiatives.~~

2.0 Term of Appointment of this Committee

- ~~This Committee will hold a term of appointment running concurrent with the term of Council.~~
- ~~Council shall appoint at least three (3) community members to the committee in addition to the Council representative.~~

Membership shall consist of the following:

1. Volunteers from the public, with an interest in community beautification.
2. Vacancies of the committee shall be replaced by Committee recommendations.
3. Bashaw Council will appoint members at the Organizational meeting of council.
4. Members shall remain on the committee as their availability and interest dictates.
5. Members can remove themselves from the committee by providing written notice.

3.0 Council Representation on this Committee

- One Council member shall be appointed to act as Council liaison to this committee. The Mayor may also attend meetings in an 'ex-officio' capacity.
- Council member is to share information regarding the projects and activities within their council committee reports.

4.0 Relationship of this Committee to Council/Making recommendations

~~This Committee will make recommendations to Council via Resolutions for items requiring consideration or some form of action.~~

~~Recommendations for specific projects requiring taxpayer funded expenditures will be subject to the normal annual budget process and shall be submitted for consideration by Council by September 30th of each year prior to the next budget year.~~

This Committee will follow the purpose recommendations and works with Town of Bashaw Administration & Public Works to proceed with projects and purchases.

Section: TOWN OF BASHAW	Policy #: 15.10
Subject: Terms of Reference Beautification Committee	Motion Number: Date Approved:

Projects shall be funded by the electric franchise fees received by the Town of Bashaw. Council will ensure focussed efforts to keep the full allocation of the electric franchise fees funds is allocated to beautification projects. However, they do retain the right to adjust the fees as they deem necessary.

Unspent funds will be placed into the restricted for Operating Parks reserve.

~~Council will respond in writing to Committee recommendations when their deliberations are complete.~~

Council will be provided with an annual budget plan prior to annual operating budget approval.

5.0 Staff Support

- Municipal staff will provide administrative support to the committee, co-ordinated through the Chief Administrative Officer/Clerk. ~~For support on the implementation of specific projects, Council approval is required prior to taking any substantive action.~~
- ~~For Public Works staff, all requests for assistance must be made by Service Request, within regular time frames.~~ Administration and Public Works will evaluate if the projects can be completed with town resources, or other arrangements for completion will need to be made.

6.0 Relationship of this Committee to other Council-appointed Committees

- This Committee functions in the same context as all other Council-appointed Committees.
- Committee liaisons from other Committees are intended to foster high levels of communication.

7.0 Rules of Procedure to be Followed by this Committee

~~This committee will follow accepted Rules of Order for public organizations (such as Robert's Rules of Order.~~

This committee will function with discussion style meetings, with notes, and task lists to be created.

Meetings are to be advertised as per the communication policy, and they are open to the public.

8.0 Compensation

Members are volunteers without compensation.



**BYLAW # 837-2026
THE PROCEDURE BYLAW
FOR THE TOWN OF BASHAW**

A BYLAW OF THE TOWN OF BASHAW TO PROVIDE FOR THE ORDERLY PROCEEDINGS OF MEETING OF COUNCIL, COUNCIL COMMITTEES AND OTHER BODIES ESTABLISHED BY COUNCIL.

WHEREAS Section 145 of the Municipal Government Act, R.S.A. 2000 Chapter M-26 and amendments thereto authorize Council to pass bylaws to regulate the procedure and conduct of Council, Council Committees, and other bodies established by Council;

AND WHEREAS the Council of the Town of Bashaw wishes to establish and follow a process of governance that reflects transparent government;

NOW THEREFORE the Council of the Town of Bashaw in the Province of Alberta, duly assembled, enacts as follows:

1. Title This bylaw shall be known as the "Procedural Bylaw" of the Town of Bashaw.

2. Definitions

Act means the Municipal Government Act, R.S.A. 2000, c. M-26, and regulations thereunder and any amendments of successor legislation thereto.

Closed Session means a meeting of Council or Committee which is held in private without the presence of the public pursuant to Section 197 of the Municipal Government Act.

Committee of the Whole means a meeting where all Members of Council sit as a committee and consider, or debate matters for recommendation to Council in an environment that is procedurally more relaxed than the formal Council meeting.

Consent Agenda are agenda items that do not require discussion, debate or a decision by Council and are being presented for information only.

Electronic Means Means an electronic or telephonic communication method that enables all persons attending a meeting to hear and communicate with each other during the meeting.

Member is a duly elected member of Council who continues to hold office.

Organizational Meeting means a Meeting of Council held in accordance with Section 192 of the Municipal Government Act.

Point of Order is a statement from a member to call attention to any departure from the Meeting Procedure Bylaw.

Point of Procedure	is a question directed to the Chair to assist a member to: <ul style="list-style-type: none"> a. Make an appropriate motion; b. Raise a Point of Order; c. Understand the procedure; or d. Understand the effect of a motion.
Public Hearing	means a Meeting or portion of a Meeting held for the purposes of hearing matters as prescribed by the Municipal Government Act or other legislation or hearing other matters which Council directs be considered at a Public Hearing.
Quorum	means the majority of all Members, fifty (50) percent plus one (1).

3. Roles and Responsibilities

3.1 The Mayor shall:

- a) Call Council Meetings to order;
- b) Chair Council Meetings;
- c) Maintain order and preserve decorum in Council Meetings and if necessary, call a member to order;
- d) Rule on Points of Order and Points of Procedure;
- e) Ensure that each Councillor who wishes to speak on a debatable motion is granted the opportunity to do so;
- f) Decide, with the permission of Council, who may address Council; and
- g) Have all of the same rights and is subject to the same restrictions, as to participation in debate, as all other Councillors.

3.2 The Deputy Mayor shall;

- a.) Chair Council Meetings when the Mayor is absent or unable to function as Mayor and shall have all the powers and responsibilities of the Mayor under this Bylaw.

4. Meetings

4.1 Organizational Meeting

- 4.1.1 An Organizational Meeting shall be held not later than two weeks after the third Monday in October each year.
- 4.1.2 The business of the meeting shall be limited to:
 - a. The administering of an oath of office to the Mayor and all councillors
 - b. The appointment of a Deputy Mayor by Council
 - c. The determination by resolution the dates, times and location of regular Council meetings for the forthcoming year
 - d. The appointment of Council representatives to boards and committees for a one-year term as per Schedule "A".
 - e. Any other business as identified in the MGA
- 4.1.3 The CAO shall chair the meeting until such a time that the Mayor takes an oath to office. At this time, the Mayor shall take over as chair.

4.2 Regular Meetings of Council

- 4.2.1 Regular Council meeting shall adjourn no later than 10:00 pm unless Council adopts a Motion to proceed past that time. All unfinished Business which appears of the Agenda Shall be tabled until the next regular Meeting of Council.
- 4.2.2 If it appears that any Unfinished Business is urgent the Mayor shall call a Special Meeting to deal with such matters.

4.3 Special Meetings

- 4.3.1 A Special Meeting shall be scheduled when required to do so by the Mayor or a Majority of Council.
- 4.3.2 Where a Special meeting is required by a majority of Council, the Mayor shall call such meeting within 14 days of the date on which the request was made.
- 4.3.3 No less than 24-hours' notice of a Special Meeting shall be provided to each Councillor and to the public. The notice shall state the time, date, place and nature of the business to be transacted.
- 4.3.4 A Special Meeting may be held with less than 24 hours' notice to all Councillors and without notice to the public if at least two-thirds of the whole of Council agrees to this in writing before the beginning of the meeting.
- 4.3.5 The Agenda for a Special Meeting shall be restricted to the business stated in the notice unless all Councillors are present and a motion is passed to deal with the matter.

4.4 Committee of the Whole

- 4.4.1 There shall be a Committee of the Whole comprised of all members of Council.
- 4.4.2 Subject to the Act, Committee of the Whole may consider any matter that Council may consider.
- 4.4.3 The Committee of the Whole shall not hold statutory public hearings or decide on issues outlined in section 203(2) of the Act.
- 4.4.4 The Committee of the Whole may make the following motions:
 - a. To receive reports as information.
 - b. To refer matters to Administration or a Committee for review.
 - c. Make recommendations to Council.

4.5 Commencement of Meetings

- 4.5.1 As soon as there is a Quorum after the time for commencement of a meeting:
 - a. The Chair shall call the meeting to order; or if the Mayor or Deputy Mayor are not present within fifteen (15) minutes after the time set for the meeting and a Quorum is present, the CAO or designate shall call the meeting to order and the Councillors present shall select a Councillor to Chair the meeting;
 - b. Upon their arrival, the Mayor or Deputy Mayor shall assume the Chair.
- 4.5.2 A Council may conduct council meetings and Council Committee meetings by Electronic means in accordance with s.199(2) of the Act.
- 4.5.3 Council shall vote by a show of hands unless other electronic means are available that clearly show how everyone voted.
- 4.5.4 When a vote is called, Council Members attending the Meeting by means of Electronic Communication shall be asked to state their name and vote.

5. Agenda

5.1 Agenda Preparation

- 5.1.1 The Agenda for each Council Meeting or Committee of the Whole Meeting is established by the CAO.

5.2 Agenda Distribution

- 5.2.1 The CAO or designate shall distribute the Council Meeting Agenda to Members of Council at least two (2) business days prior to the Council Meeting; by electronic means or paper copies of Council preference.
- 5.2.2 The CAO or designate shall post the Council Agenda on the Town's public website at least 24 hours prior to the Council meeting.

5.3 Late Submissions

- 5.3.1 Administrative reports and submissions received too late to be included with the regular Agenda shall be included on the next regular Council Agenda.
- 5.3.2 In exceptional circumstances, at the discretion of the CAO or designate, submissions received too late to be included with the regular Agenda, may be added to the regular Council Agenda as an emergent business item.

- 5.3.3 Emergent Business is an Agenda item that is not on the Agenda and because of time constraints must be brought before Council. The Emergent Business item shall be considered as an addendum to the Agenda.

5.4 Notice of Motion

- 5.4.1 Members of Council may provide verbal notice at a regular meeting of Council of their intention to introduce a motion and/or proposal at the following regular meeting.
- 5.4.2 A written copy of the notice shall be provided to the CAO or designate and be recorded in the minutes.
- 5.4.3 A notice of motion shall automatically appear on the agenda of the next scheduled regular meeting.
- 5.4.4 A notice of motion cannot be made at a Special Meeting or a Committee of the Whole Meeting.
- 5.4.5 A notice of motion is not debatable until a member of Council moves the motion.
- 5.4.6 A notice of motion must give sufficient detail so that the subject of the motion and any proposed action can be determined.

5.5 Consent Agenda

- 5.5.1 Items of correspondence, financial reports, committee and board minutes, staff reports, and other information brought to Council on a regular basis that does not require action may be included within the Consent Agenda.
- 5.5.2 Following approval of the Agenda, the Chairperson shall ask Members for any agenda items to be removed from the Consent Agenda and discussed individually. Members may request that an item be removed for any reason, and following such request, the agenda items shall be removed without debate or motion.
- 5.5.3 It is not necessary for Council to receive the Consent Agenda as information by resolution.
- 5.5.4 The CAO report will be included monthly and have a section that reports the status of directed resolutions for Council review.

5.6 Order of Business on the Agenda

- 5.6.1 The Order of Business on any regular Agenda shall be:
- a. Call to Order
 - b. Adoption of Agenda
 - c. Public Hearings
 - d. Delegations
 - e. Approval of Minutes
 - f. Consent Agenda
 - g. New & Unfinished Business
 - h. Committee Reports – Action to be considered
 - i. Correspondence Items – Action to be considered
 - j. Closed Session
 - k. Notices of Motion
 - l. Adjournment

5.7 Proceedings

- 5.7.1 Discussion Directed Through Chair
- 5.7.1.1 All Discussion at a Meeting shall be directed through the Chair.

6. Minutes

- 6.1 The CAO or designate shall prepare a written record of all Council Meetings that includes:
- a. The names of the Members present at and absent from the meeting.
 - b. All decisions and other proceedings.
 - c. The names of members of the public who speak to an item.
 - d. Any abstentions made under the Municipal Government Act by any Member and the reason for the abstention.
 - e. Any abstentions made as a result of pecuniary interest and the reason for the abstention.
 - f. The signatures of the Mayor (or Council member in Mayor's absence) and the CAO.

7. Public Hearing Procedures

- 7.1 As per section 199 of the MGA, Public Hearings under Part 17 or the MGA are to be conducted by electronic means.
- 7.2 The Chair shall call the Public Hearing to order.
- 7.3 The Chair shall outline Public Hearing procedures.
- 7.4 Administration shall introduce the proposed bylaw or question.
- 7.5 The CAO or designate shall confirm the Public Hearing has been advertised in accordance with applicable legislation.
- 7.6 If in attendance, the Chair shall allow the applicant to present the application. The applicant shall state their name and present their application within a time period of 10 minutes. An extension may be granted by a motion of Council.
- 7.7 The Chair shall allow questions of clarification from Members to the applicant.
- 7.8 The Chair shall then open the floor to presentations from the public.
- 7.9 The Chair shall allow verbal presentations electronically through a virtual platform during the Public Hearing, in accordance with the deadline and instructions set out in the advertisement.
- 7.10 The Chair shall allow questions of clarification from Members to the individuals speaking to the proposed bylaw or resolution.
- 7.11 After hearing from those persons on the Speaker's list in support or in opposition, the Chair shall ask if anyone else present wishes to speak in support or in opposition to the proposed bylaw or resolution.
- 7.12 The Chair shall allow for a rebuttal from the applicant to the points raised by those who spoke in opposition to the application.
- 7.13 Following any rebuttal from the applicant the Chair shall ask for a Motion to close the Public Hearing.
- 7.14 Statutory Public Hearings must be closed before the Council votes on the bylaw.
- 7.15 After the Public Hearing is closed, Council may debate the proposed bylaw or resolution any may do one of the following:
- a. Amend the bylaw or resolution;
 - b. Pass the bylaw or resolution; or
 - c. Defeat the bylaw or resolution.
- 7.16 Members who are absent for the whole Public Hearing must abstain from voting on the matter.
- 7.17 Members who are absent for a part of the Public Hearing may abstain from voting on the matter.
- 7.18 If the number of Members present at a Meeting is less than Quorum after those Member referred to above leave, the debate and vote is adjourned to the time of the next regular Meeting.
- 7.19 The Meeting Minutes shall record the names of all persons who:
- a. Spoke for or against; and
 - b. Provided written submissions in response to the Notice of Public Hearing for or against the proposed bylaw.

8. Electronic Attendance

- 8.2 Councillors may attend a Council or Council committee meeting through Electronic Means, provided that such Electronic Means permits the Councillor to participate fully in the Meeting. Permitted Means include:
- a. Telephone with speaker function;
 - b. Personal computer with video and speaker function; or
 - c. Other technology as advancements allows.
- 8.3 Electronic attendance by a Council Member must be approved by Council prior to the commencement of the Meeting.

9. Recognition of Presence

- 9.2 A Councillor attending a Meeting through Electronic Means is deemed as present for as long as their connection remains active and will be identified at the start of the meeting as attending via Electronic Means.

10. Criteria for Approval

- 10.2 Council may approve attendance via Electronic Means only if the Councillor requesting such approval is experiencing a health issue or personal matter which makes in-person attendance inappropriate or impractical.

11 Method of Seeking Approval

11.2A Councillor may request approval for attendance via Electronic Means by:

- a. Emailing Council with the request; or
- b. Requesting approval during a closed session of a Council or Council Committee Meeting.

At which time a majority of Council must decide whether to approval the request or not.

12 Approval for Consecutive Electronic Attendance

12.1 If a Councillor wishes to attend more than two consecutive Council or Committee Meetings through Electronic Means, a resolution of Council is required.

12.2 People who wish to present virtually at a Public Hearing, whether on their own behalf or on behalf of a group must register to speak at the Public Hearing prior to the advertised submission deadline in accordance with the instructions in the advertisement.

12.3 When virtually presenting at a Public Hearing, presenters must:

- i. Identify themselves by name through their usernames on the virtual platform and may further identify themselves by position or organization if they wish;
- ii. Keep their cameras and microphones deactivated before and after their presentation; and
- iii. Keep their cameras activated for the duration of their presentation, unless permitted by the Chair.

12.4 The Town administrator, or designate, is authorized to deactivate cameras and microphones during the Public Hearing to avoid disruptions to the proceedings.

12.5 The Chair has the authority to end a presenter's virtual participation in a Public Hearing if, in their opinion, it is inappropriate or disruptive to the proceedings.

13 Delegations

13.2 Individuals who wish to present an issue in front of Council must submit a written request to the CAO at least seven (7) business days prior to the Council Meeting.

13.3 Reappearing before Council regarding the same matter shall only be permitted once six (6) months has passed from the original presentation.

13.4 No delegation shall address Council for longer than 15 minutes, exclusive of the time required to answer questions from council, unless granted a time extension by the Chair.

14 Severability

If any term of this Bylaw is found to be invalid, illegal, or unenforceable by a court or tribunal having the jurisdiction to do so, that term is to be considered to have been severed from the rest of this bylaw, and the rest of the bylaw remains in force unaffected by that finding or by the severance of that term.

15 Enactment

This Bylaw shall take effect at the date of final passing thereof and rescind Bylaw 816-2022.

RECEIVED FIRST READING THIS
14th DAY OF January, A.D. 2026
IN THE TOWN OF BASHAW, IN THE
PROVINCE OF ALBERTA

* _____
*MAYOR or Designated Chair
* _____
* _____
*CAO

RECEIVED SECOND READING THIS
____ DAY OF _____, AD 2026
IN THE TOWN OF BASHAW, IN THE
PROVINCE OF ALBERTA

* _____
*MAYOR or Designated Chair
* _____
* _____
*CAO

UNANIMOUS CONSENT TO PROCEED
TO THIRD READING THIS ____ DAY
OF _____, A.D. 2026, IN THE
TOWN OF BASHAW,
IN THE PROVINCE OF ALBERTA

* _____
*MAYOR or Designated Chair
* _____
* _____

THIRD AND FINAL
READING THIS ____ DAY OF _____,
A.D. 2026, IN THE TOWN OF BASHAW, *
IN THE PROVINCE OF ALBERTA

*CAO

*

*MAYOR or Designated Chair

*

*CAO

SCHEDULE "A"

COUNCIL APPOINTMENTS

- 1) Council Members shall determine which Committees, Boards, etc. shall stand.
- 2) In accordance with the Municipal Government Act, Section 154(2), the Chief Elected Official is a Member of all Council Committees and all bodies to which Council has the right to appoint Members; therefore, the Chief Elected Official is not required to be formally appointed.
- 3) Council Members shall put their name forward for appointment to the Committees for a one-year term at each annual Organizational Meeting.
- 4) If more Council Members put their names forward than is required for an appointment then the Council Members will decide who steps down; failing that, the Chief Elected Official will make the final decision.
- 5) If no Council Members put their name forward for any given Committee, the Chief Elected Official shall appoint a Council Member to fill that position.
- 6) Council Members shall not represent their Committee(s) in Council Chambers.
- 7) Council Members are responsible for providing a verbal summary of their Committee activities at the next Regular Meeting of Council.
- 8) Ad-Hoc Committees exist for one specific purpose and to deal with that matter expediently and then return with recommendations to Council for their consideration and decision making. This Committee will not have spending or decision-making authority nor direct staff or include staff in recommendations to Council. This Committee will cease upon completion of the one assigned task.
- 9) For the purposes of developing a Bylaw, the Council Members shall approve the subject matter of a proposed Bylaw and, either by the Committee of the Whole or an Ad-Hoc Committee of Council Members assigned to the task, develop and prepare a rough draft of the proposed Bylaw for the Administrator to include in the Agenda Package for Council consideration and decision.
- 10) Council Members and Members at Large shall be remunerated as set out in the Per Diem Policy.

COMMITTEES, BOARDS, COMMISSIONS, AUTHORITIES

- 1) Bashaw Ag Society – One Council Member
- 2) Bashaw Chamber of Commerce – One Council Member
- 3) Disaster Services – All Members of Council and Chief Administrative Officer
- 4) Fire Department Representative – One Council Member
- 5) Regional Emergency Management Services Representative – One Council Member
- 6) RCMP Community Consultative Group Representative – One Council Member
- 7) Bashaw Municipal Library Representative – One Council Member
- 8) Parkland Regional Library Representative – Member at Large
- 9) Camrose Area Lodge Authority Representative – One Council Member
- 10) Bashaw and District Support Services Representative – One Council Member
- 11) Bashaw Youth Foundation – One Council Member
- 12) Beautification Committee Representative – One Council Member
- 13) Bashaw & District Regional Health & Wellness Foundation Representative – One Council Member
- 14) Bashaw Airport Commission – One Council Member
- 15) Bashaw & Area Recreation Board – One Council Member
- 16) Bashaw Bus Society – One Council Member
- 17) Highway 12/21 Regional Water Commission Representatives – Two Council Members and All Other Council Members as Alternates
- 18) Bashaw Community Centre Board – One Council Member
- 19) Historic Society – One Council Member

OTHER APPOINTMENTS (A Motion of Council specifically appointing the delegate is required)

- 1) Regional Assessment Review Board(s) – Citizen at Large
- 2) Regional Subdivision & Development Appeal Board - Citizen at Large
- 3) Chair & Members of the Regional Assessment Review Board – Appoint Chair & Members.
- 4) Director of Emergency Management – Town Staff Member
- 5) Deputy Director of Emergency Management – Delegate
- 6) Emergency Public Information Officer Representative & Alternate – Council members
- 7) Emergency Alert System Representatives – Council or Citizen at Large
- 8) Bashaw Municipal Library Board member – as per Library Act

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	January 14, 2026
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.5 Strategic Planning discussion

Background/Proposal:

Council passed a motion;

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

Administration was discussing it with a contractor and several questions came up.

Strategic planning can be just the plan, with strategies that are implemented within town resources.

Or they can be more elaborate, including rebranding, marketing strategies and economic development. Would council like to have only two public engagements, one at the beginning to collect the information, and then the second one to share the results. Will additional engagements be required?

Discussion/Options/Benefits/Disadvantages:

Administration requires direction regarding how elaborate council would like the strategic plan to be. This impacts the price and what we request from the quotes.

Costs/Source of Funding (if applicable)

Annual Operating, or Local Government Fiscal framework Operating funds.

Applicable Legislation:

MGA Section 708.011

Recommended Action:

Administration is seeking clarity for quoting purposes.

Community Engagement Consideration:

The administration is willing to proceed upon council request.

Discussion Result:

Additional research Requested: