



**REGULAR MEETING OF COUNCIL  
A G E N D A  
Wednesday, February 4, 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 Regional Health & Wellness – Georgina Gaudette
5. APPROVAL OF MINUTES
  - 5.1 Minutes of January 14, 2026, Regular Meeting of Council
6. CONSENT AGENDA
  - 6.1 CAO Report
  - 6.2 Public Works Report
  - 6.3 Snow Removal Policy
  - 6.4 Town of Bashaw Monthly Statement – December 31, 2025
7. NEW & UNFINISHED BUSINESS
  - 7.1 Bashaw & District Bus Society 2026 Budget & Information
  - 7.2 Emergency Fire Dispatch Services Agreement
  - 7.3 Atco Gas & Pipeline agreement renewal bylaw 835-2025 – require 2<sup>nd</sup> & 3<sup>rd</sup> reading
  - 7.4 Arena Labor Costs – Provide direction regarding funding source
  - 7.5 Strategic Planning Discussion
  - 7.6 Bylaw 837 – 2026 – Procedure Bylaw – 2<sup>nd</sup> & 3<sup>rd</sup> reading.
  - 7.7 Proclamations/Letters of Support/Recognition Policy 12.70
  - 7.8 Fire Department – Years of Service & Recognition Program
8. COMMITTEE REPORTS – action to be considered.
9. CORRESPONDENCE ITEMS – Action to be considered.
10. CLOSED MEETING OF COUNCIL
11. NOTICES OF MOTION
12. NEXT MEETING: – February 18, 2026 – 6:00 pm
13. ADJOURNMENT

## Briefing Note

### Bashaw and District Regional Health & Wellness Foundation - Delegation

January 2026

Re: Strengthening Rural Primary Care Through a Community-Owned, Team-Based Model of Care

## Issue

Access to comprehensive, longitudinal primary care in rural communities remains uneven, reflecting broader workforce challenges and a global shortage of family physicians.

The Bashaw Model of Primary Care—Alberta's only community-owned and operated Patient Medical Home embedded within an Integrated Health Neighbourhood—offers an innovative and sustainable alternative to the primary care access issues experienced by many rural Albertans. By reducing reliance on physicians as the sole providers of primary care and instead supporting our patient panel through an interdisciplinary team of local primary healthcare professionals, we have expanded access, strengthened continuity, increased patient attachment rates and transformed how residents receive care in our region.

Sustainable provincial funding for this interdisciplinary team is essential to maintaining continuity of care and managing our growing patient panel, particularly as physician availability continues to ebb and flow. Municipal advocacy is critical in securing this stability. While municipalities are not responsible for funding primary care, their strong and coordinated voices are needed to reinforce that **stable provincial investment in team-based primary care is essential to the health and sustainability of rural communities.**

## Purpose

To inform municipal leaders of the achievements of the Bashaw Model, outline the opportunity to partner with the Bashaw and District Regional Health and Wellness Foundation and our region's Integrated Health Neighbourhood and to request municipal support in advocating for long-term, stable provincial healthcare funding for the region's interdisciplinary primary care team.

## Background

In 2021, the Bashaw Community Wellness Team (local volunteers, non-profit organizations, health providers and social services) mobilized to address worsening primary care gaps in our region. Community partners created Alberta's only Integrated Health Neighbourhood, attracting 5 physicians from Sylvan Family Health Centre and establishing a fully community-owned and operated Patient Medical Home.

Despite an average of only two days per week of in-person physician care, the Bashaw Medical Clinic delivers full-time, Monday to Friday primary care through its interdisciplinary team:

- 1.0 FTE RN + 0.6 FTE LPN: chronic disease care, minor ailments, screenings, patient education

- 0.8 FTE advanced practice pharmacist: independent prescribing, care coordination, chronic disease management and clinic leadership

- 1.0 FTE MOA & 1.0 Reception team: patient flow, diagnostics coordination, follow-up support

This model has more than doubled the patient panel to over 1,500 residents since March 2025, with projected growth to 3,000 by early 2026, while increasing attachment, improving access, and reducing emergency visits and downstream system costs.

Our region's focus has now shifted to securing a sustainable funding approach for this team-based primary care model. In partnership with the Bashaw & District Regional Health and Wellness Foundation and the Bashaw (and Alix) Community Resource Centre, we are working to establish a stable, long-term funding stream for our interdisciplinary primary care team. This investment supports meaningful healthcare careers for local professionals, strengthens retention in our rural community and enables consistent, reliable care for regional residents, with true geographic empanelment as the ultimate goal.

#### Key Message for Municipal Leaders

- **Municipal advocacy is urgently needed** to secure stable provincial healthcare funding for the interdisciplinary primary care team, as current grant funding will be exhausted in the coming months.
- **Sustainable funding ensures** continuity of care, supports a growing community-owned patient panel, and underpins long-term clinic viability, while also reducing pressure on local emergency departments and clinics in neighbouring communities.
- **Team-based care stabilizes access** amid fluctuations in physician availability, leveraging local healthcare providers who already live and work in the region and reducing ongoing attraction and retention pressures in rural Alberta.
- **Municipal leadership is essential** in signaling to the province that dedicated funding for interdisciplinary primary care is a core provincial responsibility for rural Alberta, supporting residents' ability to remain in their homes and communities and sustaining a vibrant local rural economy.

# Health & Wellness Beat

Winter 2025 – Issue #1

Updates and Insights from your Bashaw & Area Regional Health and Wellness Foundation



## Advancing Health, Driving Impact

Welcome to the Health and Wellness Beat, our bimonthly newsletter highlighting the important work of the **Bashaw & Area Regional Health and Wellness Foundation**. As a key voice for the region's healthcare needs, our Foundation ensures the communities that make up our region—including Alix, Bashaw, Donalda, Ferintosh, Meeting Creek, Mirror, New Norway, and surrounding areas—have local voice and insight into the delivery of health and wellness care.

On **October 21st**, the Foundation held its public meeting and AGM. We welcomed new members and selected the **2025/26 Board of Directors**. Congratulations to **Board Chair Penny Shantz, Vice-Chair Ted Szumlas, and Secretary/Treasurer Dawn McFayden** – thank you for stepping into these roles!

We also extend a very special thank-you to the **2024/25 Board of Directors** – Ed Hagel, Karen Webster, Marianne Schroeder, and Marilyn Hoy – for your unwavering commitment and service to our community. Your dedication is deeply appreciated!

Your voice matters. If you're passionate about supporting the health and wellness of our community, we'd love to have you join us. Please reach out by contacting our Board Chair Penny Shantz: 780-372-3087



### Spotlight on Services

On **March 24th**, the **Bashaw Medical Clinic** opened its doors to patients from across our region. Since then, it has **grown to serve 1,500 patients**, with plans to expand to **3,000** in the coming year.

What does this mean for our community? Residents now have **timely, local access to primary care**, reducing the need to rely on the **Emergency Room**. With **five-day-a-week service**, some **evening appointments**, and **same-day or next-day visits**, care is more **convenient and accessible** than ever.

For patients with mobility challenges, **virtual care options** make high-quality, local healthcare **available to everyone**.

The **Bashaw & Area Regional Health and Wellness Foundation** is proud to support this **community-owned clinic**. To **share your support and help expand patient access**, please contact Board Chair Penny Shantz: 780-372-3087

### Community Cancer Fund

Cancer touches nearly every family in our community – and when it does, access to support can make all the difference. The Bashaw and District Regional Health and Wellness Foundation created a **Community Cancer Fund** to ensure that local patients can receive support for their cancer journey. Funds raised stay 100% local, helping to support patients and their families with travel, meals and accommodation during treatment.

Every donation, large or small, helps ease the journey for someone facing cancer. Together, we're building a network of care and compassion that ensures **no one in our community faces cancer alone**.

**Donations for the Community Cancer Fund can be made to the Bashaw and District Regional Health and Wellness Foundation.** If you or someone you know would like to apply, please contact Ed Hagel at 403-740-2625 or MaryAnne Schroeder at 780-372-2211

### On the Pulse

The **Bashaw & Area Regional Health and Wellness Foundation** proudly supports **community initiatives** like the **Bashaw Medical Clinic**.

The **interdisciplinary team**—including RN Jaycee Dawbin and Haley Oberg, LPN Lenee Reiman, primary care pharmacist Eric Gaudet, medical office assistants Amanda Lyle and Ashley Sehlstrom, receptionist Susie Buelow work alongside our clinic's **five physicians** to deliver **coordinated, compassionate care** for **1,500 patients** in our region. Thank-you to Dr. Bahler, Dr. Cockburn, Dr. Patterson, Dr. Nanninga and Dr. Taylor and our entire interdisciplinary clinic team for providing amazing care to our patients everyday!

Our community-owned clinic is unique because we are also partnered with the team at Bashaw and District Support Services (BDSS) – connecting our region's **medical, nursing, and community resources** to ensure patients get the **right care at the right time from the right professional**. Community Resource Specialists and mental health resources are available through BDSS to provide wrap around services and supports to patients who need them most.

To keep these services strong, the Foundation and BDSS are **raising funds to match government grants** for clinic operations and our local healthcare team.

**Want to help? Donations are greatly appreciated! If you need a charitable tax receipt, please contact Board Chair Penny Shantz: 780-372-3087**



**REGULAR MEETING OF COUNCIL  
MINUTES  
January 14, 2026, 6:00 pm  
Council Chambers & Zoom Access**

**In Person:** CAO Fuller (5:30pm), Deputy Mayor McIntosh (5:43pm), Mayor Orom (5:52pm), Councillor Masyk (5:31pm), Councillor Meger (5:40pm), Councillor Kohlman (5:49pm)

**Council by Zoom:** none.

**Absent with notice:** none.

**Recording Secretary:** CAO Fuller

**Public:** Trish Breitmeier (5:53pm), Christine Buelow (5:53pm)

**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 Meger to approve the January 14, 2026, Regular Meeting of Council agenda.

**MOTION #01-2026** **CARRIED**

3. PUBLIC HEARINGS – None
4. DELEGATIONS
  - 4.1 Bashaw & District Support Services – 2026 Budget – Christine Buelow.

The delegates shared the budget presentation and informed council on details of their programming.

Christine Buelow and Trish Breitmeier left the meeting at 6:38pm.

5. APPROVAL OF MINUTES
  - 5.1 Minutes of the December 17, 2025, Regular Meeting of Council

**MOVED** by Deputy Mayor McIntosh to approve the minutes from the December 17, 2025, Regular Meeting of Council.

**MOTION #02-2026** **CARRIED**

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 & Lodging Authority – 2026 Lodge Requisition
  - 6.7 Proclamations/Letter of Support/Recognition Policy 12.7
  - 6.8 Bashaw School Donation Request

Mayor Orom requested to pull 6.7 Proclamations/letter of Support Recognition Policy 12.7 and discuss it as Item 7.6 in the New & Unfinished Business.

## 7. NEW & UNFINISHED BUSINESS

### 7.1 Bashaw & District Support Services - 2026

**MOVED** by Deputy Mayor McIntosh to accept Bashaw & District Support Services' 2026 Budget as presented.  
**MOTION #03-2026** CARRIED

### 7.2 Arena Labor Costs Discussion

**MOVED** by Councillor Meger to pay \$19, 240.00 of the arena labor costs to Bashaw Concrete.  
**MOTION #04-2026** DEFEATED

**MOVED** by Mayor Orom to pay \$ 9, 620.00 of the arena labor costs to Bashaw Concrete.  
**MOTION #05-2026** CARRIED

### 7.3 Beautification Terms of Reference comparison

**MOVED** by Deputy Mayor McIntosh to direct Administration to re-draft the administration version of the Beautification Terms of Reference Policy 15.10; with Council recommendations.  
**MOTION #06-2026** CARRIED

### 7.4 Bylaw 837-2026 – Procedure Bylaw

**MOVED** by Deputy Mayor McIntosh to approve first reading of Bylaw 837 – 2026 – Procedure Bylaw with the council recommendations.  
**MOTION #07-2026** CARRIED

**MOVED** by Deputy Mayor McIntosh to suspend the rules of the house to move to Item 10.1 Closed Meeting of Council; Emergency Dispatch Services Agreement – ATIA Section 26.  
**MOTION #08-2026** CARRIED

**MOVED** by Deputy Mayor McIntosh to move into closed meeting of Council at 7:41 pm.  
**MOTION #09-2026** CARRIED

## 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

Fire Chief Dustin Hemmingson, Deputy Fire Chief Alec Dubitz, Fire Chief Lagrange, Tanya Van Petten, and Inspector Rene Brisson; joined the meeting at 7:41pm.  
Stu Salkeld and Kevin were disconnected from Zoom at 7:41 pm.

**MOVED** by Deputy Mayor McIntosh to move into Closed Meeting of Council at 7:41pm to discuss 10.1 Emergency Dispatch Services Agreement – ATIA Section 26.  
**MOTION #10-2026** CARRIED

Dustin Hemmingson, Alec Dubitz, Fire Chief Lagrange, Tanya Van Petten, and Inspector Rene Brisson left meeting at 8:54pm.

**MOVED** by Deputy Mayor McIntosh to come out of Closed Meeting of Council at 9:07pm.

**MOTION #11-2026**

CARRIED

**MOVED** by Deputy Mayor McIntosh to coordinate with Camrose Police Service to draft a Memorandum of Understanding (MOU) concerning definition of 1.1.2 Section 1 (Dispatch Services) from the Emergency Fire Dispatch Services Agreement.

**MOTION #12-2026**

CARRIED

7.5 Strategic Planning Discussion

**MOVED** by Deputy Mayor McIntosh to discuss 7.5 Strategic Planning at the next Regular Meeting of Council.

**MOTION #13-2026**

CARRIED

7.6 Proclamations 12.70

**MOVED** by Deputy Mayor McIntosh to bring 7.6 Proclamations 12.7 forward to the next Regular Meeting of Council.

**MOTION #14-2026**

CARRIED

11. NOTICES OF MOTION - none

12. NEXT MEETING – February 4 & 18, 2026 – 6:00 pm.

13. ADJOURNMENT – Deputy Mayor McIntosh adjourned the meeting at 9:55 pm.

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MAYOR, Cindy Orom

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CHIEF ADMINISTRATIVE OFFICER, Theresa Fuller





**CHIEF ADMINISTRATOR'S REPORT**  
**Submitted for February 4, 2026, Regular Meeting of Council**

1. Meetings, training

- January 14, 2026 – Hazard Incident Review Assessment meeting with D. Jones
- January 16, 2026 – CAO absent for morning; personal appointment
- January 19 – 23, 2026 – CAO vacation
- January 27, 2026 – Human resources meeting
- January 28, 2026 – Webinar on SiteDocs
- January 29, 2026 – Subdivision & Development Appeal Board meeting – Camrose County

2. Ongoing follow up of Council assigned tasks.
3. Agenda and minutes preparation for this meeting. Follow up on the January 14, 2026, meeting.
4. File search for business property – 5 property titles.
5. Assisting Lead Public works staff with operations and providing support as needed.
6. Phone calls and ongoing contact with residents as required.
7. Follow up and communication emails, etc.
8. Budget preparation, and tracking.
9. Working with residents regarding tax payment agreements.
10. Foreman R. Schmidt has returned to work on January 19, 2026.
11. The 49 Street Project has been tendered on Alberta Purchasing Connection, Tagish Website, Town Website, and circulated as per Town Communications policy.
12. Beautification – Terms of Reference – Requires completion, it will be on the next agenda in February.

## 1. Executive Summary

This report outlines Public Works winter operations for January 2026, including road maintenance, water and wastewater system monitoring, and winter upkeep of municipal facilities and public spaces. Operations continue to focus on safety, system reliability, and regulatory compliance during winter conditions.

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## 2. Roads – Winter Operations

Task	Status	Notes
Snow removal	⚙️ Ongoing	Roads, sidewalks, trails, and parking lots are being cleared as required to maintain safe winter travel. With warmer weather in February, another round of snow removal will be initiated.
Minor winter repairs & inspections	⚙️ Ongoing	Winter road conditions and safety hazards are monitored and addressed as needed
Traffic sign maintenance	⚙️ In Progress	Damaged or missing signs are being repaired; winter visibility checks ongoing
Fleet & heavy equipment servicing	✅ Completed	Winter readiness confirmed; previous equipment failures are now corrected

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### 3. Water – Winter Operations

Task	Status	Notes
Routine system inspections	✓ Completed	System operating normally under winter conditions
Replace water meters as needed	⌚ Ongoing	Meter replacements completed as issues are identified
Valve inspections & winter maintenance	✓ Completed	Ensures system reliability during freezing temperatures
Emergency power transfer switch replacement	✓ Completed	Backup power capability at the reservoir has been restored
Annual lead (Pb) testing	✓ Completed	Water testing confirms compliance with Alberta Health standards
Quarterly THM testing	✓ Completed	Trihalomethane levels tested and within regulatory limits
Weekly Bact-T testing	⌚ Ongoing	Weekly bacteriological samples are collected and tested routinely
SOP updates	✓ Completed	Water SOPs have been updated and submitted to AEP
Drinking Water Safety Plan (DWSP)	✓ Completed	DWSP has been updated and submitted to AEP

### 4. Wastewater – Winter Operations

Task	Status	Notes
Lift station inspections	✓ Completed	Inspected for winter reliability
Sanitary main and service line monitoring	⌚ Ongoing	Systems monitored for freezing, blockages, or operational issues
Lagoon power failure	✓ Corrected	A recent power failure left the transfer pumps

Task	Status	Notes
		down, but the issue has been resolved
Staff emergency response training	✓ Completed	Winter response procedures reviewed
SOPs & ERPs	⌚ In Progress	Updates underway to reflect winter operating conditions

## 5. Community Centre – Winter Maintenance

Task	Status	Notes
HVAC, plumbing, and electrical maintenance	✓ Completed	Heating and building systems operating as required
Minor building maintenance	⌚ Ongoing	General winter upkeep
Snow removal	⌚ Ongoing	Snow cleared from entrances, walkways, and parking areas as needed
Plumbing repairs	⌚ Ongoing	Plumbing issues addressed as needed during winter

## 6. Arena – Winter Operations

Task	Status	Notes
Operator support	⌚ Ongoing	Town is working with new arena operators to help keep operations running smoothly during winter

## 7. Cemetery – Winter Maintenance

Task	Status	Notes
Snow clearing & access maintenance	⌚ Ongoing	Access maintained during winter

Task	Status	Notes
Plot marking	⚙ In Progress	Ongoing identification as required
Assistance with families	✅ Ongoing	Support provided for burials and inquiries

## 8. Parks – Winter Maintenance

Task	Status	Notes
Pathway inspections & maintenance	⚙ Ongoing	Winter safety checks ongoing
Playground inspections	✅ Completed	Inspected for winter safety
Grounds upkeep	⚙ Ongoing	Snow management and general winter upkeep

## 9. Fish Pond – Winter Maintenance

Task	Status	Notes
Fountain operation	⚠ In Progress	Motor issue under investigation
Grounds maintenance	⚙ Ongoing	Winter upkeep continues
Aeration pump replacement	✅ Completed	Pump replaced due to mechanical failure

## 10. Key Issues & Challenges

- Winter weather continues to increase operational demands on staff and equipment.
- Beautification items at the fish pond remain pending committee direction.
- Staff resources continue to be managed to avoid service disruptions.

## 11. Next Steps – February 2026

Area	Planned Winter Actions
Roads	Continue snow removal for roads, sidewalks, trails, and parking lots; inspections and traffic sign maintenance; prepare for additional snow removal as needed with warmer February weather
Water	Replace water meters as needed; continue valve inspections; continue weekly Bact-T testing
Wastewater	Continue winter monitoring; finalize SOPs & ERPs
Community Centre	Continue snow removal and plumbing repairs as needed; ongoing winter building maintenance
Arena	Continue operator support to maintain smooth operations
Cemetery	Continue snow clearing, access maintenance, and family assistance
Parks	Maintain pathways, playgrounds, and grounds
Fish Pond	Continue winter upkeep; investigate and resolve fountain motor issue

Section: TOWN OF BASHAW Public Works Department	Policy #: 21.30
Subject: Snow Removal & Ice Control	Motion Number: #242-2025 Date Approved: December 17, 2025

#### POLICY STATEMENT:

To establish locations, priorities and procedures for snow removal and ice control on roadways and sidewalks within the Town of Bashaw.

The Town of Bashaw, within the resources allocated by Town Council, will plow and/or remove snow and ice, as reasonably practical on designated roadways and sidewalks. Designated roadways/sidewalks and priorities are identified in priority maps that will be included in this policy.

#### PURPOSE:

To establish a written policy, approved by Council, to outline procedures for snow removal from public property within the Municipality.

#### PROCEDURES:

1. The Public Works Personnel shall be prepared to conduct snow removal and ice control operations during the period November 1<sup>st</sup> to March 31<sup>st</sup>; or earlier or later as dictated by weather conditions.

2. Hours of Operation

When scheduling work under this policy the Public Works Foreman, or designate, will endeavor to use Town of Bashaw owned equipment but may contract outside services as required. The work will be conducted on a seven-day per week basis meaning that work may commence on weekends and holidays.

Other than for emergency conditions, snow removal operations will be suspended at temperatures colder than -35 C, ambient, with -40 windchill. (the temperature would be based on area temperatures reflected on the [www.theweathernetwork](http://www.theweathernetwork))

The Town of Bashaw, where practical, will take reasonable steps to notify the public of snow plowing/removal operations by the placement of signs. The owner/operator of **any vehicle parked in a signed snow plowing/removal area must remove their vehicle within 12 hours of the sign placement.**

If several residents on the same street fail to move their vehicle, staff will proceed to removing the snow from the next priority area.

3. Service Levels/Priorities:

##### General

- a. Priorities are established to provide the greatest benefit to the majority of the traveling public and to accommodate special conditions.
- b. Criteria for setting priorities:

- i. Traffic Volume (pedestrian and vehicles)
    - ii. Road classification
    - iii. Special conditions (Road Geometric and Terrain: Emergency Services: Drift Exposure; Drainage; etc.)
  - c. Priority maps form part of this policy and are updated annually by Public Works based on logic (emergency routes), emergent issues (RCMP necessity), effectiveness and efficiency in conjunction with the previously mentioned criteria and are authorized by the Chief Administrative Officer.
  - d. When storms are continuous, or follow closely one after the other, operations will be repeated or continued the highest priority until completed before moving on to the next priority. As abnormal winter weather and road conditions dictate, the Public Works Foreman will decide when and to what extent overtime, additional Town and outside forces are mobilized.
4. Snow Plowing Roads:
- a. Operations will normally commence upon a snow accumulation of 10 cm, depending on field conditions and the weather forecast.
  - b. Operations will be conducted in accordance with the priorities indicated on the Snow Plowing Roads Priorities Map.
  - c. Only major high volume roadways will be plowed to the road surface. (or as close to, with ice/snow conditions) Snow of varying depths will be left on the balance of the streets in accordance with what is required to minimize driving difficulty.
  - d. Although this policy sets out the priorities and procedures for the provision for snow plowing/removal, the Public Works Foreman or his designate may direct the Town of Bashaw forces and equipment to work in areas requiring immediate attention. This situation may be due to localized drifting or accumulations, or emergency conditions.
  - e. Snow plowing of lanes will be completed as required and determined by the Public Works Foreman. Lanes are normally considered to be low priority.
  - f. On roads to be snow removed (full removal of snow from the street), the snow will be removed as per staff determination.
- On roads adjacent to continuous undeveloped property or open park area of sufficient length, as determined by Public Works Personnel, snow will be plowed onto the boulevard on that side providing there is no adjacent sidewalk to that side of the road. On roadways with no sidewalks on either side, or separate sidewalks, snow shall be plowed to the boulevard on both sides.
- On roadways with monolithic sidewalks on one side only, snow shall be plowed to the boulevard on the opposite side. This is at the discretion of Public Works. On roadways with monolithic sidewalks on both sides, snow will be windrowed in the center and loaded out.
- g. The Town of Bashaw will take full advantage of the snow storage capacity of roadway right of ways to minimize the expenditures associated with snow removal and hauling.
  - h. Although efforts will be made to minimize snow placed in driveways, it is the responsibility of residents to clear access to their driveways. (windrows of 4 – 6 inches in height/width are considered acceptable – staff will work on leaving minimally sized windrows)



- i. Residents are referred to the private sector for the provision of snow plowing and snow removal services on private property, sidewalks and driveways. The Town of Bashaw will not be contracted for this work.

5. Snow Removal and clearing:

- a. Operations will commence when, in the opinion of Public Works Personnel, sufficient snow has accumulated. (10 cm, as referenced earlier in this policy)
- b. Operations will be conducted in accordance with the priorities indicated on the Snow clearing priorities maps.
- c. Snow removal of roadways without a designated priority is not normal practice and will only be undertaken at the discretion of the Public Works Foreman, usually done to correct drainage or other isolated problems.
- d. Snow removal from lanes in the Central Business Area is completed as deemed necessary by Public Works Personnel to minimize driving difficulty and maintain drainage.

6. Sanding:

- a. De-icers are used as per Public Works discretion. Beetroot product is mixed with sanding material at varying rates depending on temperature conditions. The use of de-icers is minimized as much as practical and is restricted on local roadways where snow pack is maintained.
- b. Sanding operations will be conducted at public works discretion; and the following priorities:

Primary

- i. Intersections, railway crossings, and corners on arterial roadways and abutting highways
- ii. Intersections, railway crossings, and corners on collector roads.
- iii. Hills

Secondary

- i. Intersections, railway crossings, and corners on remaining roadways as required
  - ii. Parking lots and lanes as required
  - iii. Ice control is restricted to intersections, railway crossings, and corners and is not normally applied to mid-block areas except on high volume roadways if conditions warrant.
  - iv. Sidewalks fronting municipal buildings and falling under Town responsibility will receive ice control as conditions dictate and as deemed necessary by Public Works Personnel
- c. In the event of a snowfall, grit or a grit/beetroot mix will be applied for snowfalls less than 10 cm
  - d. Where road conditions are severe multiple applications of grit or grit/chemical mix may be made to minimize the formation of ice and reduce the possibility of accidents.
  - e. Lane entrances and exits will only be sanded where a hazard exists.

7. Snow Removal – Sidewalks

- a. Sidewalks fronting municipal buildings and falling under Town responsibility will receive snow plowing as conditions dictate and as deemed necessary by Public Works Personnel.
- b. Some of the sidewalks designated for snow removal may be done as a courtesy of the town of Bashaw when moving from one area of the town to another. The residences and businesses adjacent to these properties are ultimately responsible for the removal of snow as per Bylaw 754-2014 (removal is to be completed within 48 hours or the town may remove and clear away the snow and recover the expense from the owner-occupant under the provisions of the Municipal Government Act.)
- c. Public Works has the authority to use this process for any areas at their discretion.

8. Snow Removal Parking Lots Municipal Facilities

- a. Operations will commence when, in the opinion of Public Works Foreman, conditions dictate.
- b. Parking lot snow removal is considered to be of low priority. They will generally be serviced after roads, and sidewalks have been serviced and may not be completed until driving conditions become difficult.
- c. Only Town owned parking lots are serviced. (Arena, Community Hall and Ag Society Grounds)

9. Snow Disposal Sites

- a. Snow disposal sites are indicated on the Snow Disposal Sites Map and are provided to store snow removed by Town forces.

Maintenance will be provided to each site based on volume, as determined by Public Works Personnel.

- b. All sites will be maintained in a fashion that will minimize impact on the environment and in accordance with Alberta Environment guidelines.

10. Responsibilities

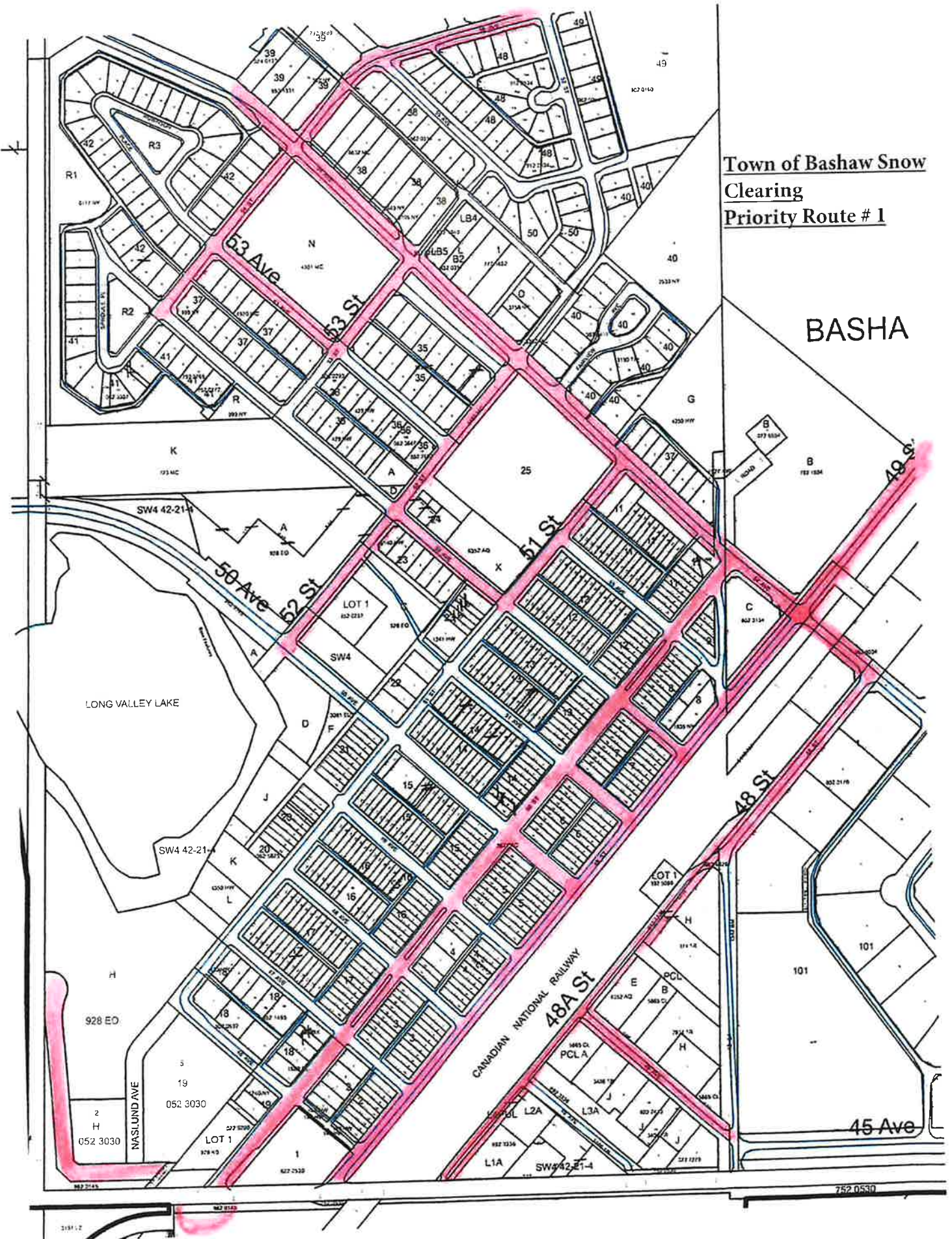
The Public Works Foreman will be responsible for the implementation of this policy. The Public Works Foreman may add roadways/sidewalks to each classification as new roadways/sidewalks, parks, playgrounds, etc. are constructed.

DEFINITIONS:

- a. Snow Plowing – the grading of accumulated snow from roadway/sidewalk surfaces to the sides or middle of the roadway or to the side of a sidewalk. In general snow will be plowed to both sides of roadways except where it is more practical to clear to the same side continuously such as around parks, playgrounds, vacant lots, etc.
- b. Snow Removal – the loading and hauling of snow from roadway surfaces to a snow disposal site.
- c. Sanding – the application of a sand/beetroot or other mixture to a roadway surface for the purpose of improving traction, reduction of skidding and/or reduction of ice formation.
- d. As required – a statement that means the level of services is not set at a pre-determined number of activity occurrences per season or year.
- e. CM – centimeter

**Town of Bashaw Snow  
Clearing  
Priority Route # 1**

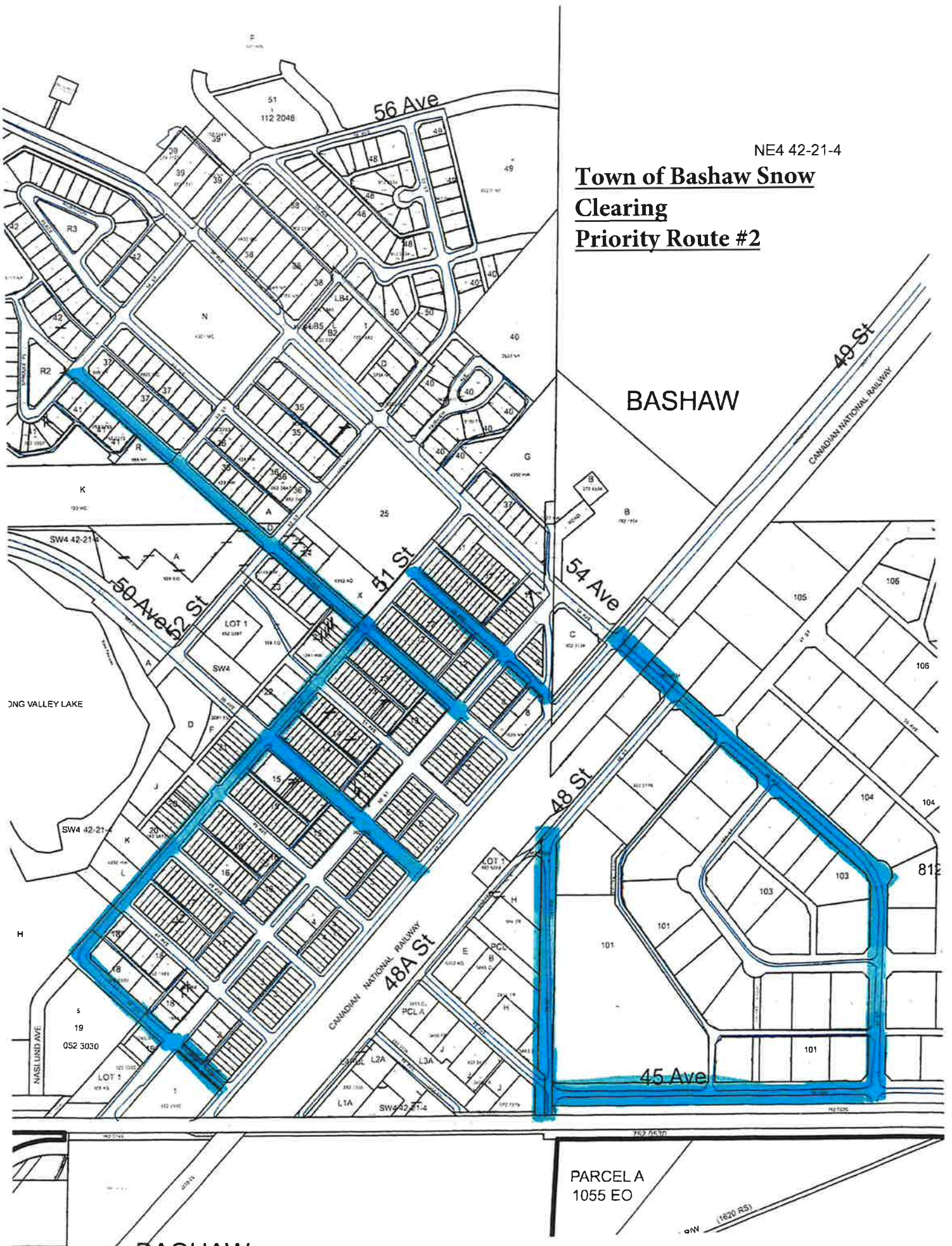
**BASHA**



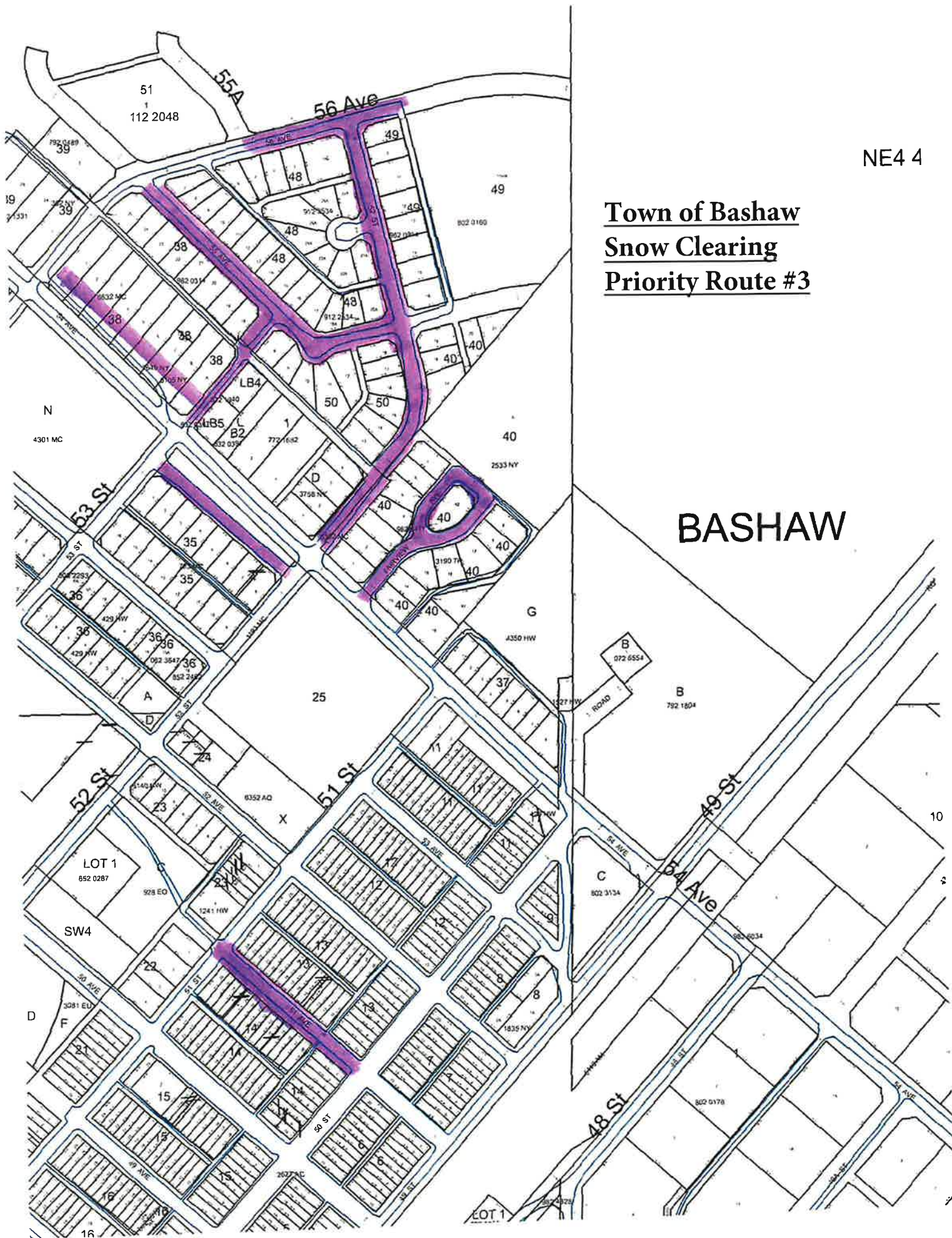


NE4 42-21-4

**Town of Bashaw Snow  
Clearing  
Priority Route #2**





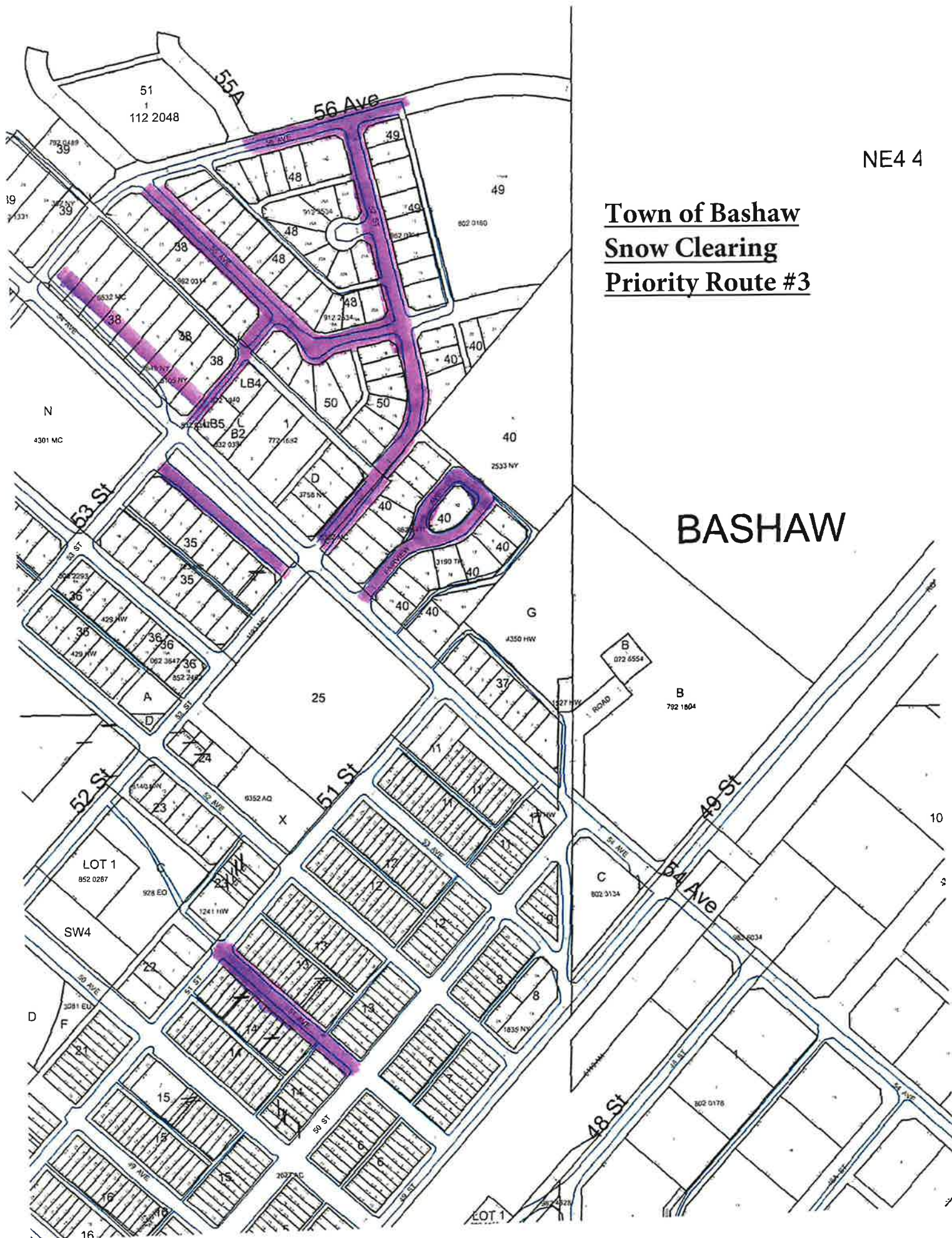


NE4 4

**Town of Bashaw**  
**Snow Clearing**  
**Priority Route #3**

**BASHAW**





NE4 4

**Town of Bashaw**  
**Snow Clearing**  
**Priority Route #3**

**BASHAW**

**TOWN OF BASHAW  
MONTHLY STATEMENT  
December 31, 2025**

DESCRIPTION	GENERAL ACCOUNT	TERM DEPOSIT	LGFF CAPITAL	TOTAL
<b>BALANCE AT END OF PREV MONTH</b>	\$ 1,088,563.97	\$ 534,549.94	\$ 593,030.42	\$ 2,216,144.33
RECEIPTS FOR THE MONTH	\$ 26,170.40			\$ 26,170.40
ALBERTA DIRECT DEPOSIT	\$ 12,254.33			\$ 12,254.33
VOID	\$ 9,411.75			\$ 9,411.75
<b>CCUBC /ROYAL/ATB /DEBIT- PAYMENTS</b>	\$ 81,268.32			\$ 81,268.32
SERVUS CREDIT UNION - INTEREST	\$ 2,342.59			\$ 2,342.59
TERM #54 INTEREST - ADDED TO GENERAL	\$ 778.05	\$ -		\$ 778.05
TERM #55 INTEREST - ADDED TO GENERAL	\$ 289.59	\$ -		\$ 289.59
TERM DEPOSIT		\$ -		\$ -
TRANSFER FROM GENERAL TO TERM		\$ -		
TRANSFER FROM TERM TO GENERAL	\$ -			\$ -
LGFF INTEREST			\$ 1,233.99	
<b>SUB-TOTAL</b>	\$ 1,221,079.00	\$ 534,549.94	\$ 594,264.41	\$ 2,349,893.35
DISBURSEMENTS FOR THE MONTH	\$ 244,106.97			\$ 244,106.97
TRANSFER TO/FROM TERM		\$ -		\$ -
<b>TRANSFER TO LGFF CAPITAL</b>	\$ -		\$ -	
<b>BANK ERROR INTEREST</b>				\$ -
				\$ -
<b>DEBIT MACHINE &amp; TRANSACTIONS</b>	\$ 160.97			\$ 160.97
<b>BANK CONFIRMATION FEE</b>	\$ -			
<b>SCHOOL PAYMENT</b>	\$ 65,469.09			
<b>BALANCE AT END OF MONTH</b>	\$ 911,341.97	\$ 534,549.94	\$ 594,264.41	\$ 2,040,156.32
<b>BANK BALANCE AT MONTH END</b>	\$ 970,798.65	\$ 534,549.94	\$ 594,264.41	\$ 1,505,348.59
OUTSTANDING DAILY DEPOSITS	\$ 783.28			\$ 783.28
OUTSTANDING ONLINE/INTERAC	\$ 1,075.49			\$ -
OUTSTANDING DIR DEPOSITS	\$ -			
<b>SUB-TOTAL</b>	\$ 972,657.42	\$ 534,549.94	\$ 594,264.41	\$ 2,101,471.77
UNCLEARED PAYMENTS	\$ 61,315.45			\$ 61,315.45
UNCLEARED OTHER				\$ -
BANK ERROR				
<b>BALANCE AT END OF MONTH</b>	\$ 911,341.97	\$ 534,549.94	\$ 594,264.41	\$ 1,445,891.91

THIS STATEMENT SUBMITTED TO COUNCIL

February 4, 2025

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
TOWN MANAGER





# Town of Bashaw

## General Ledger - Bank Reconciliation

Completed on 2026-01-13 by Darlene Tucker

Printed on: 2026-01-13

Printed by: Darlene Tucker

### 3-00-00-121-00 - Municipal Acct. in Credit Union

Statement Start: 2025-12-01  
Statement End: 2025-12-31

Statement Open: \$1,183,138.39 + Cleared Total: (\$212,339.74)  
Statement Close: \$970,798.65 + Adjustments: \$0.00  
= Bank Rec Close: \$970,798.65  
Proof: \$0.00

### Un-Cleared Deposits

Trans. Date	Item Description	Type	Type #	Batch #	Amount
2025-12-31	Bank Deposit - CHEQUE	Cash Receipt		12017	\$83.84
2025-12-31	Bank Deposit - CHEQUE	Cash Receipt		12017	\$97.21
2025-12-31	Bank Deposit - CHEQUE	Cash Receipt		12017	\$342.10
2025-12-31	Bank Deposit - CHEQUE	Cash Receipt		12017	\$157.43
2025-12-31	Bank Deposit - CHEQUE	Cash Receipt		12017	\$35.00
2025-12-31	Bank Deposit - OTHER	Cash Receipt		12009	\$506.86
2025-12-31	Bank Deposit - OTHER	Cash Receipt		12001	\$50.00
2025-12-31	Bank Deposit - OTHER	Cash Receipt		12001	\$119.56
2025-12-31	Bank Deposit - OTHER	Cash Receipt		12051	\$0.07
2025-12-30	Bank Deposit - CREDIT CARD	Cash Receipt		11988	\$399.00
2025-12-29	Bank Deposit - CHEQUE	Cash Receipt		12017	\$67.70
Total Un-Cleared Deposits:					\$1,858.77

### Un-Cleared Payments

Trans. Date	Item Description	Type	Type #	Batch #	Amount
2025-12-31	TRANSALTA ENERGY MARKETING CORP	AP Payment	17922	12041	(\$15,188.00)
2025-12-31	DIRECT ENERGY BUSINESS - CURRENT NATURAL GAS SUPPLIER	AP Payment	17925	12041	(\$3,434.71)
2025-12-31	CAMROSE COUNTY	AP Payment	67	12103	(\$5,359.28)
2025-12-31	ENVIRONMENTAL 360 SOLUTIONS(ALBERTA)LTD.	AP Payment	68	12103	(\$7,779.78)
2025-12-31	BASHAW FARM & BUILDING SUPPLY	AP Payment	26783	12097	(\$2,875.39)
2025-12-31	HI-WAY 9 EXPRESS LTD.	AP Payment	26784	12097	(\$136.16)
2025-12-31	ACTION PLUMBING & EXCAVATING	AP Payment	26785	12097	(\$507.68)
2025-12-31	CANOE PROCUREMENT GROUP OF CANADA	AP Payment	26786	12097	(\$625.06)
2025-12-31	BATTLE RIVER OVERHEAD DOORS	AP Payment	26787	12097	(\$144.90)
2025-12-31	ALSCO CANADA CORPORATION	AP Payment	26788	12097	(\$128.81)
2025-12-31	ADVANCED FIRE & SAFETY SYSTEMS INC.	AP Payment	26789	12097	(\$2,889.77)
2025-12-31	STERLING POWER SYSTEMS INC	AP Payment	26790	12097	(\$1,896.97)
2025-12-31	EASTHILLS AUTOMOTIVE & TOOL SUPPLY LTD	AP Payment	26791	12097	(\$19.74)
2025-12-31	MORRISON, CHRISTINE	AP Payment	26792	12097	(\$865.00)
2025-12-31	ALLIANCE BATTLE RIVER STEAM	AP Payment	26793	12097	(\$1,312.50)
2025-12-19	AMSC INSURANCE SERVICES LTD.	AP Payment	26764	11957	(\$4,843.08)
2025-12-19	KJ'S REPAIR SERVICE	AP Payment	26769	11957	(\$850.00)
2025-12-19	TAGISH ENGINEERING LTD.	AP Payment	26774	11957	(\$7,601.14)
2025-12-19	ALBERTA MID SIZED TOWNS MAYORS CAUCUS	AP Payment	26780	11957	(\$250.00)
2025-12-19	ACTI-ZYME PRODUCTS LTD	AP Payment	26781	11957	(\$1,284.94)
2025-11-30	ABC FIRE SAFETY, 1993	AP Payment	26755	11864	(\$254.89)
2025-11-30	ALBERTA WASTE HANDLING	AP Payment	26756	11864	(\$1,470.00)
2025-11-30	EASTHILLS AUTOMOTIVE & TOOL SUPPLY LTD	AP Payment	26759	11864	(\$1.42)
2025-11-19	OK TIRE & AUTO	AP Payment	26738	11728	(\$336.23)
2025-08-21	ALBERTA WASTE HANDLING	AP Payment	26642	11039	(\$630.00)
2025-06-30	ALBERTA WASTE HANDLING	AP Payment	26577	10566	(\$630.00)
Total Un-Cleared Payments:					(\$61,315.45)

Bank Rec Close: \$970,798.65





# Town of Bashaw

## General Ledger - Bank Reconciliation

Printed on: 2026-01-13

Printed by: Darlene Tucker

Completed on 2026-01-13 by Darlene Tucker

### 3-00-00-121-00 - Municipal Acct. in Credit Union

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+ Adjustments: \$0.00

Statement Close: \$970,798.65 = Bank Rec Close: \$970,798.65

Statement Start: 2025-12-01

Statement End: 2025-12-31

Proof: \$0.00

+ Un-Cleared Deposits: \$1,858.77

+ Un-Cleared Payments: (\$61,315.45)

= Adjusted Bank Rec Total: \$911,341.97

Bank Balance as of 2025-12-31: \$911,341.97

## **Bashaw Bus Society**

4909 50th Street  
Box 568  
Bashaw AB T0B 0H0

January 25, 2026

Re: 2026 Town of Bashaw Funding

### **To Whom It May Concern,**

The Bashaw Bus Society respectfully requests funding in the amount of **\$5,000 for 2026**.

We remain committed to providing affordable, safe, and reliable transportation in and around Bashaw. Our services are available to individuals of all ages, and our bus is fully wheelchair accessible. As in previous years, we rely on support from the Town of Bashaw, and we sincerely appreciate your ongoing commitment to our organization.

Enclosed are the 2025 year-to-date financial statements and a preliminary budget for 2026, along with current ridership statistics. Our ridership levels are consistent with previous years, and we continue to receive positive feedback from clients who express how valuable and impactful this service is to their daily lives.

We remain mindful each year when evaluating our rider fees. Although fuel, insurance, and maintenance costs continue to rise, we have been able to keep our fees stable for the past several years. We recognize that reliable transportation is essential for many low-income individuals and households in our rural community, and we are committed to keeping our service as accessible and affordable as possible. Please feel free to contact us with any questions or concerns.

Thank you very much for your consideration.  
Sincerely,



Marianne Schroeder (President)  
Sarah Clark (Admin Support)  
Bashaw Bus Society

Phone: 780-372-3631    Fax: 780-372-3951    Email: [bdssoffice1@gmail.com](mailto:bdssoffice1@gmail.com)

**Bashaw bus society**  
**Profit & Loss**  
January through December 2025

	Jan - Dec 25
<b>Ordinary Income/Expense</b>	
Income	
Camrose Trips	902.00
Charter Trips	6,857.80
Donations	3,442.00
Grants	5,000.00
Local Trips - Morning	403.00
<b>Total Income</b>	16,604.80
Expense	
Administration Fees	5,100.00
Bus Expense	
Gas & Oil	2,780.91
Repairs & Maintenance	1,575.20
<b>Total Bus Expense</b>	4,356.11
Business Expenses	
Business Registration Fees	110.00
<b>Total Business Expenses</b>	110.00
Facilities and Equipment	
Rent, Parking, Utilities	615.00
<b>Total Facilities and Equipment</b>	615.00
Insurance	
Licenses, Permits, Insurance	200.00
WCB	243.59
Insurance - Other	2,246.00
<b>Total Insurance</b>	2,689.59
Operations	
Supplies	844.20
<b>Total Operations</b>	844.20
Payroll Expenses	
Drivers Wages	7,041.93
E.I. Expense	164.33
<b>Total Payroll Expenses</b>	7,206.26
Telephone	1,444.74
<b>Total Expense</b>	22,365.90
<b>Net Ordinary Income</b>	-5,761.10
<b>Other Income/Expense</b>	
Other Income	
Interest Income	0.81
<b>Total Other Income</b>	0.81
<b>Net Other Income</b>	0.81
<b>Net Income</b>	-5,760.29

**Bashaw bus society**  
**Balance Sheet**  
**As of 31 December 2025**

	31 Dec 25
<b>ASSETS</b>	
Current Assets	
Chequing/Savings	
Casino chequing	48,639.18
Community Savings - Chequing	4,434.46
Petty Cash	192.00
Savings Account	112.59
Total Chequing/Savings	53,378.23
Accounts Receivable	
Accounts Receivable	2,808.90
Total Accounts Receivable	2,808.90
Other Current Assets	
GST Receivable	221.69
Total Other Current Assets	221.69
Total Current Assets	56,408.82
Fixed Assets	
2011 bus	-18,712.91
2017 New Bus	69,722.72
Total Fixed Assets	51,009.81
<b>TOTAL ASSETS</b>	<b>107,418.63</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
GST/HST Payable	-317.93
Total Other Current Liabilities	-317.93
Total Current Liabilities	-317.93
Total Liabilities	-317.93
Equity	
Accumulated Surplus	53,608.14
Opening Bal Equity	59,888.71
Net Income	-5,760.29
Total Equity	107,736.56
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>107,418.63</b>

# 2026 Bashaw Bus Society Budget

Notes

<b>Income</b>	Camrose/Stettler trips	1000	
	Tues AM trips	400	
	Charter trips	6500	
	Donations	7000	
	Fundraising	1100	
	Grants	5000	Anticipated grant from Town of Bashaw (\$5000)
		<u>21000</u>	
<b>Expenses</b>	Admin Fees	5100	
	Advertising	200	
	Gas & Oil	3100	
	Repairs & Maint.	1200	
	Fundraising exp.	200	
	Insurance	2300	
	WCB	300	
	Payroll	7300	
	Telephone/office supplies	1300	
		<u>21000</u>	

# Bashaw Bus Society Stats 2025

Month	Bashaw		Camrose		Charter
	Trips	Pass.	Trips	Pass.	
January	4	11	2	5	0
February	4	7	2	4	0
March	3	24	2	3	1
April	4	11	1	2	1
May	4	22	2	9	4
June	3	11	1	3	4
July	3	8	2	6	4
August	3	8	1	3	6
September	5	23	2	11	3
October	4	21	3	9	6
November	2	16	1	4	5
December	4	20	1	3	3
<b>Total</b>	<b>43</b>	<b>182</b>	<b>20</b>	<b>62</b>	<b>37</b>

## EMERGENCY FIRE DISPATCH SERVICES AGREEMENT

THIS AGREEMENT MADE THIS \_\_\_\_\_ DATE OF \_\_\_\_\_, 2025

BETWEEN:

THE CAMROSE POLICE SERVICE a Municipal Police Service and 911 Primary Safety Answering Point, established and existing pursuant to the laws of the Province of Alberta, (hereinafter referred to as the "CPS")

AND

Camrose County, Lacombe County, Ponoka County and the Town of Bashaw, established and existing pursuant to the laws of the Province of Alberta, hereinafter referred to as the "MUNICIPALITY")

### PREAMBLE

- A. WHEREAS the parties hereto wish to enter into an agreement pursuant to which the CPS will provide Emergency Fire Dispatch Services to the MUNICIPALITY as defined in the agreement; and
- B. WHEREAS the CPS and the MUNICIPALITY acknowledge and agree that it is desirable that the CPS provide such specified Emergency Fire Dispatch Services to the MUNICIPALITY as set forth herein.

NOW THEREFORE IN CONSIDERATION of the mutual covenants, terms and conditions herein, the parties hereto agree as follow:

### 1. DEFINITIONS

1.1 In this Agreement the following words and expressions shall have the following meaning:

- 1.1.1 "SERVICE AREA" means the area services by the individual Municipal Fire Departments acknowledged in this agreement.
- 1.1.2 "DISPATCH SERVICES" means the Emergency Dispatch Services for fire related calls pertaining to the SERVICE AREA. This includes the actions to be taken by the Dispatch Operator after establishing the need to dispatch the Fire Department.
- 1.1.3 "POPULATION" means the total population of the Municipalities named in this agreement as posted by Alberta Municipal Affairs.
- 1.1.4 "EFFECTIVE DATE" means January 1, 2025.

## 2. ENGAGEMENT

2.1 The MUNICIPALITY engages CPS to provide the MUNICIPALITY with the DISPATCH SERVICES.

## 3. TERM OF AGREEMENT

3.1 The initial term of this Agreement shall be for a period of two (2) years commencing on the Effective Date. Upon mutual written agreement of the parties, this Agreement may be renewed for successive two (2) year terms. Either party wishing to renew the Agreement shall provide written notice of its intent to renew no later than six (6) months prior to the expiration of the then-current term. All terms and conditions of this Agreement shall remain in effect during any renewal term, except for the Service Fee stipulated in Article 4, which shall be subject to renegotiation and mutual agreement prior to the commencement of each renewal term.

3.2 Either party may terminate this Agreement at any time during the Term upon giving six (6) months written notice.

## 4. ANNUAL SERVICE FEE

4.1 The annual service fee ("Service Fee") shall be as defined in Schedule "A".

4.2 That the annual Service Fee may be reviewed in conjunction with any renewal terms of this agreement.

4.3 That the municipalities named herein empower Camrose County to negotiate that service fee.

4.4 That the Municipality will annually supply population numbers for the municipalities described herein based on the official population statistics published by Alberta Municipal Affairs.

4.5 That the Municipality will be responsible for payment of the "Service Fee" to the CPS on an annual basis.

4.6 Payment is due on January 1<sup>st</sup> of each year for the upcoming year.

4.7 Payment for 2025 will be retroactive to January 1<sup>st</sup>, 2025, and will be due within 30 days of signing.

4.8 The represented municipalities named herein shall pay their per capita ratio directly to Camrose County.



4.9 If the MUNICIPIALITY should terminate the Agreement effective on a date subsequent to January 1<sup>st</sup> in any year, the Annual Fee paid for that year will be pro-rated.

5. E9-1-1 SERVICES

5.1 It is specifically acknowledged that E9-1-1 call taking is not covered by this agreement but is covered by a separate agreement.

6. COVENANTS OF CPS

6.1 Subject to Article 6.2, CPS covenants and agrees with the MUNICIPIALITY :

6.1.1 To Provide the DISPATCH SERVICES to the MUNICIPIALITY during the Term as provided in this Agreement.

6.1.2 To provide the DISPATCH SERVICES on a year-round 24 hours per day, seven (7) days per week basis.

6.1.3 To keep and maintain proper records with respect to the provisions of the DISPATCH SERVICES including total calls received, the manner in which calls have been dispatched with and any other information which the parties may jointly agree should be recorded, and to provide copies of such records to the municipality as requested.

6.1.4 To maintain any and all equipment housed at CPS required to fulfill the obligation under this Agreement.

6.2 The MUNICIPIALITY acknowledges that the CPS has other dispatch obligations, and CPS will use reasonable efforts to provide the best possible service.

7. COVENANTS OF THE MUNICIPIALITY

7.1 The MUNICIPIALITY covenants and agrees with CPS:

7.1.1 That the MUNICIPIALITY shall be responsible for the development of all public information relating to DISPATCH SERVICES available in the SERVICE AREA at its sole expense and any such public information shall be approved by CPS prior to release to the public.

- 7.1.2 That the cost of any equipment and accessories outside of the city of Camrose boundaries and required to fulfill CPS obligations including software, to provide digital dispatch service, shall be the responsibility of the County.
- 7.1.3 To obtain and maintain in force throughout the Term public liability insurance in the sum of at least \$5,000,000.00 per occurrence or such greater sum as the Municipality named herein policy shall from time to time stipulate, upon three (3) months written notice, such insurance to cover against any claims for bodily injury, death and property damage, arising out of this Agreement or the performance by the individual municipalities named herein of its obligations hereunder.
- 7.1.4 To annually provide CPS with proof that such insurance remains in force.
- 7.1.5 To indemnify and save harmless CPS and the City of Camrose, its officials, officer, employees, servants and agents from and against all liabilities, losses, costs, damages, legal fees (on a solicitor and his own client basis) disbursements, fines, penalties, expenses, all manner of actions, causes of action, claims, demands and proceedings, all of whatever nature of kind which any of CPS and or the City of Camrose, its officials, officers, employees, servants and agents may sustain, pay or incur or which may be brought or made against all or any of them (and whether or not incurred in connection with any action or other proceedings or claims or demands made by third parties); arising out of or related to the CPS' performance of its obligations hereunder unless CPS or one of its' officials, officers, employees, servants or agents if determined to have acted willfully in a damaging manner or to have been negligent in performing such obligations.

## 8. FORCE MAJEURE

- 8.1 CPS shall not be liable to the MUNICIPALITY for any failure of or delay in the performance of its' obligation hereunder nor be deemed to be in breach of this Agreement, if such failure or delay has arisen from "Force Majeure" which, for the purposes of this Agreement, means any cause not within the reasonable control of CPS, including, without limitations, interruption of telecommunications, any utility service, acts of God, strikes, or other industrial disturbances, acts of war, and civil disturbance. Where CPS is prevented from carrying out its' obligations hereunder due to Force Majeure, CPS shall, as soon as possible, give notice of the occurrence of such Force Majeure to the MUNICIPALITY and CPS shall thereupon be excused from the performance of such obligations for the period of time directly attributed to the effect of the Force Majeure.

## 9. WAIVER

- 9.1 No consent or waiver, express or implied, by either party to or of any particular breach or default by the other party shall be deemed to be a consent or waiver to or of any other breach or default hereunder.

#### 10. FURTHER ASSURANCES

- 10.1 The parties each covenant to do such things and execute such further documents as many be necessary or advisable to carry out terms of this Agreement.

#### 11. NOTICES

- 11.1 Any notice permitted or required under this Agreement may be delivered personally or sent by single registered mail addressed in the case of CPS to:

11.2

Camrose Police Service  
6220 48 Avenue  
Camrose, AB T4V 0K6  
Phone: 780-672-4444  
Attention: Chief of Police

or, in the case of the MUNICIPALITY to:

Camrose County  
3755-43 Avenue  
Camrose, AB T4V 3S8  
Phone: 780-672-4446  
Attention: County Administrator

#### 12. DISPUTE RESOLUTION

- 12.1 All claims, disputes, and other matters arising out of this Agreement or relating to a breach thereof, may, upon agreement of both parties, be referred to either:

12.1.1 Should a Member Municipality identify an issue related to this Agreement that may result in a serious disagreement between the Member Municipalities, the Chief Administrative Officer (or designate) of that Municipality shall approach the Chief of Police of CPS to consider the issues and attempt to resolve the disagreement.

12.1.2 Should the Chief Administrative Officer and Chief of Police be unable to resolve the disagreement, then the Member Municipalities shall request a joint meeting of the Council of the Member Municipality and the Chief of Police of CPS, who shall attempt to resolve the disagreement.

- 12.1.3 Should the Council and Chief of Police be unable to resolve the disagreement, the Municipality could elevate the dispute and move to a more formal and structured resolution process.
- 12.1.4 Mediation – voluntary, no risk, non-binding process bringing the parties to a resolution. The mediator will be appointed upon the agreement of both parties: or
- 12.1.5 Arbitration- upon the agreement of both parties, be referred to a single arbitrator under the Arbitration Act, and if so referred, the decision of the arbitrator shall be final, conclusive and binding upon the parties. If the parties are not able to agree on an arbitrator, the Alberta Court of King's Bench shall select one. All costs associated with the appointment of the arbitrator shall be shared equally unless the arbitrator determines otherwise in accordance with the Arbitration Act of Alberta.

### 13. GENERAL MATTERS

#### 13.1 This Agreement

13.1.1 constitutes the entire agreement between the parties;

13.1.2 may only be amended by a further agreement in writing, signed by both parties

13.2 The headings in this Agreement have been inserted for reference and as a matter of convenience only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision hereof.

13.3 Wherever the singular, plural, masculine, feminine or neuter is used throughout this Agreement, the same shall be construed as meaning the singular, plural, masculine, feminine, neuter, body politic or body corporate where the fact or context so requires and the provisions hereof and all covenants herein shall be construed to be join and several when applicable to more than one party.

13.4 This Agreement shall not be assignable by either party to any other person, firm or corporation without the prior written consent of the other party.


13.5 This Agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns.

13.6 This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta and the parties hereto hereby submit to the jurisdiction of the Courts in the Province of Alberta.


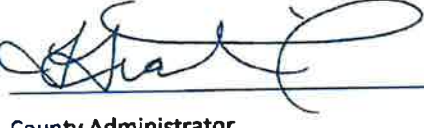
13.7 The parties acknowledge and agree that the provisions of this Agreement which, by their context, are meant to survive the termination or expiry of the Term shall survive the termination or expiry of the Term and shall not be merged therein or therewith.

IN WITNESS WHEREOF the parties have set their seals and hands of their proper officers in that behalf on the day and year first above written.

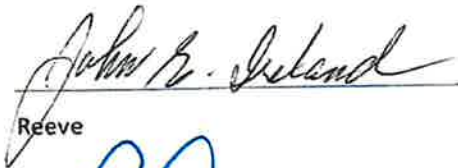

CPS

  
D.T. LaGRANGE  
Chief of Police  
Camrose Police Service  
Chief of Police  
LEE KATCHUR  
Chair  
Camrose Police Commission  
Police Commission Chair

CAMROSE COUNTY

  
Reeve  
  
County Administrator

LACOMBE COUNTY

  
Reeve  
  
Administrator

PONOKA COUNTY

  
Reeve  
  
Administrator

TOWN OF BASHAW

\_\_\_\_\_  
Mayor  
\_\_\_\_\_  
Administrator

### **SCHEDULE "A"**

The annual service fee shall be four dollars and fifty cents (\$4.50) per capita based on the official population statistics as published by Alberta Municipal Affairs for May 13, 2025.

Town of Bashaw	848	X \$4.50 =	\$3816
Camrose County	1012	X \$4.50 =	\$4554
Lacombe County	211	X \$4.50 =	\$949.50
Ponoka County	360	X \$4.50 =	\$1620
<b>Grand Total</b>	<b>2473</b>	<b>X \$4.50 =</b>	<b>\$10939.50</b>

FORM OF APPLICATION

Alberta Utilities  
Commission 10 Fl,  
10055-106 Street  
Edmonton, Alberta,  
T5J 2Y2

RE: RENEWAL OF A NATURAL GAS FRANCHISE AGREEMENT

The Council of Town of Bashaw hereby applies to the Alberta Utilities Commission for approval to renew a natural gas franchise agreement between the Municipality and ATCO Gas and Pipelines Ltd.

Enclosed herewith is a copy of bylaw No.835 – 2025 read the first time on the 21<sup>st</sup> day of August

2025. The Council hereby declares:

- a) That the privilege or franchise granted under the natural gas franchise renewal agreement is necessary and proper for the public convenience and properly conserves the public interests.
- b) That the scheme of ATCO Gas and Pipelines Ltd. for the delivery of natural gas under the provisions of the natural gas franchise renewal agreement is reasonable and sufficient having regard to the general circumstances.
- c) That with respect to the delivery of natural gas to the Municipality the natural gas utility has provided the construction, equipment, maintenance, service or operation as the public convenience and interests reasonably require.
- d) That having regard to the deliverability of natural gas in the area in which the Municipality is situated and to any other circumstances, the granting of the franchise or privilege in the natural gas franchise renewal agreement is to the general benefit of the area directly or indirectly affected thereby.
- e) That the natural gas supplier has fully discussed all proposed changes to the natural gas franchise agreement with the Council and the Council understands the reasons for this renewal and is in agreement with them.
- f) That the rights conferred by the Municipality in the Agreement are not exclusive as against His Majesty the King in the Right of the Province of Alberta.

Additionally, the Municipality hereby consents to the matter being determined without a hearing if no objections are filed with the Albert Utilities Commission following published notice of the pending renewal agreement.

For the purposes of advertising notice, Stettler Independent is the newspaper with the largest circulation within the Municipality.

DATED THIS 27<sup>th</sup> DAY OF August 2025

**SIGNED:**



**MAYOR**



**ADMINISTRATOR**



## Bylaw No 835 - 2025

A bylaw of the Town of Bashaw(the Municipality) to authorize the Mayor and Administrator to execute an agreement with ATCO Gas and Pipelines Ltd. (the Company) to renew an agreement with and to confer a franchise on the Company to deliver natural gas to customers within the Municipality.

**WHEREAS** the Company has requested a franchise be granted to provide natural gas services to customers within the Municipality;

**AND WHEREAS** it is deemed that such an agreement would be of benefit to customers within the Municipality;

**THEREFORE** under the authority of the Municipal Government Act, R.S.A. 2000, Chapter M-26, Part 3, Division 3, Section 45 - 47 be it enacted that the Mayor and Administrator be authorized to sign the agreement which is attached to and forming part of this bylaw and marked as Schedule "A" between the Municipality and the Company to renew an agreement with and to confer a franchise on the Company to deliver natural gas services within the Municipality;

This bylaw shall come into force upon the agreement being approved by the Alberta Utilities Commission for the Province of Alberta, and upon being given Third reading and finally passed.

**READ** a First time this 21<sup>st</sup> day  
Of August 2025.

(Original Signed) \_\_\_\_\_  
Mayor

(Original Signed) \_\_\_\_\_  
Administrator



**READ** a Second time this \_\_\_\_\_

\_\_\_\_\_ day of

\_\_\_\_\_ 202\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator

**READ** a Third time and

finally passed this \_\_\_\_\_ day

of \_\_\_\_\_ 202\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator



Approved: yes /no Motion # \_\_\_\_\_

Account Code: \_\_\_\_\_

Town of Bashaw

**Request for Decision**

Meeting:	Regular Council
Meeting Date:	February 4, 2026
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.4 Arena Labor Costs – Provide Funding Source.

**Background/Proposal:**

Council passed the following motion:

**MOVED** by Mayor Orom to pay \$ 9, 620.00 of the arena labor costs to Bashaw Concrete.

**MOTION #05-2026**

**CARRIED**

The repairs occurred in 2025; from a financial standpoint it is beneficial to have the expenses reflected in 2025.

**Discussion/Options/Benefits/Disadvantages:**

The primary source of recommended funding would be Unrestricted cash surplus.  
Another option would be the Restricted for operating surplus, Administration section has \$22, 278.00.

**Costs/Source of Funding (if applicable)**

Unrestricted cash surplus or Restricted for Operating surplus, Administration.

**Applicable Legislation:**

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

**Recommended Action:**

Administration recommends:

**MOVED BY** \_\_\_\_\_ to pay the \$9, 620.00 for the arena labor costs to Bashaw Concrete from the Unrestricted cash surplus.

**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:	7.5 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:



**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.**

<b>WHEREAS</b>	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;
<b>AND WHEREAS</b>	the Council of the Town of Bashaw wishes to establish and follow a process of governance that reflects transparent government;
<b>NOW THEREFORE</b>	the Council of the Town of Bashaw in the Province of Alberta, duly assembled, enacts as follows:
<b>1. <u>Title</u></b>	This bylaw shall be known as the "Procedural Bylaw" of the Town of Bashaw.
<b>2. <u>Definitions</u></b>	
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: 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. Celebratory Correspondence from Council
  - i. Closed Session
  - j. Notices of Motion
  - k. 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 is acceptable. As a courtesy, council may notify administration if planning to attend by electronic means.

## **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 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.
- 10.2 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.
- 10.3 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.

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

10.5 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.

#### 11 Delegations

11.2 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.

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

11.4 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.

#### 12 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.

#### 13 Enactment

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

RECEIVED FIRST READING THIS  
14<sup>th</sup> 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  
4<sup>th</sup> DAY OF February, 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  
\* \_\_\_\_\_  
\* \_\_\_\_\_  
\*CAO

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

\* \_\_\_\_\_  
\*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

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.

## Briefing Note

**To:** Chief Administrative Officer

**From:** Assistant Fire Chief

**Subject:** Fire Department – Years of Service & Recognition Program

**Date:** January 27, 2026

## Purpose

To **recommend** the implementation of a **Fire Department Years of Service & Recognition Program** for the Chief Administrative Officer's consideration, and to provide a **five-year cost forecast** associated with department-funded recognition items.

## Background

Firefighters commit significant personal time and accept elevated personal risk in service to the community. A structured recognition program supports:

- Member retention and morale
- Professional pride and organizational culture
- Consistency and fairness in recognition
- Alignment with established provincial and federal long-service honours

Historically, recognition practices have been informal and inconsistent. This program establishes a **clear, fiscally responsible framework** that can be applied consistently over time.

## Program Overview

The Years of Service & Recognition Program establishes defined milestones tied to service length, professional progression, and recognized provincial and federal honours systems.

Key features include:

- Early-service and mid-career recognition funded by the department
- Long-service recognition aligned with provincial and federal medal programs
- Defined dollar caps to ensure predictability and budget control
- Administrative oversight by the Fire Chief

## **Financial Considerations**

- Department-funded recognition items are limited to:
  - **5-year milestone:** functional gear item (up to \$100)
  - **10-year milestone:** commemorative firefighter ring (up to \$250)
- Provincial and federal medals and service bars do **not** create a material financial burden for the municipality.
- A conservative five-year forecast has been prepared using current membership service dates and assuming no attrition or new hires.

**A detailed five-year cost forecast is provided in Appendix A.**

## **Governance & Oversight**

- The Fire Chief oversees the program.
- Service eligibility and milestone tracking are maintained administratively.
- The program may be reviewed periodically to ensure fiscal sustainability and continued relevance.

## **Risk & Liability Considerations**

- The program is recognition-based and does not create employment entitlements or contractual obligations.
- Clear eligibility criteria and documentation reduce administrative and reputational risk.
- Costs are capped, predictable, and budgetable.

## **Community & Organizational Value**

- Demonstrates Council's support for emergency responders.
- Encourages long-term retention, reducing recruitment and training costs.
- Reinforces positive community perception of the Fire Department.

## **Recommendation**

That Council **receive this briefing note for information** and support the implementation of the Fire Department Years of Service & Recognition Program.

## Appendix A – Five-Year Cost Forecast (2026–2030)

### Assumptions

- Based on the current Fire Department roster (updated September 17, 2025)
- Includes **department-funded recognition only**
- Excludes provincial and federal medals and service bars
- Assumes no attrition and no new hires (worst-case planning model)

### Annual Cost Breakdown

#### 2026

- 10-year service recognitions (1): \$250
  - 5-year service recognitions (6): \$600
- Total 2026: \$850**

#### 2027

- 10-year service recognitions (1): \$250
  - 5-year service recognitions (1): \$100
- Total 2027: \$350**

#### 2028

- 10-year service recognitions (1): \$250
- Total 2028: \$250**

#### 2029

- 5-year service recognitions (2): \$200
- Total 2029: \$200**

#### 2030

- 5-year service recognitions (2): \$200
- Total 2030: \$200**

### Five-Year Summary

Year	Estimated Cost
2026	\$850
2027	\$350
2028	\$250

<b>Year</b>	<b>Estimated Cost</b>
2029	\$200
2030	\$200
<b>Total (5 years) \$1,850</b>	

#### **Financial Context**

- Average annual cost over five years: **approximately \$370**
- Highest annual exposure occurs in **2026** due to milestone clustering
- Overall costs are modest and significantly lower than firefighter recruitment and training replacement costs



## **Fire Department**

### **Years of Service & Recognition Program**

#### **1. Purpose**

The Years of Service & Recognition Program formally acknowledges firefighter commitment, professionalism, and longevity through meaningful milestones that align with training progression, operational trust, and years of active service. The program supports retention, morale, and pride in service while aligning with provincial and federal recognition frameworks.

#### **2. Program Administration**

- The Fire Chief (or designate officer) **should oversee** the program.
- The Training Officer or Administrative Officer **should maintain** service records and eligibility tracking.
- Recognition items **should be budgeted annually** within the department operating budget.
- Equivalent recognition items **may be substituted** with Fire Chief approval to address availability, cost, or supply issues, provided approximate value limits are respected.

#### **3. Recognition Milestones**

##### **A. Completion of Probationary Firefighter Status**

###### **Eligibility:**

Successful completion of probationary firefighter requirements as defined by department policy.

###### **Recognition Provided:**

- Certificate acknowledging progression from Probationary Firefighter to Fully Active Firefighter
- Issuance of station access privileges (e.g., door alarm codes or access credentials)

## **B. Five (5) Years of Service**

### **Eligibility:**

Five years of cumulative active service.

### **Recognition Provided:**

One (1) functional gear item selected by the department, such as:

- Personalized firefighter ripstop duffel bag **OR**
- Tactical multi-function duffel/garment bag **OR**
- Equivalent functional gear item of comparable value, as approved by the Fire Chief

### **Approximate Value:**

- **Up to \$100 per member**

### **Program Principle:**

Five-year recognition emphasizes practical, durable equipment that supports firefighters in their operational or personal readiness.

## **C. Ten (10) Years of Service**

### **Eligibility:**

Ten years of cumulative active service.

### **Recognition Provided:**

- Personalized firefighter ring or equivalent commemorative item

### **Approximate Value:**

- **Up to \$250 per member**

### **Notes:**

- Personalization may include department name or city, year, initials, and company number where applicable
- The ten-year recognition item is intended as a symbolic, long-term commemorative award reflecting sustained service and commitment

#### **D. Twelve (12) Years of Service**

**Eligibility:**

Twelve years of cumulative active service, in accordance with Alberta Emergency Services Medal (AESM) eligibility requirements.

**Recognition Provided:**

- Eligibility for nomination for the **Alberta Emergency Services Medal (AESM)**

#### **E. Twenty (20) Years of Service**

**Eligibility:**

Twenty years of cumulative active service, including at least ten years in duties involving potential risk, in accordance with federal criteria.

**Recognition Provided:**

- Eligibility for nomination for the **Fire Services Exemplary Service Medal (Federal)**

#### **F. Twenty-Two (22) Years of Service**

**Eligibility:**

Twenty-two years of cumulative active service, in accordance with AESM service bar criteria.

**Recognition Provided:**

- Eligibility for the **Alberta Emergency Services Medal – First Service Bar**

#### **G. Thirty (30) Years of Service**

**Eligibility:**

Thirty years of cumulative active service in a recognized Canadian fire service.

**Recognition Provided:**

- Eligibility for nomination for a **Fire Services Exemplary Service Medal Bar (Federal)**, recognizing an additional ten-year period of exemplary service

## **H. Thirty-Two (32) Years of Service**

### **Eligibility:**

Thirty-two years of cumulative active service, in accordance with AESM service bar criteria.

### **Recognition Provided:**

- Eligibility for the **Alberta Emergency Services Medal – Second Service Bar**

## **I. Forty (40) Years of Service**

### **Eligibility:**

Forty years of cumulative active service, in accordance with applicable provincial and federal criteria.

### **Recognition Provided:**

- Eligibility for the **Alberta Emergency Services Medal – Third Service Bar**
- Eligibility for an additional **Fire Services Exemplary Service Medal Bar** (Federal), recognizing a further ten-year period of exemplary service

## **4. Presentation of Recognition**

- Recognition **should be presented publicly** where feasible (e.g., annual awards night, family appreciation event).
- Family members **may be invited** to attend milestone presentations.
- Council members, CAO, or senior administration **may be invited** for significant milestones (12, 20, 22, 30, 32, and 40 years).

## **5. Service Time Considerations**

- Prior service, approved leaves, and breaks in service **should be assessed** in accordance with department policy and applicable provincial or federal award criteria.
- Periods of service already recognized by a Crown long-service medal **should not be double-counted**, in accordance with federal regulations.
- All service calculations **should be documented and retained** to support award nominations.

## **6. Program Review**

This program **should be reviewed periodically** to ensure:

- Financial sustainability
- Fair and consistent application
- Continued alignment with provincial and federal recognition programs and eligibility requirements