



## **REGULAR MEETING OF COUNCIL**

### **A G E N D A**

**Wednesday, February 18, 2026, 6:00 pm**

**Council Chamber & Zoom Access**

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. PUBLIC HEARINGS – none
4. DELEGATIONS
  - 4.1 Highway 12/21 Regional Water Commission – Dion Burlock & Brenda Knight
5. APPROVAL OF MINUTES
  - 5.1 Minutes of February 4, 2026, Regular Meeting of Council
6. CONSENT AGENDA
  - 6.1 Council Committee Reports
  - 6.2 Town of Bashaw Strategic Plan
  - 6.3 Town of Bashaw Monthly Statement – January 31, 2026
  - 6.4 Bashaw & District Regional Health & Wellness Foundation
  - 6.5 Parkland Airshed Management Zone
  - 6.6 Water Reconciliation Report – December 31, 2025
  - 6.7 RCMP – Quarterly Community Policing Report
  - 6.8 RCMP – Community Priorities Plan Leadership letter
  - 6.9 Camrose County Intermunicipal Subdivision & Development Appeal Board Meeting Minutes
  - 6.10 Federation of Canadian Municipalities Membership inquiry
7. NEW & UNFINISHED BUSINESS
  - 7.1 Emergency Dispatch Services – Definition of Dispatch services for Council review
  - 7.2 2026 – 49 Street Infrastructure Project – Tender Results and Recommendations
  - 7.3 2026 – 49 Street Infrastructure Project – Funding Plan
  - 7.4 Bashaw Council Member Library Term
  - 7.5 Bashaw Fire Department – Updated Standard Operating Guidelines
8. CELEBRATORY CORRESPONDENCE FROM COUNCIL
9. CLOSED MEETING OF COUNCIL
  - 9.1 Advice from Officials – ATIA – Section 29
  - 9.2 Legal – Land – ATIA – Section - 32
10. NOTICES OF MOTION
11. NEXT MEETING: – February 18, 2026 – 6:00 pm
12. ADJOURNMENT



**REGULAR MEETING OF COUNCIL  
MINUTES  
February 4, 2026, 6:00 pm  
Council Chambers & Zoom Access**

**In Person:** CAO Fuller (5:30pm), Deputy Mayor McIntosh (5:45pm), Mayor Orom (5:45pm), Councillor Masyk (5:45pm), Councillor Kohlman (5:48pm)

**Council by Zoom:** none.

**Absent with notice:** Councillor Meger

**Recording Secretary:** CAO Fuller

**Public:** Penny Shantz (5:53pm), Georgina Gaudette (5:58pm)

**Public Zoom:** Lindy Black, Lori Beach (6:03 pm)

**Press by zoom:** Kevin Sabo (6:03pm)

1. CALL TO ORDER by Mayor Orom (6:03pm)
2. ADOPTION OF AGENDA

**MOVED** by Deputy Mayor McIntosh to approve the February 4, 2026, Regular Meeting of Council agenda.  
**MOTION #13-2026** **CARRIED**

3. PUBLIC HEARINGS – None
4. DELEGATIONS  
4.1 Bashaw & District Regional Health & Wellness – Georgina Gaudette & Penny Shantz

Georgina & Penny shared a presentation on the Bashaw District Regional Health & Wellness Foundation about their medical clinic operations and the need for advocacy with the province. Sustainable funding from the province is necessary.

The request was for advocacy and Georgina was to provide a draft letter of support for the Bashaw Medical Clinic to council for review and submission to the MLA.

Georgina Gaudette & Penny Shantz left the meeting at 6:17 pm.

5. APPROVAL OF MINUTES  
5.1 Minutes of the January 14, 2026, Regular Meeting of Council

**MOVED** by Deputy Mayor McIntosh to approve the minutes from the January 14, 2026, Regular Meeting of Council as amended.

**MOTION #14-2026** **CARRIED**

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

Councillor Kohlman declared a pecuniary interest and left the meeting at 6:19 pm.

### 7.1 Bashaw & District Bus Society 2026 Budget & Information

**MOVED** by Deputy Mayor McIntosh to approve the Bashaw & District Bus Society's request for \$5,000 for their 2026 operations, as presented at the February 4, 2026, regular meeting of Bashaw Town Council.

**MOTION #15-2026**

CARRIED

Councillor Kohlman returned to the meeting at 6:20 pm.

### 7.2 Emergency Fire Dispatch Services Agreement

**MOVED** by Deputy Mayor McIntosh to authorize the Mayor and CAO to execute the Emergency Fire Dispatch Services Agreement with the Camrose Police service.

**MOTION #16-2026**

CARRIED

### 7.3 Atco Gas & Pipeline agreement renewal bylaw 835-2025 – require 2<sup>nd</sup> & 3<sup>rd</sup> reading

**MOVED** by Deputy Mayor McIntosh to approve second reading of Atco Gas & Pipeline agreement renewal bylaw 835-2025 at the February 4, 2026, regular meeting of Bashaw Town council.

**MOTION #17-2026**

CARRIED

**MOVED** by Councillor Kohlman to approve third reading of Atco Gas & Pipeline agreement renewal bylaw 835-2025 at the February 4, 2026, regular meeting of Bashaw Town council.

**MOTION #18-2026**

CARRIED

### 7.4 Arena Labor Costs – Provide direction regarding funding source

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

**MOTION #19-2026**

CARRIED

### 7.5 Strategic Planning Discussion

Discussion progressed regarding the topic.

**MOVED** by Councillor Masyk to direct administration to arrange a Strategic Plan Meeting on March 19, 2026, 4:00 pm and confirm if the small room at the Bashaw community Hall is available for the event.

**MOTION #20-2026**

CARRIED

### 7.6 Bylaw 837 – 2026 – Procedure Bylaw – 2<sup>nd</sup> & 3<sup>rd</sup> reading.

**MOVED** by Deputy Mayor McIntosh to approve second reading of Bylaw 837 – 2026 – Procedure Bylaw at the February 4, 2026, regular meeting of Bashaw Town Council.

**MOTION #21-2026**

CARRIED

**MOVED** by Deputy Mayor McIntosh to approve third reading of Bylaw 837 – 2026 – Procedure Bylaw at the February 4, 2026, regular meeting of Bashaw Town Council.

**MOTION #22-2026**

CARRIED

## 7.7 Proclamations/Letters of Support/Recognition Policy 12.70

**MOVED** by Mayor Orom to revise the Proclamations/Letters of Recognition Policy 12.70; change must to should in section 2.2, change the timeline from 30 days to 14 days, and create a congratulatory letter in a separate section.

**MOTION #23-2026**

CARRIED

## 7.8 Fire Department – Years of Service & Recognition Program

**MOVED** by Deputy Mayor McIntosh to accept the Fire Department – Years of Service & Recognition program briefing as information, at the February 4, 2026, regular meeting of council.

**MOTION #24-2026**

CARRIED

**MOVED** by Deputy Mayor McIntosh to direct Administration to bring forward the Town of Bashaw Employee recognition policy at a future meeting of Council.

**MOTION #25-2026**

CARRIED

8. COMMITTEE REPORTS – action to be considered
9. CORRESPONDENCE ITEMS – action to be considered
10. CLOSED MEETING OF COUNCIL
11. NOTICES OF MOTION - none
12. NEXT MEETING – March 4 & 18, 2026 – 6:00 pm.
13. ADJOURNMENT – Councillor Kohlman adjourned the meeting at 7:39 pm.

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MAYOR, Cindy Orom

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CHIEF ADMINISTRATIVE OFFICER, Theresa Fuller

**February 18, 2026,** **Council Committee Reports Received**

**Mayor Cindy Orom**

CALA meeting Feb 6 - orientation

**Councillor Masyk**

Library

- The annual report has been approved and submitted.
- The new library manager has been hired and is training.



# Town of Bashaw Library

Annual  
Report  
**2025**



The library had 1,132  
open hours in 2025!



188 people have a card  
at our library



5,702 people walked  
through our doors last year



In addition to 2,291  
website visits



The library added 554  
new items last year



Bringing the total  
collection to 7,457



There were 1,095  
downloads of e-Content



Contributing to a total of  
8,137 checkouts!



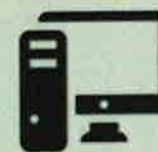
We lent our items to  
libraries outside of our  
system 5,556 times



Our service is delivered  
by 4 dedicated staff



And 20 amazing  
volunteers



The library has 5 public  
computers



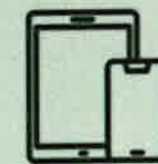
And brought in 4,116  
items upon patron  
request



We answered 1,003  
reference questions



And our meeting spaces  
were booked 0 times



11 mobile devices  
available for loan



We offered 130 in-  
person programs



virtual  
programs



And digital  
literacy programs



651 people  
attended in total!



And our Wi-Fi had  
13,863 connections!

## **September 25, 2024 – Council Discussion on the Strategic Plan**

Councillor Northey prepared the following information:

### **Goal 1: Transparent and Accountable Local Government**

#### **OBJECTIVE:** Enhance Public Trust

To ensure the community trust its local government and engages in civic activities, we will implement transparent processes and actively involve the public in key areas.

#### Key Actions:

1. Continue Public Communication and engagement on Town Activities
  - Regularly update the community on local decisions, developments, and budget allocations via digital platforms, newsletters, and public meetings.
  - Establish regular feedback loops to allow residents to voice opinions and influence local policies.
2. Enhance Emergency Preparedness
  - Create public awareness campaigns on emergency protocols and preparedness plans
3. Engage Youth in Governance
  - Introduce a youth council to involve younger member of the community, inspire future leadership, and inform development

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### **GOAL 2: Support and Manage Growth and Prosperity**

**OBJECTIVE:** Seek Economic Development that attracts youth, supports, existing Businesses and encourage entrepreneurship

To create a vibrant local economy, we aim to foster growth opportunities that appeal to younger generations and sustain existing businesses while encouraging entrepreneurial ventures.

#### Key Actions:

1. Attract youth Oriented Development
    - collaborate with learning institutions to create career pathways and job opportunities
    - encourage industries that appeal to younger generations, such as tech, renewable energy, and creative services
  2. Support Existing Businesses
    - refer or collaborate with training programs to help local businesses adapt and grow.
    - Host networking events and workshops for local entrepreneurs to share resources and expertise
  3. Promote Entrepreneurship
    - Create incubator spaces or co-working hubs to support startups and innovation
    - seek resources for aspiring local entrepreneurs, especially in underserved sectors
-

### **Goal 3:** Enhance Community Well-Being and Sustainability

**OBJECTIVE:** Work collaboratively with Health Care, Social Services, and community Groups to identify gaps and create collaborative solutions.

We aim to improve the overall wellbeing of the community through collaboration and inclusive solutions that address social, physical, and emotional needs.

#### Key Actions:

1. Enhance Community Safety and Well-being
    - Collaborate with law enforcement and social services to reduce crime and increase mental health resources
    - promote community well-being by offering accessible mental health services, addiction support, and social activities
  2. Rural Development and Provincial Collaboration
    - position the community as a leader in rural development by collaborating with other communities across the province
    - create partnerships with regional and provincial organizations to share resources and expertise
  3. Inclusive Activities for all
    - Ensure that community activities and events cater to people of all ages and financial backgrounds
    - promote public spaces where community members can gather, play, and socialize, regardless of income
  4. Foster Neighborly Connections
    - promote social cohesion with neighborhood initiatives, volunteer groups, and community support networks
    - Celebrate diversity and encourage people to look after each other, fostering a strong sense of belonging.
- 

### **GOAL 4:** Encourage Diverse Culture and Arts Offerings

**OBJECTIVE:** Support local Artists and Encourage Arts and Culture

To make the community a hub of cultural creativity, we will invest in and promote local arts, ensuring a vibrant and thriving cultural scene.

#### Key Actions:

1. Support Strong and self-directed Arts Community
  - promote opportunities for grants, resources, and space for local artists to create and showcase their work
  - encourage local arts groups to lead initiatives that reflect community culture



2. Create a Hub for Local Culture

- Promote the community as a centre for diverse artistic expression, local festivals, and cultural events.
- Develop spaces to foster an active local arts scene

3. Align Funding Opportunities

- seek opportunities to align local arts and culture initiatives with provincial and federal funding sources

4. Celebrate and Share Community Stories

- use arts and culture as a medium to share history, values, and stories of the community
- organize storytelling events, exhibitions, and oral history projects to preserve the local heritage

5. Support Historical Preservation

- Partner with historical societies to preserve and celebrate the town's heritage.
- Invest in restoring and maintaining historical landmarks that reflect the community's unique past.

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The Discussion progressed with the following questions:

What is important to you as a Council?

What is Priority?

- Water
- Sewer
- Streets
- Financially solid – zero debt
- Housing
- Being a Rural Leader

Looking at the Municipal Pillars:

Economic

Governance

Environmental & Infrastructure (Infrastructure could be considered separately)

Social

Recreational and Cultural --- Strong focus on Recreation

What do we want to achieve?

- More young families
- Recreation and culture
- Support entrepreneurs
- Be a leader in Health/wellbeing
- Leader in rural development, inclusive activities
- Foster safe neighborhoods

## Cultural

- Arts community
- Metis population support
- Strength – art club, school theatre, community theatre
- Historical Assets, people, and information – how do we retain the knowledge and information?

The Strategic plan is how council communicates the priorities to administration.

The town branding could use a “refresh” and along with it – it may be advisable to engage with the community for branding, and the strategic plan.

Thoughts?



# **Town of Bashaw**

## **Municipal Strategic Plan**



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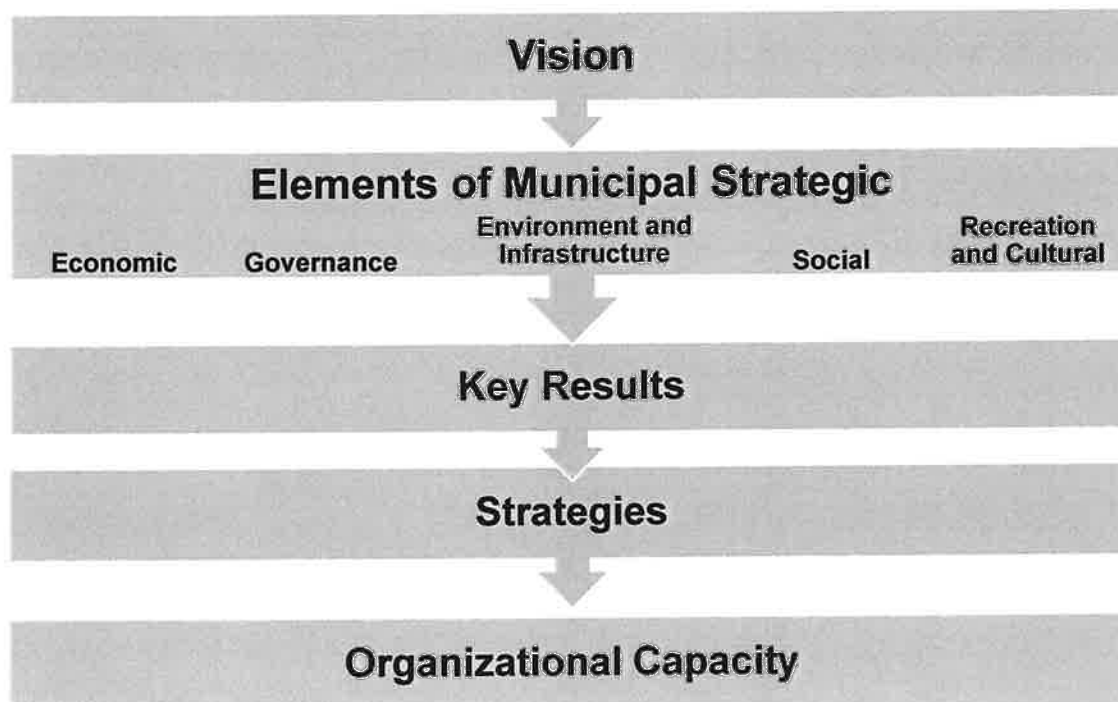
## 1.0 Introduction

This plan is intended to be a guiding document to provide direction to the Town staff as they prepare capital and operating budgets to reflect the funding and resources required to accomplish the goals of Council. The Municipal Strategic Plan will be reviewed annually as part of the budgeting process and administration should measure how and when the initiatives are being accomplished.

In order to achieve a sustainable future for Bashaw, the full Council and Town Chief Administrative Officer met on September 25, 2024 in council chambers to review the existing plan.

Discussion occurred during the session which focused Council's attention on those strategic priorities and associated key results which, if implemented effectively, will guide the Town towards a sustainable future.

The five dimensions of a sustainable community were discussed at the planning session.





In order of importance the key issues identified at the workshop included:

1. Functioning Infrastructure
  - a. Safe water sources
  - b. Continued replacement as system ages
  - c. Continued Maintenance of all infrastructure, water, sewer, roads, etc.
2. Fiscal Responsibility
  - a. Balanced budget
  - b. Securing Stable Government Funding
  - c. Maintaining Reasonable Property Tax Rates
  - d. Adequate User Fees
  - e. Town currently is debt free
3. Transparent and Accountable local Government
  - a. Implement transparent processes and involve the public in key areas
  - b. Continue public communication and engagement on town activities
4. Recreation Facilities and Programs
  - a. Well maintained facilities
  - b. Cost effective operations
5. Support and Manage Growth and Prosperity
  - a. Seek economic development that attracts youth, supports existing businesses, and encourages entrepreneurship
6. Volunteer Fire Department
  - a. Maintain and Enhance
7. Enhance Community Well-Being and Sustainability
  - a. Work collaboratively with Health Care, Social Services, and Community Groups to identify gaps and create collaborative solutions.
8. Encourage Diverse Culture and Arts Offerings
9. Aging Population
  - a. Attracting Younger Families
  - b. Retaining Youth
10. Servicing Industrial Land
11. Maintaining Medical Clinic

On July 24, 2019 Council met as a whole to review the public input, assess priorities and develop an action plan to be included in the Strategic Plan.



## 2.0 Vision

Developed during the Council workshop, the following can best represent Council's vision.

Bashaw . . . now and into the future . . .

- ✓ A small town that does big things
- ✓ Clean and attractive...Visually pleasing
- ✓ Friendly...Family oriented
- ✓ Environmentally appealing
- ✓ Recreation and cultural opportunities
- ✓ Safe...Healthy...Small town atmosphere
- ✓ Financially stable
- ✓ Meaningful jobs
- ✓ Opportunities for everyone



At the July 2019 planning session, Council reflected on Bashaw Town's current vision and determined that in ten years Bashaw should retain its small town atmosphere and have a growing population consisting of a variety of housing types and new commercial businesses. Recognizing the trends and developments that municipalities are facing and given where session participants believe the Town should be in the future, a suggested vision statement has been prepared. The suggested vision statement is:

***"Bashaw, Now and into the Future!"***



## **3.0 KEY ISSUES AND OPPORTUNITIES**

### **3.1 Key Issues**

#### **3.1.1 Economic**

- Development opportunities may be lost because the Town lacks serviced land available for development.
- There is a limited commercial and industrial tax base, resulting in the Town having a significant dependence on residential properties for taxes.
- The current demand for housing in Town is limited

#### **3.1.2 Governance**

- The Town should explore opportunities for additional regional partnerships.
- The Town needs to update and/or enforce their bylaws to help improve the visual perception of Bashaw.
- The Town needs to develop and implement a plan that will ensure the viability of the Town, while enabling it to address long term infrastructure and development related issues.



#### **3.1.3 Environmental**

- The Town has an aging infrastructure which must continue to be maintained and upgraded to ensure safety of municipal services.
- The Town needs to examine alternatives for making the un-serviced industrial land available for development.

#### **3.1.4 Social**

- The loss of the younger people in Town continues, and the community must explore ways to retain more young people.
- Volunteers are experiencing "burn out".
- It is perceived by the community that the Town should ensure the existing medical facilities and services are maintained and or enhanced.

#### **3.1.5 Recreation and Cultural**

- The Town faces high costs in maintaining and operating its recreation facilities and providing programs.
- There is a need for more cultural facilities within the community.
- Better utilization of recreation facilities is required to ensure their long term viability.





## **3.2 Key Opportunities**

### **3.2.1 Economic**

- The Town should build on opportunities for residential growth which may be generated from economic activity in the region.
- The Town should seek new opportunities for light industry and commercial businesses within Bashaw, to increase future job opportunities for residents.
- The Town should work with regional partners to promote tourism and development in the Buffalo Lake region.
- The Town should work with the various levels of government to bring high speed internet to the region.



### **3.2.2 Governance**

- The Town must identify means through which to keep tax increases to a minimum while at the same time improving aging infrastructure.
- The Town must ensure user fees are reasonable while covering the costs of providing the services

### **3.2.3 Environmental**

- The Town should continue to maximize available grant funding allocated to assist municipalities to deal with rehabilitation of municipal infrastructure.

### **3.2.4 Social**

- In cooperation with other stakeholders, such as BDSS, the Town should examine mechanisms to enhance existing services to Town residents.



### **3.2.5 Recreation and Cultural**

- The Town needs to ensure adequate funding is available to ensure the on-going operation and maintenance of the Bashaw Recreation Complex.
- The Town should work with local groups to enhance existing municipal infrastructure to provide additional cultural opportunities.



## **4.0 STRATEGIC PRIORITIES AND KEY RESULTS**

Through the deliberations and discussion which focused on the issues facing the Town of Bashaw the following strategic priorities and key results organized under the Five Dimensions of a Sustainable Community were identified by members of Town Council and community residents and landowners that participated in the planning sessions.

### **4.1 Strategic Priorities - Economic**

#### **4.1.1 Promote and Advocate Bashaw as a Regional Centre for Business and Tourism**



##### **Key Results**

- An updated branding strategy will guide marketing efforts to expand awareness of the community to new residents and business opportunities.
- A coordinated marketing strategy is developed
- A regional approach to promoting the tourism and recreational opportunities in the Buffalo Lake area is developed.

#### **4.1.2 Develop a Business Attraction and Retention Strategy**

##### **Key Results**

- The Town will have a defined strategy to retain existing businesses and attract new business opportunities to the community.
- The Town will become a hub for 'niche business' to develop.



#### **4.1.3 Market Bashaw as an Affordable Place to Live and Work**

##### **Key Results**

- Innovative strategies to facilitate the sale of existing lots and the construction of new homes in Bashaw is developed.



## **4.2 Strategic Priorities – Governance**

### **4.2.1 The Town will be Financially Sustainable**

#### **Key Results**

- A long-term capital plan will be updated.
- A commitment for long term and dependable funding through the Provincial Government is secured.



### **4.2.2 The Bashaw Fire Department will Continue to Provide Excellent Service for the Region**

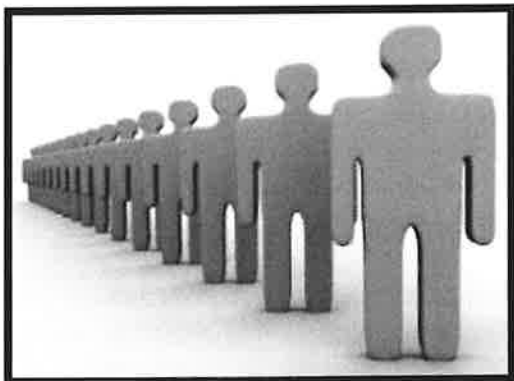
#### **Key Results**

- Work with regional partners to ensure the Bashaw Fire Department maintains updated equipment and members obtain the appropriate training.
- Complete and update of the Standard Operating Procedures.

### **4.2.3 The Appearance of the Town of Bashaw will be Improved**

#### **Key Results**

- The appropriate bylaws required to assist in ensuring unsightly properties are cleaned up will be developed and enforced.
- The appearance of the Main Street will be improved.



### **4.2.4 Municipal Human Resources**

#### **Key Results**

- A succession plan will be developed.
- Employee retention will be improved.



## **4.3 Strategic Priority – Environmental**

### **4.3.1 Ensuring that Existing Municipal Infrastructure is Maintained**



#### **Key Results**

- The capital infrastructure plan will be updated.

### **4.3.2 Investing in New Infrastructure to Accommodate Growth**

#### **Key Results**

- The Town will explore options to improve the suitability of the available land for industrial and commercial development.
- The Town will work with regional partners and the Provincial Government to bring high speed internet to Bashaw and the surrounding area.

### **4.3.3 Making Municipal Buildings More Energy Efficient**

#### **Key Results**

- The Town will continue to upgrade the energy efficiency of municipal buildings

## **4.4 Strategic Priority – Social**

### **4.4.1 Foster Improved Support for Volunteers**

#### **Key Results**

- A volunteer recognition program will be developed.
- An educational program on the importance of volunteers to our community will be prepared.





#### **4.4.2 Enhancing Local Medical and Health Care Services**



##### **Key Results**

- The Town will have more opportunities for additional health professionals working in the municipality.

#### **4.4.3 Attract Seniors to Community**

##### **Key Results**

- The Town will promote Bashaw as an affordable place for seniors to live and retire.





## **4.5 Strategic Priority – Recreation and Cultural**

### **4.5.1 Maximize the Use of Recreation Facilities**

#### **Key Results**

- Facilities will be utilized on a year-round basis.
- Condition assessments will be prepared that guide operation and future improvements to existing community facilities.



### **4.5.2 Enhance Cultural Opportunities**

#### **Key Results**

- Champion's of a cultural program will be identified.



## 5.0 KEY RESULTS, STRATEGIES AND ACTIONS

### 5.1 Economic Strategies and Actions

Economic Strategic Priority 4.1.1 Promote and advocate Bashaw as a regional centre for business and tourism			
Key Results			
<ul style="list-style-type: none"> <li>An updated branding strategy will guide marketing efforts to expand awareness of the community to new attract residents and business opportunities.</li> </ul>			
Strategies	Who	When	Budget
<ul style="list-style-type: none"> <li>Market Bashaw as a great place to live on Town Web Site and various social media networks.</li> </ul>	CAO & Staff	2 <sup>nd</sup> Quarter 2020	TBD
<ul style="list-style-type: none"> <li>Develop and Coordinate a Bashaw marketing strategy through an upgrading of the Town Web Site</li> </ul>	CAO & Staff	2 <sup>nd</sup> Quarter 2020	\$10,000
<ul style="list-style-type: none"> <li>Work with Regional Partners, Camrose County, to market the tourism opportunities surrounding Bashaw, including Buffalo Lake, Golf Courses, etc.</li> </ul>	CAO & Council	Ongoing	TBD

Economic Strategic Priority 4.1.2 Develop a business attraction and retention strategy			
Key Results			
<ul style="list-style-type: none"> <li>The Town will have a defined strategy to retain existing businesses and attract new business opportunities to the community.</li> </ul>			
Strategies	Who	When	Budget
<ul style="list-style-type: none"> <li>Develop and Maintain an up to date inventory of local businesses by business category</li> </ul>	CAO & Staff	4 <sup>th</sup> Quarter 2019	Nil
<ul style="list-style-type: none"> <li>Develop and Maintain links for the Town business directory on the Town web site.</li> </ul>	CAO & Staff	2 <sup>nd</sup> Quarter 2020	Nil
<ul style="list-style-type: none"> <li>Development of a strategy to encourage new niche businesses</li> </ul>	CAO & Council	4 <sup>th</sup> Quarter 2020	Nil



Economic Strategic Priority 4.1.3 Market Bashaw as an affordable place to live and work			
Key Results			
<ul style="list-style-type: none"> <li>Innovative strategies to facilitate the sale of existing lots and the construction of new homes in Bashaw.</li> </ul>			
Strategies	Who	When	Budget
<ul style="list-style-type: none"> <li>Placement of Sign on Highway Advertising Residential Lots of Sale in Bashaw</li> </ul>	CAO	2 <sup>nd</sup> Quarter 2020	\$2500
<ul style="list-style-type: none"> <li>Development of Advertisements to be placed on Town web site and Face Book</li> </ul>	CAO & Staff	4 <sup>th</sup> Quarter 2019	nil

## 5.2 Governance Strategies and Actions

Governance Strategic Priority 4.2.1 The Town will be financially sustainable			
Key Results			
<ul style="list-style-type: none"> <li>A three year capital and operational plan is maintained</li> <li>A commitment for long term funding through the Provincial Government is secured.</li> <li>An appropriate funding agreement for recreation is developed with Camrose County.</li> </ul>			
Strategies	Who	When	Budget
<ul style="list-style-type: none"> <li>Annually update the three year capital and operation plan for the Town</li> </ul>	Council & CAO	Ongoing	Nil
<ul style="list-style-type: none"> <li>Meet with Provincial officials regarding long term funding.</li> </ul>	Council & CAO	1 <sup>st</sup> Quarter 2020	Nil

Governance Strategic Priority 4.2.2 The Bashaw Fire Department will			
Key Results			
<ul style="list-style-type: none"> <li>Fire Department Continues to Provide a High Level of Service for the Bashaw Region</li> </ul>			
Strategies	Who	When	Budget
<ul style="list-style-type: none"> <li>Working with regional partners to ensure the Bashaw Fire Department maintains updated equipment and members are adequately trained.</li> </ul>	CAO & Fire Chief	Ongoing	TBD
<ul style="list-style-type: none"> <li>Complete an update of the Standard Operating Procedures</li> </ul>	CAO, Fire Chief and Province	3 <sup>rd</sup> Quarter 2020	nil





Governance			
Strategic Priority 4.2.3 Efforts will be made to Improve the appearance of the Town			
Key Results			
<ul style="list-style-type: none"> <li>The appropriate bylaws will be developed and enforced to ensure the Administration has the appropriate tools to enforce.</li> </ul>			
Strategies	Who	When	Budget
<ul style="list-style-type: none"> <li>Update unsightly property bylaw.</li> </ul>	CAO	1 <sup>st</sup> Quarter 2020	NIL
<ul style="list-style-type: none"> <li>Update traffic bylaw regarding the parking of commercial vehicles on residential streets.</li> </ul>	CAO	1 <sup>st</sup> Quarter 2020	NIL
<ul style="list-style-type: none"> <li>Improve awareness of complaints policy through Town Web Site and Social Media.</li> </ul>	CAO	1 <sup>st</sup> Quarter 2020	NIL

Governance			
Strategic Priority 4.2.4 Municipal Human Resources			
Key Results			
<ul style="list-style-type: none"> <li>A succession plan will be developed.</li> </ul>			
Strategies	Who	When	Budget
<ul style="list-style-type: none"> <li>Ensure adequate resources for employee development and training, with encouragement for employees to complete appropriate training.</li> </ul>	CAO & Council	Ongoing	TBD
<ul style="list-style-type: none"> <li>Update Personnel Policy</li> </ul>	CAO & Staff	1 <sup>st</sup> Quarter 2020	Nil



### 5.3 Environmental/Infrastructure Strategies and Actions

Environmental and Infrastructure Strategy			
Strategic Priority 4.3.1 Ensuring that existing municipal infrastructure is maintained			
Key Results			
<ul style="list-style-type: none"> <li>The Town Infrastructure is maintained to an acceptable standard</li> </ul>			
Strategies	Who	When	Budget
<ul style="list-style-type: none"> <li>Continue with the plan to update the Town Infrastructure as identified in the 2013 Infrastructure Study</li> </ul>	CAO & Public Works Staff	Ongoing	NIL
<ul style="list-style-type: none"> <li>Work with the Provincial and Federal Governments to secure the funding required to complete the required infrastructure upgrades.</li> </ul>	Council & CAO	Ongoing	NIL

Environmental and Infrastructure			
Strategic Priority 4.3.2 Investing in New Infrastructure to Accommodate Growth			
Key Results			
<ul style="list-style-type: none"> <li>A plan to complete the appropriate grading of the industrial land is completed</li> <li>The Town will work with regional partners and the Provincial Government to bring high speed internet to Bashaw and the surrounding area</li> </ul>			
Strategies	Who	When	Budget
<ul style="list-style-type: none"> <li>Development of a Lot Grading Plan for the vacant Industrial land is completed.</li> </ul>	CAO & Engineer	4 <sup>th</sup> Quarter 2020	TBD
<ul style="list-style-type: none"> <li>The Town will lobby Provincial and Federal Government to develop high speed internet to service the Bashaw Region.</li> </ul>	Council	2020	NIL

Environmental			
Strategic Priority 4.3.3 Making municipal buildings more energy efficient			
Key Results			
<ul style="list-style-type: none"> <li>An energy analysis on all municipal buildings is prepared.</li> </ul>			
Strategies	Who	When	Budget
<ul style="list-style-type: none"> <li>A scoping audit of the Arena complex will be completed.</li> </ul>	CAO & Staff	2020	TBD
<ul style="list-style-type: none"> <li>Long-term retrofitting of buildings.</li> </ul>	CAO & Staff	Ongoing	TBD



## 5.4 Social Strategies and Actions

Social Strategic Priority 4.4.1 Foster improved support for volunteers			
Key Results			
<ul style="list-style-type: none"> <li>Work with BDSS to continue to support the volunteer recognition program.</li> </ul>			
Strategies	Who	When	Budget
<ul style="list-style-type: none"> <li>Continue to support the efforts of BDSS to recognize and support volunteers in Bashaw</li> </ul>	Council	Ongoing	TBD

Social Strategic Priority 4.4.2 Ensure the Existing Medical Services are Maintained in Town			
Key Results			
<ul style="list-style-type: none"> <li>Continue to promote and encourage residents of the region to support and utilize the local medical and health care facilities in Bashaw</li> </ul>			
Strategies	Who	When	Budget
<ul style="list-style-type: none"> <li>Utilize the upgraded Town Web page to market and promote the local health care facilities.</li> </ul>	CAO & Staff	2020	Nil

Social Strategic Priority 4.4.3 Attract Seniors to Bashaw			
Key Results			
<ul style="list-style-type: none"> <li>Bashaw becomes known as an affordable place for seniors to move to as they retire.</li> </ul>			
Strategies	Who	When	Budget
<ul style="list-style-type: none"> <li>Make Contact with various housing contractors/developers who might be willing to construct ground level housing on available lots.</li> </ul>	CAO & Council	2 <sup>nd</sup> quarter 2020	TBD



## 5.5 Recreation and Cultural Strategies and Actions

Recreation and Cultural Strategic Priority 4.5.1 Maximize the Use of Recreation Facilities			
Key Results			
<ul style="list-style-type: none"> <li>Facilities will be utilized on a year-round basis.</li> <li>Condition assessments will be prepared that guide operation and future improvements to existing community facilities.</li> </ul>			
Strategies	Who	When	Budget
<ul style="list-style-type: none"> <li>Continue to work with community groups to determine alternative uses for the buildings in the off-season.</li> </ul>	CAO	Ongoing	Nil
<ul style="list-style-type: none"> <li>Retain the services of a qualified professional to undertake facility condition assessments.</li> </ul>	CAO	2021	TBD
Recreation and Cultural Strategic Priority 4.5.2 Enhance Cultural Opportunities			
Key Results			
<ul style="list-style-type: none"> <li>Champion's of a cultural program will be identified.</li> </ul>			
Strategies	Who	When	Budget
<ul style="list-style-type: none"> <li>Work with Community leaders to identify key individuals to support and promote cultural opportunities in Town</li> </ul>	Council	Ongoing	Nil

Plan Approved by Council – September 19, 2019.

**TOWN OF BASHAW  
MONTHLY STATEMENT  
January 31, 2026**

DESCRIPTION	GENERAL ACCOUNT	TERM DEPOSIT	LGFF CAPITAL	TOTAL
<b>BALANCE AT END OF PREV MONTH</b>	\$ 911,341.97	\$ 534,549.94	\$ 594,264.41	\$ 2,040,156.32
RECEIPTS FOR THE MONTH	\$ 11,501.91			\$ 11,501.91
ALBERTA DIRECT DEPOSIT	\$ 23,053.12			\$ 23,053.12
VOID	\$ 2,199.71			\$ 2,199.71
<b>CCUBC /ROYAL/ATB /DEBIT- PAYMENTS</b>	\$ 87,334.86			\$ 87,334.86
SERVUS CREDIT UNION - INTEREST	\$ 1,969.64			\$ 1,969.64
TERM #54 INTEREST - ADDED TO GENERAL	\$ 784.45	\$ -		\$ 784.45
TERM #55 INTEREST - ADDED TO GENERAL	\$ 291.97	\$ -		\$ 291.97
TERM DEPOSIT		\$ -		\$ -
TRANSFER FROM GENERAL TO TERM		\$ -		
TRANSFER FROM TERM TO GENERAL	\$ -			\$ -
LGFF INTEREST			\$ 1,237.03	
<b>SUB-TOTAL</b>	\$ 1,038,477.63	\$ 534,549.94	\$ 595,501.44	\$ 2,168,529.01
DISBURSEMENTS FOR THE MONTH	\$ 213,071.36			\$ 213,071.36
TRANSFER TO/FROM TERM		\$ -		\$ -
TRANSFER TO LGFF CAPITAL	\$ -		\$ -	
BANK ERROR INTEREST				\$ -
				\$ -
DEBIT MACHINE & TRANSACTIONS	\$ 41.25			\$ 41.25
BANK CONFIRMATION FEE	\$ -			
SCHOOL PAYMENT	\$ -			
<b>BALANCE AT END OF MONTH</b>	\$ 825,365.02	\$ 534,549.94	\$ 595,501.44	\$ 1,955,416.40
<b>BANK BALANCE AT MONTH END</b>	\$ 900,414.14	\$ 534,549.94	\$ 595,501.44	\$ 1,434,964.08
OUTSTANDING DAILY DEPOSITS	\$ 308.20			\$ 308.20
OUTSTANDING ONLINE/INTERAC	\$ 13,002.03			\$ -
OUTSTANDING DIR DEPOSITS	\$ -			
<b>SUB-TOTAL</b>	\$ 913,724.37	\$ 534,549.94	\$ 595,501.44	\$ 2,043,775.75
UNCLEARED PAYMENTS	\$ 73,206.00			\$ 73,206.00
UNCLEARED OTHER	\$ 15,153.35			\$ 15,153.35
BANK ERROR				
<b>BALANCE AT END OF MONTH</b>	\$ 825,365.02	\$ 534,549.94	\$ 595,501.44	\$ 1,955,416.40

THIS STATEMENT SUBMITTED TO COUNCIL

February 18, 2026

\_\_\_\_\_  
MAYOR

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



# Town of Bashaw

## General Ledger - Bank Reconciliation

Printed on: 2026-02-10  
Printed by: Darlene Tucker

Completed on 2026-02-10 by Darlene Tucker

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

Statement Start: 2026-01-01  
Statement End: 2026-01-31

Statement Open: \$970,798.65 + Cleared Total: (\$70,384.51)  
+ Adjustments: \$0.00  
Statement Close: \$900,414.14 = Bank Rec Close: \$900,414.14  
Proof: \$0.00

### Un-Cleared Deposits

Trans. Date	Item Description	Type	Type #	Batch #	Amount
2026-01-31	Bank Deposit - CHEQUE	Cash Receipt		12277	\$308.20
2026-01-31	Bank Deposit - OTHER	Cash Receipt		12265	\$100.00
2026-01-31	Bank Deposit - OTHER	Cash Receipt		12265	\$40.17
2026-01-30	Bank Deposit - OTHER	Cash Receipt		12275	\$1,121.64
2026-01-30	Bank Deposit - OTHER	Cash Receipt		12275	\$93.36
2026-01-30	Bank Deposit - OTHER	Cash Receipt		12275	\$18.00
2026-01-30	Bank Deposit - OTHER	Cash Receipt		12275	\$117.57
2026-01-30	Bank Deposit - OTHER	Cash Receipt		12275	\$18.00
2026-01-30	Bank Deposit - OTHER	Cash Receipt		12275	\$185.08
2026-01-30	Bank Deposit - OTHER	Cash Receipt		12275	\$108.76
2026-01-30	Bank Deposit - OTHER	Cash Receipt		12275	\$54.00
2026-01-30	Bank Deposit - OTHER	Cash Receipt		12275	\$18.00
2026-01-30	Bank Deposit - OTHER	Cash Receipt		12275	\$18.00
2026-01-30	Bank Deposit - OTHER	Cash Receipt		12275	\$18.00
2026-01-30	Bank Deposit - OTHER	Cash Receipt		12275	\$222.92
2026-01-30	Bank Deposit - OTHER	Cash Receipt		12270	\$235.00
2026-01-30	Bank Deposit - OTHER	Cash Receipt		12270	\$100.00
2026-01-30	Bank Deposit - CREDIT CARD	Cash Receipt		12268	\$90.00
2026-01-30	Bank Deposit - OTHER	Cash Receipt		12267	\$337.96
2026-01-30	Bank Deposit - OTHER	Cash Receipt		12264	\$100.00
2026-01-30	Bank Deposit - OTHER	Cash Receipt		12264	\$75.55
2026-01-30	Bank Deposit - OTHER	Cash Receipt		12264	\$108.76
2026-01-30	Bank Deposit - OTHER	Cash Receipt		12264	\$161.98
2026-01-30	Bank Deposit - OTHER	Cash Receipt		12264	\$87.66
2026-01-30	Bank Deposit - OTHER	Cash Receipt		12264	\$72.26
2026-01-30	Bank Deposit - OTHER	Cash Receipt		12264	\$220.00
2026-01-30	Bank Deposit - CREDIT CARD	Cash Receipt		12261	\$9,279.36
Total Un-Cleared Deposits:					\$13,310.23

### Un-Cleared Payments

Trans. Date	Item Description	Type	Type #	Batch #	Amount
2026-01-31	BASHAW FARM & BUILDING SUPPLY	AP Payment	26823	12282	(\$1,240.19)
2026-01-31	BASHAW MUNICIPAL LIBRARY	AP Payment	26824	12282	(\$9,000.00)
2026-01-31	CENTRAL SQUARE CANADA SOFTWARE INC	AP Payment	26825	12282	(\$248.92)
2026-01-31	SOCIETY OF LOCAL GOVT MANAGERS	AP Payment	26826	12282	(\$450.00)
2026-01-31	ALBERTA MUNICIPALITIES	AP Payment	26827	12282	(\$2,286.89)
2026-01-31	KOENDERS WATER SOLUTIONS INC.	AP Payment	26828	12282	(\$1,653.93)
2026-01-31	OK TIRE & AUTO	AP Payment	26829	12282	(\$42.00)
2026-01-31	ALSCO CANADA CORPORATION	AP Payment	26830	12282	(\$128.81)
2026-01-31	REYNOLDS MIRTH RICHARDS & FARMER LLP	AP Payment	26831	12282	(\$588.00)
2026-01-31	FULLER, THERESA	AP Payment	26832	12282	(\$103.95)
2026-01-31	STERLING POWER SYSTEMS INC	AP Payment	26833	12282	(\$3,866.76)
2026-01-31	TOWN OF PENHOLD	AP Payment	26834	12282	(\$150.00)
2026-01-31	EASTHILLS AUTOMOTIVE & TOOL SUPPLY LTD	AP Payment	26835	12282	(\$29.08)
2026-01-31	BROOKELYN HOLT	AP Payment	26836	12282	(\$26.24)



**Town of Bashaw**  
**General Ledger - Bank Reconciliation**

Printed on: 2026-02-10  
Printed by: Darlene Tucker

**Completed on 2026-02-10 by Darlene Tucker**

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

Statement Start: 2026-01-01  
Statement End: 2026-01-31

Statement Open:	\$970,798.65	+ Cleared Total:	(\$70,384.51)
		+ Adjustments:	\$0.00
Statement Close:	\$900,414.14	= Bank Rec Close:	\$900,414.14
		Proof:	\$0.00

**Un-Cleared Payments**

Trans. Date	Item Description	Type	Type #	Batch #	Amount
2026-01-31	HSE INTEGRATED LTD	AP Payment	26837	12282	(\$1,433.24)
2026-01-31	FISHER, JONATHAN & LAURIN	AP Payment	26838	12282	(\$30.00)
2026-01-31	LOCAL AUTHORITY PENSION PLAN	AP Payment	17935	12361	(\$2,341.81)
2026-01-31	RECEIVER GENERAL OF CANADA	AP Payment	76	12356	(\$7,445.15)
2026-01-30	HECK'S HARDWARE	AP Payment	26820	12279	(\$477.83)
2026-01-30	CANOE PROCUREMENT GROUP OF CANADA	AP Payment	26821	12279	(\$1,520.66)
2026-01-30	MEQUIPCO	AP Payment	26822	12279	(\$12,697.28)
2026-01-23	TRANSALTA ENERGY MARKETING CORP	AP Payment	17928	12207	(\$15,289.65)
2026-01-23	DIRECT ENERGY BUSINESS - CURRENT NATURAL GAS SUPPLIER	AP Payment	17930	12207	(\$4,907.83)
2026-01-16	THE BETHANY GROUP	AP Payment	26811	12137	(\$3,100.00)
2026-01-16	OK TIRE & AUTO	AP Payment	26813	12137	(\$242.13)
2026-01-16	ALBERTA NWT COMMAND THE ROYAL CANADIAN LEGION	AP Payment	26818	12137	(\$90.00)
2026-01-16	Old MacDonald Kennels	AP Payment	26803	12136	(\$774.90)
2026-01-16	TOWN OF SUNDRE	AP Payment	26804	12136	(\$250.00)
2026-01-16	MARSHALL, DAINA	AP Payment	26806	12136	(\$8.25)
2025-12-31	ALLIANCE BATTLE RIVER STEAM	AP Payment	26793	12097	(\$1,312.50)
2025-11-30	ALBERTA WASTE HANDLING	AP Payment	26756	11864	(\$1,470.00)
Total Un-Cleared Payments:					(\$73,206.00)

**Un-Cleared Other**

Trans. Date	Item Description	Type	Type #	Batch #	Amount
2026-01-31	CAFT	Gen. Journal		12297	(\$15,153.35)
Total Un-Cleared Other:					(\$15,153.35)

Bank Rec Close:	\$900,414.14
+ Un-Cleared Deposits:	\$13,310.23
+ Un-Cleared Payments:	(\$73,206.00)
+ Un-Cleared Other:	(\$15,153.35)
= Adjusted Bank Rec Total:	\$825,365.02
Bank Balance as of 2026-01-31:	\$825,365.02

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## **BASHAW & DISTRICT REGIONAL HEALTH & WELLNESS FOUNDATION**

**February 9, 2026**

Town of Bashaw  
c/o Mayor Orom  
Town of Bashaw Office  
5011 52 Ave, Bashaw, AB T0B 0H0

Re: Council Meeting on February 4, 2026

Dear Mayor Orom,

We would like to sincerely thank you and Council for taking the time to hear about the development of the community-owned primary care clinic in Bashaw. This clinic is intended to serve not only the Town of Bashaw, but the broader surrounding region. We appreciated the opportunity to share our vision and were encouraged by Council's recognition of the importance of accessible, high-quality primary care for rural communities.

Access to local healthcare is fundamental to the well-being of individuals, families, and seniors, and it plays a critical role in the long-term vitality of rural communities. As municipalities work to support current and future community needs, we believe healthcare is one of the essential foundations that allows people to live, work, and remain in rural Alberta.

With this in mind, we hope to work alongside Council to help raise provincial awareness of the funding challenges facing the Bashaw Medical Clinic as we work to secure matching dollars for our two-year provincial grant. We respectfully request that the Town of Bashaw consider providing a letter of support for this initiative to our local MLAs, the Minister of Primary and Preventative Health Services and the Premier. Such advocacy would help reinforce that equitable access to healthcare services is vital for rural residents and that rural tax dollars should support the health needs of all Albertans.

The Bashaw Medical Clinic represents a strong example of community collaboration and rural innovation. Our partnership with Bashaw and District Support Services (BDSS) allows for integrated, efficient delivery of health and wellness services that respond directly to local needs. To continue building this clinic and to expand our patient panel so we can serve more residents across the region, long-term financial sustainability is essential.

Any financial contribution the Town of Bashaw may be able to provide would demonstrate tangible support for this community-driven initiative and further signal to the provincial government the value of investing in sustainable rural healthcare. Such funds could be directed toward capital costs, including medical equipment, or toward operating expenses such as matching dollars required for the provincial grant that supports our non-physician primary care team.



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Thank you once again for your leadership, your responsiveness, and your commitment to listening to and advocating for the needs of the communities you serve. We value the opportunity to work together to strengthen healthcare access for our region.

Sincerely,

Bashaw and District Health and Wellness Foundation

CC Town of Bashaw Councilors



January 31, 2026

Town of Bashaw  
Box 510  
Bashaw, AB  
T0B 0H0

Attn: Mayor Orom & Town Council  
Re: Parkland Airshed Management Zone 2026 Membership

The Parkland Airshed Management Zone (PAMZ) is a multi-stakeholder non-profit organization consisting of industry, provincial & local governments, environmental non-government organizations and the public. It was formed in 1997 to monitor and address air quality issues within the west central region of Alberta.

In 2025, PAMZ's achievements included:

- completion of twenty-eight years of operations and twenty-six years operating the PAMZ Regional Air Quality Monitoring Program;
- community health-based air quality monitoring in Sylvan Lake, Three Hills County, The City of Red Deer, and Clearwater County;
- completion of a six-month Air Quality Monitoring Program for the Alberta Energy Regulator to characterize Air Quality in the Eagle Valley-Eagle Hill area of Mountain View County;
- continuation of its evaluation study of low-cost Micro-Sensor systems for reporting the Air Quality Health Index.

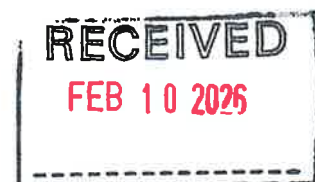
At this time we are extending an invitation to the Town of Bashaw to join other local municipalities such as the City of Red Deer, Clearwater, Lacombe, Mountain View & Red Deer Counties, and the Town of Bentley to join PAMZ. These municipalities have recognized the benefits of participating in a multi-stakeholder consensus-based process aimed at ensuring air quality in our region is maintained or improved as we move into the future.

We have taken the liberty of enclosing an invoice for the Town of Bashaw's membership fee for 2026, should it decide to become a member of PAMZ. The fee calculation is attached. If you have any questions about PAMZ membership, please contact the undersigned.

Please note the new PAMZ mailing address as indicated on your invoice.

Regards,

Kevin Warren  
Executive Director, PAMZ



# INVOICE

Invoice #: 2026-043  
Invoice Date: January 31, 2026

Town of Bashaw  
Box 510  
Bashaw, AB  
T0B 0H0

Attn: Accounts Payable

<u>Amount</u>	<u>Description</u>	<u>Price</u>
1	2026 PAMZ AQM Program Fee Assessment Town of Bashaw	\$ 286.38

Sub –Total \$ 286.38

GST Number: 872803697

GST (5%) \$ 14.32

TOTAL \$ 300.70

Please Remit Payment to:

Parkland Airshed Management Zone  
Box 70  
Red Deer, AB  
T4N 5E7

Ph: 403.862.7046  
Email: [pamz@pamz.org](mailto:pamz@pamz.org)

Invoice 2026-043

Village of Bashaw

**2026 PAMZ Fee Allocation**

PAMZ 2026 Budget \$525,623

PAMZ Non-Industrial Emissions  $\frac{\text{X } 19\%}{= \$98,817}$

Municipal

Population 2026 Fee

848 X \$98,817 = \$ 286.38

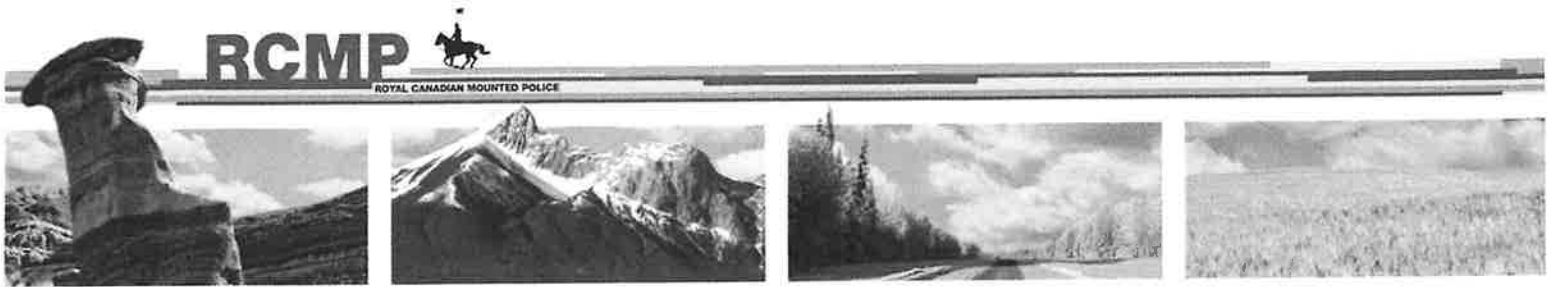
292,610

Zone Population

# Water Reconciliation 2025

Billed WTP  
HWY 12 21 TOWN

	CUBES	CUBES	DIFF	Metered	DIFF	Total Loss	Daily Ave WTP	Water Loss/Break Commentary
JAN	8228	8079	149	6256	1823	1972	260	two breaks at end of month
FEB	8622	8448	174	6008	2440	2614	301	
MAR	8603	8387	216	6491	1896	2112	270	
APR	8245	8123	122	6277	1846	1968	271	
MAY	9038	8884	154	7308	1576	1730	386	
JUN	9129	9663	-534	8340	1323	789	460	
JUL	9374	8475	899	6267	2208	3107	385	Reading done on July 3 - August 1
AUG	8013	7819	194	5868	1951	2145	391	Reading done August 2 - August 29
SEP	9159	8133	1026	7089	1044	2070	395	
OCT	7696	7571	125	5958	1613	1738	344	
NOV	7255	7115	140	6075	1040	1180	374	
DEC	8411	8354	57	5728	2626	2683	380	
	<b>101773</b>	<b>99051</b>	2722	77665		24108		
			2.748			24.33897689		



2026/02/05

Cpl. Grant GLASIER  
Acting Detachment Commander  
Bashaw, Alberta

Dear Ms FULLER,

Please find attached the quarterly Community Policing Report it covers October 1 to December 31, 2025. It outlines staffing, financial information, and crime trends for the Bashaw RCMP detachment, and supports our commitment to transparency and ongoing collaboration with our community partners.

Through both provincial and municipal policing contracts, the RCMP serves roughly 40% of Albertans across 95% of the province, including your community. That is why it is so important that our work is centered on people — the frontline members serving your community, the support teams behind the scenes, and the Albertans who rely on us every day.

The Government of Alberta's Police Funding Model (PFM) has strengthened our ability to meet those needs. With your contributions, we have added 279 police officers, 136 directly to detachments, along with 242 civilian staff, including 77 supporting detachment operations. These investments have also enabled the development of a Real-Time Operations Centre to support frontline officers, the expansion of our drone program, enhanced investigative capacity, and the addition of a third specialized Emergency Response Team.

These resources, along with the dedication of our employees and the support of your community, have helped bring Alberta's crime rates to their lowest point in five years — and we are committed to building on this progress together.

I welcome continued conversations about your community's policing priorities and any ideas that can help us strengthen our service. Working collaboratively is essential to maintaining this forward progress, and I encourage you to reach out at any time with questions, concerns, or suggestions.

Sincerely,

Cpl. Grant GLASIER  
Acting Detachment Commander  
Bashaw, Alberta



## Bashaw Provincial Detachment

### Crime Statistics (Actual)

October - December: 2021 - 2025

All categories contain "Attempted" and/or "Completed"

January 13, 2026

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		1	0	0	0	0	-100%	N/A	-0.2
Robbery		1	0	0	0	1	0%	N/A	0.0
Sexual Assaults		3	1	0	0	1	-67%	N/A	-0.5
Other Sexual Offences		0	0	0	1	0	N/A	-100%	0.1
Assault		17	6	8	8	7	-59%	-13%	-1.8
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	1	0	1	N/A	N/A	0.2
Criminal Harassment		0	3	5	3	5	N/A	67%	1.0
Uttering Threats		5	4	4	5	9	80%	80%	0.9
<b>TOTAL PERSONS</b>		<b>27</b>	<b>14</b>	<b>18</b>	<b>17</b>	<b>24</b>	<b>-11%</b>	<b>41%</b>	<b>-0.3</b>
Break & Enter		19	3	11	9	6	-68%	-33%	-2.0
Theft of Motor Vehicle		6	5	4	7	3	-50%	-57%	-0.4
Theft Over \$5,000		4	0	5	1	1	-75%	0%	-0.5
Theft Under \$5,000		23	14	19	13	19	-17%	46%	-0.9
Possn Stn Goods		8	5	9	1	4	-50%	300%	-1.2
Fraud		10	8	3	13	12	20%	-8%	0.9
Arson		0	0	2	2	2	N/A	0%	0.6
Mischief - Damage To Property		20	14	19	7	5	-75%	-29%	-3.7
Mischief - Other		5	7	3	4	2	-60%	-50%	-0.9
<b>TOTAL PROPERTY</b>		<b>95</b>	<b>56</b>	<b>75</b>	<b>57</b>	<b>54</b>	<b>-43%</b>	<b>-5%</b>	<b>-8.1</b>
Offensive Weapons		1	0	1	1	2	100%	100%	0.3
Disturbing the peace		1	1	0	4	6	500%	50%	1.3
Fail to Comply & Breaches		0	9	6	3	0	N/A	-100%	-0.6
<b>OTHER CRIMINAL CODE</b>		<b>3</b>	<b>3</b>	<b>5</b>	<b>3</b>	<b>3</b>	<b>0%</b>	<b>0%</b>	<b>0.0</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>5</b>	<b>13</b>	<b>12</b>	<b>11</b>	<b>11</b>	<b>120%</b>	<b>0%</b>	<b>1.0</b>
<b>TOTAL CRIMINAL CODE</b>		<b>127</b>	<b>83</b>	<b>105</b>	<b>85</b>	<b>89</b>	<b>-30%</b>	<b>5%</b>	<b>-7.4</b>

**Bashaw Provincial Detachment  
Crime Statistics (Actual)  
October - December: 2021 - 2025**

All categories contain "Attempted" and/or "Completed"

January 13, 2026

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	1	0	0	0	N/A	N/A	-0.1
Drug Enforcement - Trafficking		0	1	0	0	0	N/A	N/A	-0.1
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>	<b>N/A</b>	<b>-0.2</b>
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		0	0	4	0	0	N/A	N/A	0.0
<b>TOTAL FEDERAL</b>		<b>0</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>N/A</b>	<b>N/A</b>	<b>-0.2</b>
Liquor Act		3	3	1	0	0	-100%	N/A	-0.9
Cannabis Act		0	0	1	0	0	N/A	N/A	0.0
Mental Health Act		16	13	13	12	30	88%	150%	2.7
Other Provincial Stats		22	16	21	13	25	14%	92%	0.3
<b>Total Provincial Stats</b>		<b>41</b>	<b>32</b>	<b>36</b>	<b>25</b>	<b>55</b>	<b>34%</b>	<b>120%</b>	<b>2.1</b>
Municipal By-laws Traffic		0	1	0	0	0	N/A	N/A	-0.1
Municipal By-laws		0	3	7	8	9	N/A	13%	2.3
<b>Total Municipal</b>		<b>0</b>	<b>4</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>N/A</b>	<b>13%</b>	<b>2.2</b>
Fatals		1	1	0	0	0	-100%	N/A	-0.3
Injury MVC		10	0	2	4	2	-80%	-50%	-1.2
Property Damage MVC (Reportable)		78	75	80	52	47	-40%	-10%	-8.5
Property Damage MVC (Non Reportable)		7	11	4	10	8	14%	-20%	0.1
<b>TOTAL MVC</b>		<b>96</b>	<b>87</b>	<b>86</b>	<b>66</b>	<b>57</b>	<b>-41%</b>	<b>-14%</b>	<b>-9.9</b>
Roadside Suspension - Alcohol (Prov)		3	4	1	4	3	0%	-25%	0.0
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
<b>Total Provincial Traffic</b>		<b>143</b>	<b>163</b>	<b>115</b>	<b>178</b>	<b>115</b>	<b>-20%</b>	<b>-35%</b>	<b>-4.1</b>
<b>Other Traffic</b>		<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>	<b>N/A</b>	<b>-0.2</b>
<b>Criminal Code Traffic</b>		<b>3</b>	<b>3</b>	<b>4</b>	<b>7</b>	<b>5</b>	<b>67%</b>	<b>-29%</b>	<b>0.8</b>
<b>Common Police Activities</b>									
False Alarms		10	4	3	11	10	0%	-9%	0.7
False/Abandoned 911 Call and 911 Act		3	0	1	1	8	167%	700%	1.1
Suspicious Person/Vehicle/Property		33	25	24	21	20	-39%	-5%	-3.0
Persons Reported Missing		2	1	2	3	1	-50%	-67%	0.0
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		14	16	8	6	11	-21%	83%	-1.6
Form 10 (MHA) (Reported)		2	3	1	3	3	50%	0%	0.2



Royal Canadian Mounted Police

Commanding Officer  
Alberta



Gendarmerie royale du Canada

Commandant  
de l'Alberta

February 4, 2026

Good day,

As we begin a new year, I would like to take the opportunity to share an update on the work the Alberta RCMP is doing to support safe, resilient communities across the province.

Like you, and the communities you serve, crime remains a primary concern for the Alberta RCMP. We recognize the significant impacts crime has on residents, businesses, and overall community well-being. Policing in Alberta presents unique and real challenges, including vast geographic areas, long response distances, and a relatively small number of repeat offenders who cause a disproportionate amount of harm. Addressing these challenges requires responses that are intelligence-led, fiscally responsible, and built on strong partnerships.

We remain focused on addressing crime through continual reassessment of operational approaches, responsible deployment of resources, and close collaboration with municipal and community partners. We also recognize the significant cost of policing for communities and remain committed to ensuring available resources are deployed strategically and efficiently to deliver effective policing services to Albertans.

As part of this commitment, we are investing in modernization initiatives, including the development of the Real-Time Operations Centre, the expansion of the Emergency Response Team, increased investigative capacity and resources focused on working in partnership with communities and government on prevention initiatives and address the root causes of crime.

I want to highlight for you some of the initiatives we have underway, some of the results we've realized and some of the opportunities we remain focused on.

Despite fiscal pressures, we continue to focus resources where they will have the greatest impact. One of our key strategies is concentrating on the relatively small number of offenders responsible for the greatest harm across the province through tracking and prioritizing the Top 100 offenders. Using data compiled from RCMP and municipal police services across Alberta our Strategic Research and Analysis Unit, has assessed nearly 100,000 unique offenders and ranked them to identify those causing the most significant harm. This intelligence directly informs the work of Crime Reduction Units located across the province that can be deployed where and when emerging crime trends demand to target those offenders causing the most harm. These units work in close coordination with local detachments and partner agencies, including municipal police services and Alberta Sheriffs.

We have countless examples of successful operations targeting property crime offenders across Alberta where significant seizures of stolen property including vehicles, ATV's heavy construction equipment, and copper wire, have been recovered and offenders have been arrested to face prosecution. This includes well coordinated investigations involving teams of investigators located strategically throughout the four districts working in concert and utilizing sophisticated investigative techniques and tools including the leveraging of cutting-edge surveillance assets from our federal RCMP partners.

Canada

We know that addiction to illicit drugs is a huge driver of the types of crime that victimize Albertans. To that end, we have also utilized enhanced investigative resources to compliment local detachments in combatting the drug trade in communities across the province. We have made significant seizures of fentanyl, methamphetamines, cocaine and illegal firearms in numerous investigations across the province. These successes impact the availability of these harmful drugs through disruption of supply and act as a deterrent by holding accountable those who are profiting from the distribution of substances that deprive Albertans of their safety and security.

We are embracing technology to make policing more effective, efficient, and safer for both the public and police. The policing landscape is changing; yesterday's solutions won't solve today's challenges. As such, modern policing requires that frontline officers be supported by layers of expertise, coordination, and technology. The Real-Time Operations Centre does exactly that and is a critical component of police modernization. Operating twenty-four hours a day, seven days a week, the Real-Time Operations Centre provides operational support to every Alberta RCMP officer in the province. It enhances officer and public safety, coordinates specialized resources, and ensures informed decision-making during complex and evolving incidents. For our officers, the Real-Time Operations Centre ensures they are never working alone, regardless of location. For Alberta communities, this means every officer on their street is supported by a robust network of specialized units ready to respond at any moment. Ratepayers aren't funding just one uniformed member, but a comprehensive system of expertise and technology working behind that officer to keep their community safe.

Advanced investigative resources and practices represent another essential component of modernized policing as do resources such as the Emergency Response Teams. Emergency Response Teams are teams of highly skilled and trained individuals, bringing together experienced members, specialized tactics, advanced technology, and trained negotiators as a complete operational package, essentially bringing the right resource to the most volatile and dangerous calls. Their role is to safely resolve high-risk incidents involving armed or barricaded individuals, hostage situations and high-risk arrests. By deploying the appropriate expertise, equipment, and techniques, Emergency Response Teams have consistently led to safer outcomes for community members, suspects, and police officers. Demand for these specialized responses has increased significantly, with a sixty-one per cent increase in calls requiring Emergency Response Team involvement over the past four years. In response we have increased our capacity in this area enhancing overall public safety throughout the province. These specialized units place the Alberta RCMP on the leading edge of modern policing in Canada and directly support community safety. Combined with the dedication of our employees and the partnership of the communities we serve, these efforts have helped reduce crime rates in Alberta to the lowest in five years.

We recognize that police visibility and staffing levels remain key concerns for our clients and stakeholders. We continue to focus on recruiting Albertans to serve Albertans, strengthening experienced police officer recruitment. Since April 1, 2024, we have seen 5,450 applications in Alberta and 22 Experienced Police Officers have joined the Alberta RCMP since April 1, 2025. While these recruiting numbers are encouraging, we recognize the ongoing urgency to fill vacancies which is why we continually look inward at our hiring processes to remove barriers, find efficiencies and ensure the most qualified applicants are finding their way to service in communities across Alberta as quickly as possible.

Like all police services, we experience short-term human resource pressures at frontline detachments and have developed several strategies that enable a flexible response to these pressures. We have established a Relief Team based out of Leduc and Cochrane that is comprised of 30 members who

support detachments throughout the province. Since the start of 2026, the Relief Team has deployed 34 times to various detachments in the province. In addition, we currently have 33 Reservists who are retired police officers available as and when required to deploy where the greatest needs are. This provides another option of flexible deployment of highly experienced resources.

We are continually assessing our service delivery models to ensure our resources are deployed in the most effective and efficient way. This includes assessing resource levels at detachments, monitoring our response times, reviewing and adapting our policies and piloting initiatives to improve member visibility in communities. Just recently, we approved a pilot project that leverages technology to reduce the administrative burden placed on our front-line members, so that they can spend more time engaged in proactive patrolling and community engagement.

We continually engage in consultation with our community partners and stakeholders to identify whether changes to service delivery are needed. We assess and discuss impacts with our stakeholders and prioritize flexibility to ensure we are responsive to community priorities and needs.

Municipal leadership plays a critical role in advocating for safer communities. Your collective voice—grounded in firsthand knowledge of how crime affects residents, businesses, and community well-being—is essential in advancing meaningful change related to bail practices and court capacity.

I would like to highlight some of the broader challenges we encounter in this space.

First, let me share an example of a single prolific offender whose repeated releases resulted in significant harm across multiple communities:

- In February 2025, he committed a firearm-related robbery and stole a vehicle containing a one-year-old child, receiving a 90-day sentence.
- In June 2025, he was sentenced to 21 days time served after being located in a stolen vehicle.
- In July 2025, he was arrested again in a stolen vehicle, charged with 11 offences, and released on bail with conditions.
- In September 2025, he pled guilty to theft under \$5,000 and served 30 days.
- In November 2025, he rammed an unmarked police vehicle with a stolen vehicle and was taken into custody.
- He now faces 11 charges, including failure to comply and assaulting a police officer with a weapon, and remains in custody.

This individual committed offences across Stony Plain, Spruce Grove, Parkland County, Lac Ste. Anne County, and Sturgeon County. His apprehension was the result of coordinated efforts between the Central Alberta District Crime Reduction Unit, a Community Response Team, and Parkland Detachment resources.

Examples such as this are not isolated. They demonstrate how a single prolific offender, repeatedly released back into the community, can cause significant harm to multiple municipalities in a short period of time. These cases underscore rural Albertans' concerns around repeat offending, bail, and court capacity.

We work closely with Crown Prosecutors to address repeat offending by ensuring priority offenders are supported by comprehensive bail packages that clearly outline criminal history, risk to public safety, and the broader community impacts of continued release. We also actively support the use of Community

Impact Statements, which allow communities and municipal leaders to articulate the cumulative harm crime causes beyond individual victims.

We remain compassionate toward individuals experiencing mental health challenges, addictions, and social vulnerability, and we continue to support partnerships that improve access to treatment and recovery services. This requires that adequate treatment be available and accessible. At the same time, there *are* individuals whose repeated, violent, or high-risk behaviour necessitates incarceration. Some people simply need to go to jail in order to protect the public and prevent further victimization.

Court capacity remains a significant challenge across the province, especially in rural Alberta. Limited court time, shortages of judges and clerks, and resulting delays undermine the effectiveness of the justice system. We will continue to advocate for improvements through multiple forums, consistently raising the impacts these pressures have on victims, communities, and frontline policing.

When policing data, operational experience, and municipal advocacy align, they provide a powerful foundation for justice system reform. Effective crime reduction cannot be achieved by policing alone. Long-term success depends on strong partnerships with municipalities, community organizations, government, and social service providers. We value our relationship with you and those you represent and recognize the essential role you play in shaping community safety priorities.

Modernization, fiscal responsibility, and collaboration will continue to guide our efforts. We are committed to leveraging technology, applying best practices, and deploying the right resources in the right places to support shared public safety goals.

Effective policing depends on strong partnerships, and I want to assure you that we remain committed to working closely with elected officials, municipal administrators, and community leaders to ensure policing services align with local priorities and needs. That is why I encourage you to reach out to your local Detachment Commander to discuss your policing services and explore opportunities to strengthen collaboration in support of your community priorities.

Sincerely,

A handwritten signature in black ink, appearing to read 'Trevor Daroux', with a stylized flourish at the end.

Trevor Daroux  
Deputy Commissioner  
Commanding Officer Alberta RCMP

111140 - 109 Street  
Edmonton, AB T5G 2T4

Telephone: 780-412-5444  
Fax: 780-412-5445



## Alberta RCMP - Provincial Policing Report

### Detachment Information

**Detachment Name**

Bashaw

**Detachment Commander**

Cpl. Grant GLASIER

**Report Date**

February 5, 2026

**Fiscal Year**

2025-26

**Quarter**

Q3 (October - December)

### Community Priorities

**Priority #1: Crime Reduction****Updates and Comments:**

The detachment has been keeping track of habitual offenders who are responsible for most of these types of crimes. Part of this involved checking court-imposed conditions on the offenders. The detachment has seen a five percent increase in crime from the same time last year.

Bashaw detachment has worked with both Red Deer and Central Alberta District crime reduction teams this quarter to arrest two separate prolific offenders one in Bashaw and one in Mirror. We have also assisted AHS with a home inspection in Alix at a problem property which resulted in the residence being deemed unfit for human habitation.

A search warrant was also completed with AGLC in Alix which resulted in the search, seizure and charges against individuals for illegal cigarettes and nicotine products.





## Community Consultations

### Consultation #1

**Date**

October 9, 2025

**Meeting Type**

Meeting with Elected Officials

**Topics Discussed**

Bashaw Detachment response/visibility in Alix

**Notes/Comments:**

S/Sgt. RUSSELL and District Management Team meet the CAO to discuss the above noted issue.



## Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	6	2	4	0
Detachment Support	2	2	0	0

### Notes:

1. Data extracted on December 31, 2025 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

### Comments:

Police Officers: Of the six established positions, two officers are working. There are four officers on Medical leave. Currently, there are no hard vacancies. Bashaw detachment has utilized the K division Relief Unit (regular members of the RCMP that support detachments experiencing staffing issues) and overtime members to fill the gaps in the schedule.

Detachment Support: Of the two established positions, two resources are working with none on special leave. Currently, there are no hard vacancies.

## **Community Priorities Plan Leadership Invitation Letter**

February 5, 2026

Dear Ms. Fuller,

As Alberta's provincial police service, the RCMP is continually working to modernize and strengthen the way we partner with communities to address local public safety needs. This letter is being shared to provide early awareness of an upcoming change to the community priority planning process and to support timely engagement with local leadership ahead of the next planning cycle.

Beginning in February 2026, Alberta RCMP detachments will be transitioning to a new Community Priorities Plan (CPP) for the 2026–2027 cycle. This updated approach replaces the previous Annual Performance Plan (APP) and is intended to serve as the primary framework for identifying and tracking policing priorities at the community level.

The CPP is intentionally community-led. It was developed to strengthen collaboration with municipal and Indigenous leadership and to ensure that the priorities of your police service are directly informed by the communities we serve. The CPP is designed to support meaningful dialogue, shared understanding, and clear, achievable priorities that reflect local realities.

This early communication is intended to allow community leaders sufficient time to begin considering local priorities and engaging with constituents before formal planning begins.

### **Community Priorities Plan Overview**

#### **Step One: Preparation and Consultation (February 2026)**

Community leaders consult with their constituents in advance of meeting with the RCMP to gather ideas, concerns, and objectives related to community safety. This initial consultation is the first of two points of engagement and is an important step in ensuring that policing priorities are built with the community, not for the community.

Should community leaders wish to involve their Detachment Commander in these early community discussions, requests can be made directly to the detachment and support will be provided.

The purpose of this stage is to develop a clear understanding of community-specific concerns and objectives to inform upcoming discussions.



## Step Two: Engagement Meeting (March 2026)

An engagement meeting is held between community representatives and the Detachment Commander. This meeting provides an opportunity for community representatives to share feedback gathered during consultations and to discuss community perspectives openly.

All relevant concerns, ideas, and objectives are welcome for discussion at this stage. These conversations help build a shared understanding between the community and the detachment and support alignment as priorities begin to take shape.

Following this initial engagement meeting, the Detachment Commander will take the identified community priorities and meet with their leadership team to develop an operational plan outlining how the RCMP will work to deliver on those priorities.

## Step Three: Finalizing Priorities

A subsequent meeting will be held between community representatives and the Detachment Commander where possible, during which the proposed plan will be presented to the community for review. This meeting will provide an opportunity for community leaders to offer feedback, seek clarification, and confirm alignment before priorities are finalized.

Following engagement and discussion, the Community Priorities Plan is finalized. The goal of this stage is to confirm a consolidated list of up to three community policing priorities that accurately reflects and encompasses the concerns and objectives raised through earlier engagement.

Once confirmed, the plan is endorsed by the Detachment Commander and community leadership. Progress will be monitored through regular reporting, with adjustments made as required to ensure priorities remain responsive and aligned over time.

## Detachments Serving Multiple Communities

For detachments that serve multiple municipalities, this CPP process will be conducted with each community group. Engagement, consultation, and feedback will be gathered independently to ensure each community's unique needs and perspectives are understood. Overall, detachment priorities will then be developed based on the totality of feedback received across all participating communities.

## Next Steps - Community Consultation and Engagement

As part of the CPP process, community leaders are encouraged to begin consulting with their constituents to gather input on local safety concerns, emerging issues, and opportunities for collaboration. Community leaders may choose the consultation methods that best suit their communities, such as surveys, town halls, meetings, or other engagement activities. Detachment Commanders may be invited to attend these conversations where appropriate, or consultations may be conducted independently, with feedback shared at a later stage.

This early engagement will help inform discussions with your Detachment Commander as CPP development progresses. Your partnership is essential to ensuring policing priorities reflect the unique needs of your community. Further information and guidance will be provided by your local detachment as the CPP process moves forward.

Thank you for your continued partnership and leadership in supporting community safety.

Sincerely,

Cpl. Grant GLASIER  
Acting Detachment Commander

Bashaw, AB

**MINUTES OF A MEETING OF THE CAMROSE COUNTY INTERMUNICIPAL  
SUBDIVISION AND DEVELOPMENT APPEAL BOARD HELD ON JANUARY 29,  
2026 AT 7:00 PM HELD AT THE CAMROSE COUNTY ADMINISTRATION BUILDING**

**Present:** Teresa Gratrix, Camrose County  
Jody Yuha, Camrose County  
Shelly Moch, Camrose County  
Brent Thygesen, Camrose County  
Brian Austrom, Camrose County  
David Butt, Village of Edberg  
Ron These, Village of Hay Lakes  
Diane Szumlas, Town of Bashaw  
Theresa Fuller, Town of Bashaw

**Absent:** Kathleen Tennant, Camrose County  
Beth Ogilvie, Village of Hay Lakes  
Dawn Pauls, Village of Hay Lakes  
Angela Lorente, Village of Bittern Lake  
Jill Tinson, Village of Bittern Lake  
Shannon Yearwood, Village of Bawlf  
Frank Hegholz, Village of Rosalind  
Liza Clairmont, Village of Rosalind

**Call to Order**

The meeting was called to order by County Administrator T. Gratrix at 7:00 pm.

**Self Introductions**

Self introductions took place.

**Review of Intermunicipal Agreement**

T. Gratrix reported the County and the Villages of Bittern Lake, Bawlf, Edberg, Hay Lakes and Rosalind and the Town of Bashaw have an Intermunicipal Subdivision and Development Appeal Board agreement.

In accordance with the Agreement a Chairperson and Vice Chairperson shall be elected annually following the municipality's organizational meetings.

**Review of Procedural Guidelines**

T. Gratrix reviewed the Procedural Guidelines for the Intermunicipal Subdivision and Development Appeal Board.

T. Gratrix also reviewed the importance for all municipalities to contact the County as soon as they receive an appeal or direct the appellant to contact the Clerk of the ISDAB (Teresa or Jody) directly with their appeal. There are strict requirements in order for the timelines of the appeal process.

**Review of the Withdrawn Code of Conduct**

T. Gratrix reported, as per the MGA, Codes of Conduct are repealed therefore the Code of Conduct for the Intermunicipal Subdivision and Development Appeal Board no longer applies.

**Election of Chairperson**

T. Gratrix called for nominations for Chairperson.

Brian Austrom indicated he would let his name stand for Chairperson.

No nominations received T. Gratrix declared BRIAN AUSTROM elected Chairperson of the Intermunicipal Subdivision and Development Appeal Board.

**Election of Vice Chairperson**

Brent Thygesen indicated that he would let his name stand for Vice Chairperson.

No nominations received T. Gratrix declared BRENT THYGESEN Vice-Chairperson of the Intermunicipal Subdivision and Development Appeal Board.

The meeting adjourned at 7:30 pm.

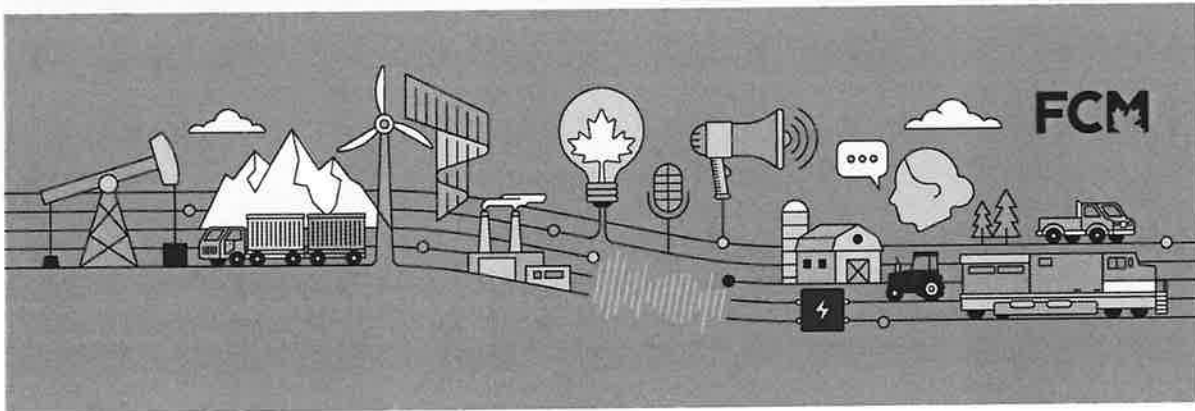
## CAO

**From:** lvullings@fcm.ca  
**Sent:** February 12, 2026 3:32 PM  
**To:** CAO  
**Subject:** Powered by your voice—Join FCM today - Town of Bashaw  
**Attachments:** Town of Bashaw 2026-2027.pdf



IRONSCALES couldn't recognize this email as this is the first time you received an email from this sender  
lvullings@fcm.ca

You don't often get email from lvullings@fcm.ca. Learn why this is important



Dear Theresa Fuller,

For 125 years, the Federation of Canadian Municipalities (FCM) has been trusted by local leaders from across the country to shape Canada's future. **Powered by local voices** like yours, FCM drives national decisions and fuels our collective impact. Over the years, we have secured significant and tangible wins for Alberta's rural communities. Every federal ask we make is rooted in their realities and the solutions they envision.

The following priorities are just a few examples of what we're advancing for the municipal sector:

- Stronger digital connectivity and stable funding to renew and expand infrastructure that will empower you to invest in key assets such as roads and bridges to support rural prosperity.
- Greater public safety investments reflecting frontline realities and strengthening safety in rural communities by advocating for fair and sustainable policing and bail reform.
- Increased support for key Alberta industries such as agriculture, manufacturing and energy sectors in the face of economic uncertainty from tariffs.

- Additional resources and support for communities to implement effective weather adaptation strategies in response to extreme events such as wildfires and droughts.

As a member, you'll help set the agenda and shape the issues we champion on the federal stage. You'll also gain the tools you need to feel empowered to succeed. This means access to training, early insights on programs like the Green Municipal Fund and opportunities for engagement with federal representatives. You'll receive our exclusive weekly newsletter, FCM Voice, tailored to your regional priorities, along with access to preferred rates for our events.

Town of Bashaw, please join over 2,000 municipalities to advance national progress and elevate your rural priorities on the federal stage. We've built a legacy of impact and it's together that we'll shape the next 125 years of this country.

**Join FCM today. Attached you will find your membership quote for 2026–2027.**

To learn more about how your voice can power Canada's future, please visit [fcm.ca/membership](http://fcm.ca/membership).

Sincerely,

**Lynn Vullings**

Member Relations Advisor | Corporate Services

Conseillère des relations avec les membres | Services corporatifs

T. 1-613-907-6273





FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FEDERATION  
CANADIENNE DES  
MUNICIPALITÉS

## Membership Order 2026 – 2027

24 Clarence Street  
Ottawa, ON K1N 5P3  
T. 613-241-5221

Theresa Fuller  
Town of Bashaw  
PO Box 510 5011 52nd Avenue  
Bashaw, AB, T0B 0H0

ORDER: INV-49400-J5X0C5  
DATE: 1/13/2026  
ACCOUNT: 34706  
DUE DATE: 3/31/2026

Attn: Chief administrative officer

ITEM	QTY	RATE	SUB-TOTAL	HST/GST	QST	TOTAL
Base Fee / Taux de Base	1	\$140.0000	\$140.00	\$7.00	\$0.00	\$147.00
Per Capita / Frais de cotisation	848	\$0.2342	\$198.60	\$9.93	\$0.00	\$208.53
TOTAL			\$338.60	\$16.93	\$0.00	\$355.53

PAID AMOUNT: \$0.00  
BALANCE DUE: \$355.53

Your FCM membership empowers local leaders to  
strengthen their communities and shape a brighter  
future for all Canadians.

Learn more at <https://fcm.ca/membership>.

### PAYMENT

#### Electronic Funds Transfer

Royal Bank of Canada (RBC)  
Institution Number: 003  
Transit Number: 00006  
Account Number: 1113307

#### Cheque payable to:

Federation of Canadian Municipalities

[accountsreceivable@fcm.ca](mailto:accountsreceivable@fcm.ca)

Town of Bashaw



Request for Decision

Meeting:	Regular Council
Meeting Date:	February 18, 2026
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.1 Emergency Dispatch Services Definition of Dispatch Services for Council Review

**Background/Proposal:**

Council has approved the Emergency Dispatch Services Agreement.

The following motion was passed:

**MOVED** by Deputy Mayor McIntosh to request a detailed revision to the dispatch definition on the proposed Emergency Fire Dispatch Services Agreement with the Camrose Police Service.

**MOTION** 230-2025

**CARRIED**

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

Below is the detailed revision of the dispatch definition for Council review.

**Dispatch Services** means the Emergency Dispatch Services for fire-related calls (including EMS assistance) within the SERVICE AREA. When a request for fire services is required, Emergency Dispatchers shall notify the responsible fire department as soon as possible once the necessary information has been obtained. The responding fire department is required to confirm receipt of the call and indicate their response status within four (4) minutes of the initial page from Dispatch. If Dispatch does not receive confirmation within four minutes, Dispatch will initiate a phone call to ensure a response is underway. Should confirmation not be received within a reasonable amount of time, mutual aid will be initiated for public safety reasons.

Dispatchers will provide all known information regarding the reason for dispatch (EMS assist or fire), the best-known location of the incident, and any other relevant information that is available. Dispatch Services will also endeavor to assist responding fire agencies, upon request, with contacting additional resources such as power companies or other reasonable supports, to allow fire personnel to focus on emergency response.

**For clarity, Dispatch Services will carry out requests made by responding fire agencies but will not make operational, tactical, or response-related decisions on behalf of the fire department.** Fire agencies acknowledge that Dispatch Services may simultaneously be responsible for other 911 and emergency communication duties while supporting the incident.



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

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

If the definition is acceptable, we are to notify the Camrose Police service, and they will generate an addendum to our Emergency Dispatch Services agreement with the Camrose Police Service.

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

There are no expenses associated, other than time to communicate.

**Applicable Legislation:**

MGA – 213 (4)

**Recommended Action:**

Administration recommends:

MOVED BY \_\_\_\_\_ to approve the definition (of Dispatch Services) as provided by Camrose Police Service, to be included as an addendum to the Emergency Dispatch Services Agreement, at the February 18, 2026, regular meeting of Bashaw council.

Or

MOVED BY \_\_\_\_\_ direct administration to communicate Bashaw town council's approval/changes to the proposed definition of Dispatch services to be added as an addendum to the Emergency Dispatch services agreement.

**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:	February 18, 2026
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.2 2026 – 49 Street Infrastructure Project Tender results and recommendations

**Background/Proposal:**

See attached Tender Results and Recommendations as provided by Tagish Engineering.

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

The town of Bashaw has requested Tagish proceed with the tendering of the 2026 – 49 Street Infrastructure project.

Tagish has generated the preliminary project analysis and the tendering process.

They are recommending awarding the tender to UG Excavating Ltd. The full project costs, including many items that have been purchased (Geotechnical, CCTV investigations, and preliminary engineering) will be: \$ 1,083,213.95

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

Capital Budget – Local Government Fiscal Framework Capital Grant, possibly Canada Community Building Fund, and portion of reserves. Funding plan will be provided.

**Applicable Legislation:**

MGA – Section 245

**Recommended Action:**

Administration recommends:

MOVED BY \_\_\_\_\_ to approve awarding the 2026 – 49 Street Infrastructure project to UG Excavating Ltd.

**Community Engagement Consideration:**

The administration is willing to proceed upon council request.

**Discussion Result:**

Additional research Requested:

February 10, 2026

Proj. No.:  
BA15Town of Bashaw  
5911 – 52<sup>nd</sup> Avenue  
Bashaw, AB  
T0B 0H0**Attention:** Theresa Fuller, CAO**RE: 49TH STREET INFRASTRUCTURE IMPROVEMENTS – TENDER RESULTS  
AND RECOMMENDATIONS**

The tender was closed on February 3, 2026 for the above project. The tender call was advertised publicly, and documents were picked up by thirty-three (33) companies. Sixteen (16) tender submissions were received, with the results as follows:

Company	Bid Amount
UG Excavating Ltd.	\$878,095.86
1196172 AB Ltd./ o/a CBO Earthworks	\$945,059.54
Carbon Earthworks Ltd.	\$981,293.25
Urban Dirtworks Inc.	\$1,018,025.65
FIRMA Contracting Inc.	\$1,092,966.67
Grayson Excavating Ltd.	\$1,138,626.38
United Utilities Ltd.	\$1,293,602.37
Nu Edge Construction Ltd.	\$1,391,679.46
Pidherney's Inc.	\$1,436,035.65
Kaon Infrastructure Ltd.	\$1,467,129.31
Northside Construction Partnership	\$1,482,142.31
Kelsey Pipelines Ltd.	\$1,590,676.50
GS Holdings Company Ltd. (GS Construction)	\$1,872,306.98
Norellco Contractors Ltd.	\$1,943,321.34
Volker Stevin Construction Ltd.	\$2,143,316.84
1432740 AB Ltd.	Non-Compliant Bid

*All tender values above include 5% GST.*

The bids have been reviewed by our office, and all required Bonding and Consent of Surety was received with each tender with the exception of one.

In accordance with the stipulations outlined in the Tender Documents, an evaluation of the submitted tenders was completed. UG Excavating received the highest evaluated score and was determined to have submitted the most advantageous bid to the Town for the project.

Tagish Engineering (Tagish) has not previously worked with UG Excavating on projects for the Town of Bashaw or for other municipalities. Reference checks conducted indicate that UG Excavating is both capable and experienced in infrastructure replacement work; however, some references noted that additional supervision may be required at times.

The schedule submitted by UG Excavating as part of their bid raised concerns due to the proposed project start date within March of 2026. As permitted under the Tender Documents, the right to request evidence from the highest-ranked compliant bidder demonstrating their ability to adequately complete the project was exercised. Questions intended to confirm UG Excavating's ability to successfully deliver the project were issued on February 9, 2026, and a response was received the same day. Based on the responses provided (and discussed separately with the Town), Tagish Engineering believes that UG Excavating is capable of completing the project successfully and recommends UG Excavating as having submitted the most advantageous bid through the Tender process.

Using the highest evaluated bid submitted by UG Excavating, the following section outlines the recommended project budget.

<b>Project Costs</b>	<b>Amount</b>
Construction – UG Excavating	\$836,281.77
Construction Contingency <sup>1</sup>	\$83,628.18
Engineering Design	\$33,431.00
Geotechnical & CCTV Investigations	\$17,651.00
Construction Procurement, Management & Material Testing	\$89,822.00
Optional Additional Construction Inspection <sup>2</sup>	\$22,400.00
<b>Total Estimate Project Cost</b>	<b>\$1,083,213.95</b>

1. Tagish recommends carrying a 10% contingency on the construction cost for unexpected costs that may arise during construction
2. An optional budget item has been included for additional Tagish construction inspection. As indicated above, references for UG Excavating indicated that additional supervisor of their construction process may be warranted. As neither the Town nor Tagish has worked with UG Excavating in the past, Tagish is recommending more frequent construction inspection as part of the construction process. With fifty (50) days of construction proposed, increasing the inspection hours from 240 to 400 would allow for eight (8) hours of inspection for each of those fifty days.
3. Note, all values included in the above table exclude GST.
4. Note, this scope of work does not include asphalt paving of the roadway anticipated to be complete in 2027.

UG Excavating have listed subcontractors for this project as follows:

Subcontractor	Scope of Work
Epic Pipe Inspections Ltd.	CCTV Inspections

UG Excavating has indicated that they will be able to commence work in March; however, Tagish Engineering believes this timeline to be optimistic and considers an April or May construction start to be more realistic. As part of the questions presented to UG Excavating to confirm their capabilities, as discussed above, UG Excavating confirmed that the construction start date will be entirely dependent on suitable weather and ground conditions. They further confirmed that work would be deferred until appropriate conditions are achieved. Typically, in Central Alberta, construction does not commence until late April or May, depending on weather conditions.

UG Excavating's proposed schedule indicates a construction duration of 50 days, which would allow for project completion well in advance of the required October 31 completion date.

Based on the foregoing, we respectfully recommend award of the contract to UG Excavating Ltd. at the tender price of \$878,095.86 (GST included).

Should you be in agreement with this recommendation, please advise and we will proceed with preparation of the contract documents for execution and issuance of a Notice of Award to the successful bidder. If you have any questions, please do not hesitate to contact our office at 403-346-7710.

**Respectfully,  
TAGISH ENGINEERING LTD.**



**Jared Payot, P.Eng.**  
Project Manager

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

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

Town of Bashaw



### Request for Decision

Meeting:	Regular Council
Meeting Date:	February 18, 2026
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.2 2026 – 49 Street Infrastructure Project Funding Plan

### **Background/Proposal:**

The town of Bashaw plans to proceed with completion of the 2026 – 49 Street Infrastructure project.

This project consists of water, sewer replacements, storm drains, and road base work. This is located from the corner of 46 avenue on 49 street through to 49 Avenue.

The road base will have a year to settle, and we will tender the paving in January 2027.

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

In 2025 Council approved the following expenditures:

Engineering Design - \$33, 431.00

Geotechnical & CCTV Investigations \$ 17, 651.00

The funding source was the Local Government Fiscal Framework Capital Grant.

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

#### **2026 - 49 Street infrastructure project funding plan**

##### **2025 Expenditures**

Engineering Design	\$	33,431.00
Geotechnical & CCTV Investigations	\$	17,651.00
	\$	<u>51,082.00</u>

##### **2026 Expenditures**

Construction - UG Excavating	\$	836,281.77
Construction contingency	\$	83,628.18
Construction Procurement, Management & material testing	\$	89,822.00
Optional Additional Construction inspection	\$	22,400.00
	\$	<u>1,032,131.95</u>

Current Available Grant Funding: (2025 expenses removed)

LGFF	
Cap	\$ 781,234.00
CCBF	\$ 222,551.00
Total	\$ 1,003,785.00

The remaining \$28. 346.95 would be funded through the unrestricted cash surplus.

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

**Applicable Legislation:**

MGA – Section 245

**Recommended Action:**

Administration recommends passing the following motion:

MOVED BY \_\_\_\_\_ to fund the 2026 – 49 Street Infrastructure project with; \$781, 234.00 Local Government Fiscal Framework Capital, \$222,551.00 Canada Community Building Fund, and the remaining \$28,346.95 Unrestricted cash surplus, for a 2026 project total of \$ 1,032,131.95.

**Community Engagement Consideration:**

The administration is willing to proceed upon council request.

All affected residents that reside within the project location will be notified as the project progresses. It is part of the project process.

**Discussion Result:**

Additional research Requested:

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

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

Town of Bashaw

**Request for Decision**



Meeting:	Regular Council
Meeting Date:	February 18, 2026
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.4 Bashaw Council Member Library Term

**Background/Proposal:**

The Library has reached out requesting we confirm the term for the appointed Bashaw Council member Library board representative.

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

Reina Masyk is currently the appointed member from Council. We need to discuss whether is on an annual basis or whether it will be for the minimum 3 year term.

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

No budgetary impact.

**Applicable Legislation:**

Libraries Act – Section 4(5)

**Recommended Action:**

Administration recommends passing the following motion:

MOVED BY \_\_\_\_\_ to appoint Councillor Masyk for a term starting in November of 2025 and term expiry of \_\_\_\_\_.

**Community Engagement Consideration:**

The administration is willing to proceed upon council request.

**Discussion Result:**

Additional research Requested:



## **COUNCIL AGENDA REPORT PACKAGE**

### **REPORT TO COUNCIL**

**Department:** Fire Services

**Prepared by:** Dennis Jones, Assistant Fire Chief / Deputy Director of Emergency Management

**Meeting Date:** February 18, 2026

**Agenda Item:** Approval of 2025 Bashaw Fire Department Standard Operating Guidelines

**Recommendation Type:** Approval

### **RECOMMENDATION**

That Council approve the **2025 Bashaw Fire Department Standard Operating Guidelines (SOGs)** as presented.

### **PURPOSE**

The purpose of this report is to seek Council approval for an updated and consolidated set of Standard Operating Guidelines (SOGs) for the Bashaw Fire Department. These updates modernize legacy SOGs, improve governance clarity, and align departmental operations with current Alberta legislation, recommended best practices, and the operational realities of a volunteer fire department.

### **BACKGROUND**

The Bashaw Fire Department's previous SOGs were developed incrementally between 2014 and 2020. Over time, legislative requirements, recommended standards, and departmental capabilities have evolved, resulting in the need for a comprehensive review and update.

This update was undertaken to:

- Replace outdated or trial-based language,
- Improve legal and governance defensibility,
- Clarify operational authority and expectations,
- Reflect changes to departmental equipment and programs.

The revised SOGs have been reviewed by Administration and are presented to Council for approval.

## **SUMMARY OF KEY CHANGES**

### **1. Governance and Legal Alignment**

- Alignment with Alberta legislation and the Alberta Incident Management System (AIMS).
- National Fire Protection Association (NFPA) standards referenced as recommended guidance (“should”), not mandatory requirements.
- Clear separation between Council policy and operational guidance.

### **2. Operations (Section 200)**

- Adoption of a risk-based operational decision-making model.
- Removal of rigid minimum staffing requirements in favour of Incident Commander discretion.
- Clarified offensive and defensive firefighting strategies.
- Hazardous materials and oilfield responses confirmed as defensive in nature.
- Medical response language relocated to a dedicated Medical First Responder section.

### **3. Health & Safety (Section 500)**

- Modernized Occupational Health & Safety language.
- NFPA 1500 recognized as a reference standard rather than a formally adopted regulation.
- Updated WHMIS terminology and improved clarity around PPE and SCBA usage.

### **4. Wildland / WUI Operations (Section 600)**

- Confirms Town of Bashaw ownership and operation of two (2) Type 6 wildland fire apparatus.
- Removal of all legacy Camrose County ownership references.
- Alignment with Alberta wildland and AIMS practices.

### **5. Medical First Responder Program (Section 800)**

- Formalizes the Medical First Responder program as an established service.
- Removes outdated “trial” language.
- Aligns with Alberta Health Services medical direction and privacy legislation.

### **6. Structural Improvements**

- Addition of Section 700 – Reserved to preserve numbering and allow for future program expansion without renumbering approved sections.

## **FINANCIAL IMPLICATIONS**

There are no financial implications associated with the approval of the updated SOGs. These changes clarify existing practices and do not create new staffing, equipment, or funding requirements.

## **STAFFING IMPLICATIONS**

There are no staffing impacts. The SOGs provide operational guidance only and do not alter employment status, compensation, or conditions of service.

## **RISK / LIABILITY CONSIDERATIONS**

Approval of the updated SOGs reduces organizational risk by:

- Removing outdated and prescriptive language,
- Improving alignment with current legislation,
- Providing clearer governance and accountability frameworks.

## **ATTACHMENTS**

1. 2025 Bashaw Fire Department Standard Operating Guidelines (Clean Version)
2. Red-lined comparison of original and revised SOGs
3. Council Change Log Summary

## **COUNCIL TALKING POINTS & Q&A**

- These SOGs modernize documents that were largely written between 2014 and 2020.
- The update improves clarity, governance, and legal defensibility without increasing cost.
- NFPA standards are used as guidance, not mandatory rules.
- The changes reflect current Alberta legislation and the realities of a volunteer department.
- Council is being asked to approve updated operational guidance, not new policy or spending.

### **Anticipated Council Questions & Suggested Responses**

#### **Q1: Does this create any new costs for the Town?**

**A:** No. There are no new financial commitments. The updates clarify existing practices and governance only.

#### **Q2: Are we adopting NFPA standards as mandatory requirements?**

**A:** No. NFPA standards are referenced as recommended best practices (“should”), not mandatory obligations. This maintains flexibility and avoids unintended liability.

#### **Q3: Why remove minimum staffing requirements?**

**A:** Fixed minimums can unintentionally delay response in a volunteer setting. A risk-based approach allows the Incident Commander to make safer, more practical decisions based on real-time conditions.

#### **Q4: What changed with wildland firefighting?**

**A:** The SOGs now clearly reflect that the Town owns and operates two Type 6 wildland fire apparatus. All legacy references to County ownership have been removed for clarity and accountability.

#### **Q5: Is the Medical First Responder program expanding?**

**A:** No. The program already exists. The update removes outdated “trial” language and clarifies governance, medical direction, and privacy requirements.

**Q6: Why is there a new Section 700 that's empty?**

**A:** Section 700 is intentionally reserved so future programs can be added without renumbering the entire SOG package. This is an administrative best practice.

**Q7: Does Council retain oversight?**

**A:** Yes. Council approves the SOGs and any future substantive changes. The Fire Department uses them as operational guidance within that authority.

These updates strengthen governance, reduce risk, and ensure the Fire Department is operating with clear, modern, and defensible guidance, without increasing cost or scope.

## **Bashaw Fire Department**

### **2025 Standard Operating Guidelines (SOG) Update – Executive Summary**

#### **Purpose**

The purpose of this update is to modernize the Bashaw Fire Department's Standard Operating Guidelines (SOGs) to reflect current Alberta legislation, recommended National Fire Protection Association (NFPA) best practices, operational realities of a volunteer fire department, and changes to departmental capabilities and governance.

This update replaces legacy SOG content dating from 2014–2020 and consolidates operational, training, safety, and medical response guidance into a single, coherent framework suitable for Council approval.

#### **Key Drivers for Update**

- Aging SOGs no longer aligned with current Alberta OHS, AIMS, or best-practice standards
- Removal of outdated or trial-based language
- Clarification of Town ownership and operational authority
- Improved legal and governance defensibility for Council

#### **Summary of Major Changes**

##### **1. Governance & Legal Alignment**

- All SOGs updated to reflect Alberta legislation and AIMS
- NFPA standards referenced as recommended ("should"), not mandatory
- Clear distinction between operational guidance and Council policy

##### **2. Operations (Section 200)**

- Risk-based operational decision-making emphasized
- Removal of rigid minimum staffing requirements
- Clarified offensive/defensive strategy declarations
- Hazardous materials and oilfield responses confirmed as defensive only
- Medical First Responder (MFR) operations relocated to a dedicated section

##### **3. Health & Safety (Section 500)**

- Modernized OHS language
- NFPA 1500 recognized as guidance, not formally adopted regulation
- Updated WHMIS terminology (SDS)

- Strengthened but flexible PPE, SCBA, and apparatus safety expectations

#### **4. Wildland / WUI (Section 600)**

- Confirms Town of Bashaw ownership and operation of two (2) Type 6 wildland fire apparatus
- Removes all legacy Camrose County ownership references
- Aligns wildland operations with AIMS and Alberta practice

#### **5. Medical First Responder (Section 800)**

- Formalizes MFR as an established program (removes “trial” language)
- Aligns with Alberta Health Services medical direction
- Clarifies scope of practice, documentation, and privacy obligations

#### **6. Structural Cleanup**

- Addition of **Section 700 – Reserved** for future specialty programs
- Improved numbering and document logic without renumbering existing sections

#### **Impact Assessment**

- **Operational impact:** Clarification and modernization only
- **Financial impact:** None
- **Staffing impact:** None
- **Risk reduction:** Significant improvement in governance and liability clarity

#### **Recommendation**

That Council approve and adopt the 2025 Bashaw Fire Department Standard Operating Guidelines as presented, effective the date of Council approval, and rescind all previous versions of the Bashaw Fire Department Standard Operating Guidelines.

These Standard Operating Guidelines take effect on the date of Council approval and will be reviewed periodically or as operational or legislative changes require.

## COUNCIL CHANGE LOG TABLE

Section	Change Type	Description	Impact
100	Administrative	Updated authority, definitions, and NFPA language	Low
200	Operational	Risk-based response, removal of rigid staffing minimums	Moderate
300	Training	Shift to competency-based recruit training	Low
400	Administrative	Clarified voluntary fitness guidance	Low
500	Safety	Modernized OHS language, NFPA as guidance	Moderate
600	Operational	Confirms Town ownership of two Type 6 wildland units	Moderate
700	Administrative	New “Reserved” section added	None
800	Medical	Formalized MFR program, removed trial language	Moderate



## SECTION 100 – ADMINISTRATION

### PART A – RED-LINED VERSION (Original → Revised 2025)

*(Strikethrough = removed from original | **Bold** = added or revised)*

#### 100(a) Concept

~~The Bashaw Fire Department operates as a volunteer fire brigade providing fire protection and emergency services within the Town of Bashaw and surrounding areas as authorized by Council.~~

**The Bashaw Fire Department (BFD) is established under the authority of the Town of Bashaw, Alberta, and serves the Town and designated rural fire districts through mutual aid agreements.**

~~Operations shall be conducted in accordance with applicable municipal policies and procedures.~~

**All activities and operational responsibilities are governed by Alberta legislation, including the Municipal Government Act, the Safety Codes Act, and recommended National Fire Protection Association (NFPA) standards.**

#### 100(b) Authority

~~These Standard Operating Guidelines are issued under the authority of the Fire Chief and approved by Town Council.~~

**These Standard Operating Guidelines (SOGs) are authorized by resolution of the Bashaw Town Council and are updated to reflect changes in provincial legislation and recommended best-practice NFPA standards.**

~~All members shall comply with these guidelines while performing fire department duties.~~

**All members shall operate in accordance with these guidelines while performing fire department duties.**

#### 100(c) Definitions

~~Definitions used throughout these guidelines are consistent with commonly accepted fire service terminology.~~

**Key terms are defined to align with current Alberta legislation and applicable NFPA standards, including NFPA 1001, 1021, and 1500.**

## **Interpretation of Directive Language**

For the purposes of these Standard Operating Guidelines:

- **“Shall”** indicates a mandatory requirement where driven by legislation, Council-approved policy, or formal assignment of authority.
- **“Must”** indicates an absolute requirement where no deviation is permitted due to safety, legal, or regulatory obligation.
- **“Should”** indicates an expected operational practice or guideline that allows for professional judgment based on incident conditions, available resources, and responder safety.

**Defined terms include, but are not limited to:**

- **Incident Commander**
- **Safety Officer**
- **Firefighter**
- **Fire Department**

### **100(d) Fire Department Units**

~~All fire department apparatus shall be maintained in a serviceable condition and operated safely.~~

**All fire department apparatus should comply with recommended NFPA 1901 standards where applicable.**

~~Apparatus operators must be properly trained.~~

**A serviceability inspection and maintenance log will be maintained for each unit.**

**Operators should be certified to NFPA 1002 or an approved equivalent recognized by the Fire Chief.**

### **100(e) Membership**

~~Applicants must meet the requirements established by the Fire Chief and Town policy.~~

**Applicants must meet the following minimum requirements:**

- **Be 18 years of age or older**
- **Hold a valid Alberta Class 5 driver’s licence**
- **Hold, or be eligible to obtain, a ‘Q’ air brake endorsement where required**
- **Provide a current three-year driver’s abstract**

- **Provide a satisfactory RCMP criminal record check**
- **Provide valid Standard First Aid with CPR-C certification**
- **Should be medically and physically fit to meet recommended NFPA 1582 occupational standards**

Additional requirements may be established as needed.

Members will be oriented to revised SOGs through department training and briefing processes.

## **PART B – CLEAN RECOMMENDED VERSION (Revised 2025)**

### **SECTION 100 – ADMINISTRATION**

#### **100(a) Concept**

The Bashaw Fire Department (BFD) is established under the authority of the Town of Bashaw, Alberta, and serves the Town and designated rural fire districts through mutual aid agreements. All activities and operational responsibilities are governed by Alberta legislation, including the Municipal Government Act, the Safety Codes Act, and recommended National Fire Protection Association (NFPA) standards.

#### **100(b) Authority**

These Standard Operating Guidelines (SOGs) are authorized by resolution of the Bashaw Town Council and are updated to reflect changes in provincial legislation and recommended best-practice NFPA standards. All members shall operate in accordance with these guidelines while performing fire department duties.

#### **100(c) Definitions**

Key terms are defined to align with current Alberta legislation and applicable NFPA standards. Defined terms include Incident Commander, Safety Officer, Firefighter, and Fire Department.

#### **Interpretation of Directive Language**

For the purposes of these Standard Operating Guidelines:

- **“Shall”** indicates a mandatory requirement where driven by legislation, Council-approved policy, or formal assignment of authority.
- **“Must”** indicates an absolute requirement where no deviation is permitted due to safety, legal, or regulatory obligation.
- **“Should”** indicates an expected operational practice or guideline that allows for professional judgment based on incident conditions, available resources, and responder safety.

#### **100(d) Fire Department Units**

All fire department apparatus should comply with recommended NFPA 1901 standards where applicable. A serviceability inspection and maintenance log will be maintained for each unit. Apparatus operators should be certified to NFPA 1002 or an approved equivalent recognized by the Fire Chief.

### **100(e) Membership**

Applicants must meet established eligibility requirements, including minimum age, licensing, background checks, first aid certification, and medical and physical fitness consistent with recommended NFPA 1582 occupational standards.

## **SECTION 110 – FIRE DEPARTMENT OFFICER ROLES AND AUTHORITY**

### **110.1 Fire Chief**

The Fire Chief **shall** have overall responsibility for the administration, operation, and strategic direction of the Bashaw Fire Department, subject to the authority of Town Council and the Chief Administrative Officer.

The Fire Chief **shall**:

- Exercise command authority over fire department operations;
- Establish and maintain Standard Operating Guidelines;
- Ensure compliance with applicable legislation, bylaws, and Council-approved policy;
- Delegate authority and responsibilities as required to Deputy Fire Chiefs, Assistant Fire Chiefs, and other officers.

### **110.2 Deputy Fire Chief**

The Deputy Fire Chief **shall** act under the authority of the Fire Chief and **shall** assume the duties of the Fire Chief when delegated or when the Fire Chief is unavailable.

The Deputy Fire Chief **shall**:

- Support operational command and administrative oversight;
- Assist in training, safety, and operational readiness;
- Carry out duties as assigned by the Fire Chief.

### **110.3 Assistant Fire Chief**

The Assistant Fire Chief **shall** act under the authority of the Fire Chief and Deputy Fire Chief and **shall** support operational, training, and administrative functions as assigned.

The Assistant Fire Chief **shall** assume the duties of the Fire Chief and/or Deputy Fire Chief when delegated or when the Fire Chief and/or Deputy Fire Chief is unavailable.

The Assistant Fire Chief **may**:

- Provide incident command or supervisory functions when designated;
- Assist with training, compliance, and program delivery;
- Perform delegated responsibilities consistent with their appointment and qualifications.

#### **110.4 Captain**

A Captain **shall** act under the authority of the Fire Chief, Deputy Fire Chief, or Assistant Fire Chief and **shall** provide operational supervision and leadership as assigned.

A Captain **may**:

- Assume incident command or sector/group supervision when designated;
- Supervise firefighters during emergency operations, training, and non-emergency activities;
- Support training, equipment readiness, and operational coordination;
- Perform delegated duties consistent with their appointment and qualifications.

#### **110.5 Lieutenant**

A Lieutenant **shall** act under the authority of senior officers and **shall** provide front-line supervision during emergency and non-emergency activities as assigned.

A Lieutenant **may**:

- Supervise crews, tasks, or functions at incidents when designated;
- Assist with training, mentoring, and operational readiness;
- Perform delegated responsibilities consistent with their appointment and qualifications.

**Nothing in this section is intended to limit the Fire Chief's authority to assign, combine, or temporarily adjust officer responsibilities based on operational needs.**

## SECTION 200 – OPERATIONS

(~~Strikethrough~~ = removed | **Bold** = added / revised)

### PART A – RED-LINED VERSION (Original → Revised 2025)

#### Original (2014 – Ref. 200(a))

Emergencies calls will be received via pager, paging radios.  
Incident information and location will be dispatched through these devices by **Camrose City Police Communications Center**.

Members shall respond to the fire hall in an expedient manner obeying all traffic laws.  
Response in personal vehicles to the fire hall shall be done safely.

Arrival at the fire hall all members shall don appropriate personal protective clothing and proceed to identified response apparatus.

All responding apparatus shall obey all traffic laws. Apparatus will be driven in a respectful diligent manner at all times. Apparatus operators shall possess the appropriate class of driver's license, endorsements and training for the vehicle being operated.

All fire apparatus shall respond as directed by a Fire Chief, Deputy Fire Chief, Captain, Lieutenant, Fire Officer, or Firefighter.

~~Response to Structure Fires and Motor Vehicle Collisions Require a Minimum Five (5) Member Response. If Five (5) Members are Not Available to Respond Mutual Aid will be Immediately Requested From Another Fire Department.~~

#### Revised 2025 (Red-lined)

Emergency calls **should** be received via paging systems, radios, and other approved alerting technologies.  
Incident information and location **will** be dispatched through the **designated emergency communications centre**.

Members **should** respond to the fire hall in a safe and timely manner, obeying all provisions of the Alberta Traffic Safety Act.  
Response in personal vehicles **should** be conducted with due regard for public safety.

Upon arrival at the fire hall, members **should** don appropriate personal protective equipment and report to assigned apparatus or duties.



All responding apparatus **should** obey traffic laws and be operated with due regard. Apparatus operators **should** possess the appropriate class of driver's licence, endorsements, and training consistent with recommended NFPA 1002 standards.

Fire apparatus **will** respond under the direction of the Incident Commander or a designated officer.

**Minimum staffing levels are incident-dependent and should be based on risk assessment, life safety considerations, and available resources. Mutual aid should be requested when staffing or resources are insufficient to safely manage the incident.**

## **200(b) Structure Fires**

~~Structure fire response shall follow established fire department tactics.~~

**Structure fire response should follow applicable NFPA standards, including NFPA 1001, 1500, and 1710, and applicable Alberta occupational health and safety requirements.**

~~The first pumper on scene shall establish a water supply.~~

**The first arriving apparatus should establish Incident Command and secure a water supply appropriate to the incident (hydrant, tanker shuttle, or relay).**

~~Two-out/two-in shall be followed for interior operations.~~

**Interior operations should comply with two-in/two-out principles as recommended by NFPA 1500, unless conditions justify an exception for immediate life rescue.**

~~Fire attack lines must be a minimum of 38mm.~~

**Attack lines should be a minimum of 38 mm (1.5") with sufficient flow for fire conditions.**

## **200(c) Offensive Operations**

~~Offensive operations shall only be initiated when life safety is at risk.~~

**Offensive operations should only be initiated when a risk-based assessment supports interior operations.**

~~The Incident Commander shall declare offensive strategy.~~

**The Incident Commander should declare the operational mode (offensive or defensive) and communicate this to all personnel.**

~~A Rapid Intervention Team must be established.~~

**A Rapid Intervention Team (RIT) should be established when staffing and conditions permit, consistent with NFPA 1407 guidance.**

~~Thermal imaging cameras must be used.~~

**Thermal Imaging Cameras (TICs) should be used when available to support search and fire attack decisions.**

#### **200(d) Defensive Operations**

~~Defensive operations shall be used when interior attack is unsafe.~~

**Defensive operations should be employed when interior attack is not justified due to structural integrity, fire conditions, or risk to personnel.**

~~Collapse zones shall be established at 1.5 times the height of the structure.~~

**Collapse zones should be established based on building construction, fire involvement, and a minimum guideline of 1.5 times the height of the structure.**

~~Hose lines of 65mm or greater shall be used.~~

**Large-diameter hose lines, portable monitors, or master streams should be used for defensive fire attack as appropriate.**

~~All personnel must wear SCBA.~~

**Personnel operating in hazardous atmospheres should wear full PPE and SCBA consistent with NFPA 1981 guidance.**

#### **200(e) Structural Firefighting Safety Procedures**

~~All members shall wear full PPE and SCBA.~~

**All members operating in hazardous environments should wear full PPE and SCBA.**

~~An Incident Safety Officer must be assigned.~~

**An Incident Safety Officer should be assigned at working fires when qualified personnel are available, consistent with NFPA 1521.**

~~A Rehabilitation Sector must be established.~~

**A Rehabilitation Sector should be established for extended or physically demanding incidents in accordance with NFPA 1584.**

~~Personnel shall rest after two SCBA cylinders.~~

**Personnel using two SCBA cylinders should undergo rehabilitation and rest prior to re-entry, with medical monitoring when available.**

#### **200(f) Motor Vehicle Collisions (MVCs)**

~~The Bashaw Fire Department shall respond to motor vehicle collisions as dispatched.~~

**The Bashaw Fire Department should respond to motor vehicle collisions when dispatched and when resources are available.**

~~Firefighters shall stabilize vehicles and provide extrication as required.~~

**Firefighters should prioritize scene safety, vehicle stabilization, hazard control, and patient access consistent with their training and equipment.**

~~Extrication shall be performed using department rescue tools.~~

**Extrication should only be performed by members trained and qualified in vehicle rescue operations.**

~~Traffic control shall be provided by firefighters until police arrive.~~

**Traffic control should be established until law enforcement or road authorities assume control.**

#### **200(g) Vehicle Fires**

~~Vehicle fires shall be attacked using standard fire attack procedures.~~

**Vehicle fires should be approached cautiously, recognizing the presence of fuel systems, airbags, and alternative fuel hazards.**

~~Firefighters shall wear full PPE and SCBA.~~

**Firefighters should wear full PPE and SCBA when operating in hazardous atmospheres.**

~~Hood and trunk areas shall be opened immediately.~~

**Access to engine compartments and cargo areas should be controlled to reduce flare-ups and air entrainment.**

#### **200(h) Fuel Spills / Flammable Liquids**

~~Fuel spills shall be mitigated by firefighters using absorbent materials.~~

**Fuel spills should be assessed for ignition risk, environmental impact, and responder safety prior to mitigation.**

~~Firefighters shall attempt to stop leaks when safe to do so.~~

**Firefighters should only attempt leak control when trained, equipped, and it can be done safely.**

~~The Fire Chief shall notify appropriate agencies.~~

**Appropriate agencies should be notified based on spill size, material, and jurisdictional requirements.**

#### **200(i) Propane and Natural Gas Incidents**

~~Firefighters shall shut off propane or gas supplies where possible.~~

**Firefighters should isolate propane or natural gas supplies when safe and within their level of training.**

~~Buildings shall be evacuated immediately.~~

**Evacuation should be considered based on gas concentration, ignition risk, and exposure potential.**

~~Utility companies must be contacted.~~

**Utility providers should be contacted as early as practicable.**

#### **200(j) Electrical Incidents / Power Lines**

~~Firefighters shall not approach downed power lines.~~

**Firefighters should treat all downed power lines as energized until confirmed otherwise by the utility provider.**

~~A safety perimeter of 10 metres shall be established.~~

**A safety perimeter should be established based on voltage, terrain, and conditions, with a minimum guideline of 10 metres.**

#### **200(k) Hazardous Materials (Defensive Operations)**

~~The Bashaw Fire Department shall operate at hazardous materials incidents in a defensive manner only.~~

**The Bashaw Fire Department should operate at hazardous materials incidents in a defensive capacity only, unless specifically trained and equipped otherwise.**

~~Firefighters shall not enter contaminated areas.~~

**Firefighters should not enter contaminated areas without appropriate training, PPE, and authorization.**

~~Containment and isolation shall be prioritized.~~

**Isolation, scene control, and coordination with specialized agencies should be prioritized.**

#### **200(l) Oilfield / H<sub>2</sub>S Incidents**

~~Firefighters shall wear SCBA at all oilfield related incidents.~~

**Firefighters should wear SCBA at oilfield or suspected H<sub>2</sub>S incidents unless atmospheric monitoring confirms safe conditions.**

~~Air monitoring shall be conducted.~~

**Air monitoring should be initiated and documented when equipment is available.**

~~Company representatives shall direct mitigation efforts.~~

**Mitigation efforts should be coordinated with site operators and regulatory authorities.**

#### **200(m) Severe Weather / Natural Disasters**

~~Firefighters shall respond to natural disasters as directed.~~

**Firefighters may be deployed to severe weather or disaster incidents when authorized by command and when it is safe to do so.**

~~Operations shall continue until incident termination.~~

**Operations should be managed using AIMS principles and scaled to available resources.**

#### **200(n) Termination of Operations**

~~The Incident Commander shall terminate operations when complete.~~

**The Incident Commander should terminate operations when objectives are met and hazards are controlled.**

~~All apparatus shall be returned to service.~~

**Apparatus and equipment should be inspected, rehabilitated, and returned to service as soon as practicable.**

## **PART B – CLEAN RECOMMENDED VERSION (Revised 2025)**

### **200(a) Response Order**

Emergency calls should be received via paging systems, radios, or other approved alerting technologies. Incident information will be dispatched through the designated emergency communications centre.

Members should respond to the fire hall in a safe and timely manner, obeying all applicable traffic laws. Response in personal vehicles should be conducted with due regard for public safety.

Upon arrival at the fire hall, members should don appropriate personal protective equipment and report to assigned apparatus or duties.

All responding apparatus should obey traffic laws and be operated with due regard. Apparatus operators should possess the appropriate class of driver's licence, endorsements, and training consistent with recommended NFPA 1002 standards.

Fire apparatus will respond under the direction of the Incident Commander or designated officer. Minimum staffing levels are incident-dependent and should be determined through ongoing risk assessment. Mutual aid should be requested when resources are insufficient to safely manage the incident.

### **200(b) Structure Fires**

Structure fire response should follow applicable NFPA standards and Alberta OHS requirements. The first arriving apparatus should establish Incident Command and secure an appropriate water supply. Interior operations should comply with two-in/two-out principles unless immediate life rescue dictates otherwise. Attack lines should be a minimum of 38 mm with adequate flow for conditions.

### **200(c) Offensive Operations**

Offensive operations should only be initiated following a risk-based assessment. The Incident Commander should declare the operational mode and ensure accountability, communications, and firefighter safety. A Rapid Intervention Team should be established when resources permit, and thermal imaging should be used when available.

### **200(d) Defensive Operations**

Defensive operations should be employed when interior attack is unsafe. Collapse zones should be established, and large-diameter hose lines, monitors, or master streams should be used as appropriate. Full PPE and SCBA should be worn in hazardous environments.

## **200(e) Structural Firefighting Safety Procedures**

Firefighter safety remains the highest priority. Full PPE and SCBA should be worn in hazardous environments. An Incident Safety Officer should be assigned at working incidents when available. Rehabilitation should be provided during extended operations, and rest periods should be enforced following SCBA use.

## **200(f)–200(n) Special Operations**

The Bashaw Fire Department should respond to motor vehicle collisions, vehicle fires, hazardous materials incidents, utility emergencies, oilfield incidents, and severe weather events when dispatched and when resources allow. Operations should be conducted using a risk-based approach, consistent with member training, available equipment, and Alberta occupational health and safety requirements.

Hazardous materials and oilfield incidents will be handled defensively, with emphasis on isolation, scene control, and coordination with specialized agencies and utility providers. Firefighters should not exceed their scope of training or operate in hazardous environments without appropriate PPE and authorization.

Incident termination should include accountability, equipment rehabilitation, documentation, and return to service.



## SECTION 300 – RECRUIT TRAINING PROGRAM

### PART A – RED-LINED VERSION (Original 2014 → Revised 2025)

(~~Strikethrough~~ = removed | **Bold** = added / revised)

#### 300(a) Recruit Training Program

~~Probationary firefighters of the Bashaw Fire Department shall complete a 20-hour orientation training program to be completed before their probationary period ends.~~

**Probationary firefighters of the Bashaw Fire Department should complete a structured recruit orientation and training program during their probationary period. The duration and sequencing of training should reflect operational risk, role expectations, and available training opportunities.**

#### Program Content

~~The following subjects will be included in the recruit training program with training information being used from an approved training manual, (Latest Edition)~~

**Recruit training should be delivered using approved and current training materials aligned with Alberta fire service practice and recommended NFPA standards.**

- 1. Fire department organization; chain of command; Bashaw Fire Department standard operating guidelines; work rules and regulations; terminology; radio and communication procedures; departmental history; mandate; jurisdictional boundaries; and mutual aid agreements.**
- 2. Fire behaviour fundamentals, including fire chemistry, heat transfer, toxic gases, smoke hazards, and fire classification.**
- 3. Ground ladders: safety, terminology, correct use, climbing procedures, carries, inspection, testing, uses, and limitations.**
- 4. Hand tools: identification, location on apparatus, maintenance, removal from service, and safe operating techniques.**
- 5. Rope and knots: types, care, inspection, and basic life-safety and utility applications.**
- 6. Self-contained breathing apparatus (SCBA): types, situational use, donning and doffing, care and maintenance, and introduction to smoke environments using approved training methods.**
- 7. Fire hose: construction, uses, care and maintenance, hose loads, safety, testing, and documentation.**

8. **Hose appliances: uses, care and maintenance, including master stream devices, wyes, reducers, couplings, hydrant operations, and associated safety considerations.**

~~Ventilation; theory of ventilation; types of ventilation; procedures; techniques; building construction affecting ventilation; ventilation tools and equipment; ventilation safety; ventilation practical demonstration using various types of ventilation.~~

**Ventilation principles, including horizontal and vertical ventilation, building construction considerations, ventilation safety, and practical demonstrations where appropriate.**

### **Training Documentation**

~~Each recruit shall have training documented and checked off as completed after training takes place. The officer in charge of training shall complete this information on the form provided and each entry is to be initialed by the recruit.~~

**Recruit training completion should be documented by the Training Officer or designate. Training records should be maintained in accordance with department policy and Town of Bashaw records management requirements.**

### **Training Hours and Evaluation**

~~Probationary training shall consist of a minimum of 20 hours.~~

**There is no prescribed minimum hour requirement; however, recruits should demonstrate competency in required skills prior to assignment to operational duties.**

~~Firefighter training records shall be signed by the Fire Chief.~~

**The Fire Chief or designate should review and approve recruit training completion prior to confirmation of operational status.**

## **PART B – CLEAN RECOMMENDED VERSION (Revised 2025)**

### **SECTION 300 – RECRUIT TRAINING PROGRAM**

#### **300(a) Recruit Training Program**

Probationary firefighters should complete a structured recruit orientation and training program during their probationary period. Training duration and sequencing should reflect operational risk, role expectations, and available training opportunities.

##### **Program Content**

Recruit training should be delivered using approved and current training materials aligned with Alberta fire service practice and recommended NFPA standards. Core subject areas include:

- Department organization, command structure, policies, communications, and mutual aid
- Fire behaviour fundamentals
- Ground ladders
- Hand tools
- Rope and knots
- SCBA operations
- Fire hose and appliances
- Ventilation principles and safety

##### **Training Documentation**

Recruit training completion should be documented by the Training Officer or designate and retained in accordance with departmental and Town of Bashaw records management practices.

##### **Competency and Approval**

Recruits should demonstrate competency in required skills prior to assignment to operational duties. The Fire Chief or designate should review and approve recruit training completion before confirming operational status.

## SECTION 400 – PHYSICAL FITNESS

### PART A – RED-LINED VERSION (Original 2014 → Revised 2025)

*(Strikethrough = removed | **Bold** = added / revised)*

#### 400 Physical Fitness Standard

~~Members of the Bashaw Fire Department shall make concentrated efforts to maintain physical fitness standard that enable each member to perform operational and / or other duties as required.~~

**Members of the Bashaw Fire Department should make reasonable efforts to maintain a level of physical fitness that supports the safe performance of operational and non-operational duties.**

~~This standard operating guideline provides the essential frame work and guidance on maintaining a level of physical fitness when participated in will aid in performing the operational activities of the Bashaw Fire Department.~~

**This guideline provides general information and guidance intended to support member wellness and injury prevention.**

#### Participation

~~All members participating in all physical activities described herein after do so at their own pace. Safety and caution should be exercised before beginning any of the outlined exercises and or functions associated with the described exercise program.~~

**Participation in any physical fitness activity is voluntary and undertaken at the individual member's discretion. Members should exercise caution and progress at their own pace.**

~~Participation in the fitness program is voluntary.~~

**Participation in any fitness or wellness activity is strictly voluntary.**

#### Medical Disclaimer

~~If you have concerns and/ or questions about the described exercise program please contact your family physician.~~

**Members are encouraged to consult their personal physician prior to beginning any exercise or wellness program.**

Consult your physician prior to beginning any exercise program or activity.

**The Bashaw Fire Department does not prescribe individual fitness programs and does not conduct medical fitness-for-duty assessments under this guideline.**

### **Fitness Program Description**

Physical Fitness Program (Recommendations only- consult your physician prior to physical training of any type)

**The following information provides general examples of fitness activities commonly associated with cardiovascular conditioning and strength training. These examples are provided for informational purposes only.**

Try to do 30 minutes of aerobic activity at least four times a week to begin with and work up to 45 minutes a week and your own pace.

**Members may choose aerobic activities such as walking, cycling, or similar exercise at a frequency and duration appropriate to their personal circumstances.**

Strength training should never be completed by yourself, always utilize a partner to train with for safety.

**Members engaging in strength training are encouraged to follow safe exercise practices and to seek qualified instruction where appropriate.**

A copy of the Canada Food Guide is included in this guideline for your own reference.

**General nutritional guidance is widely available through public health resources and personal healthcare providers.**

### **Liability and Scope Clarification**

The information provided is intended to give the Bashaw Fire Department members information that must be used in a discretionary manner following the direction of a physician.

**Nothing in this guideline creates a mandatory fitness standard, testing requirement, or condition of membership.**

Participation in any physical fitness training is strictly voluntary at the direction of a physician.

**Participation in physical fitness activities is voluntary and remains the responsibility of the individual member.**

## **PART B – CLEAN RECOMMENDED VERSION (Revised 2025)**

### **SECTION 400 – PHYSICAL FITNESS**

Members of the Bashaw Fire Department should make reasonable efforts to maintain a level of physical fitness that supports the safe performance of operational and non-operational duties.

Participation in physical fitness or wellness activities is voluntary. Members are encouraged to consult their personal physician prior to beginning any exercise program. The department does not prescribe individual fitness programs or conduct medical fitness-for-duty assessments under this guideline.

General examples of aerobic conditioning, strength training, and wellness activities are provided for informational purposes only. Members should exercise at their own pace and follow safe exercise practices.

Nothing in this guideline establishes mandatory fitness testing, participation requirements, or conditions of membership.

## SECTION 500 – OCCUPATIONAL HEALTH & SAFETY

*(Program Overview, PPE, Respiratory Protection, SCBA Program, Scene & Incident Safety)*

### PART A – RED-LINED VERSION (Original 2014 → Revised 2025)

*(Strikethrough = removed | **Bold** = added / revised)*

#### 500(a) General Safety Program

~~The Bashaw Fire Department Fire shall provide health and safety provisions for all members... We shall adhere to all relevant occupational health and safety practices...~~

**The Bashaw Fire Department (BFD) should provide health and safety guidance for members during operational and non-operational activities. The department should align practices with applicable Alberta occupational health and safety legislation and Town of Bashaw policy.**

~~The General Safety Program shall be administered by the Deputy Fire Chief and monitored by the Fire Chief.~~

**The General Safety Program should be administered by the Fire Chief or designate.**

~~The appointed Safety Officer shall form an Occupational Health and Safety committee and meet annually...~~

**A Safety Officer may be appointed, and safety meetings should be held periodically to support continuous improvement.**

~~The Safety Officer shall ensure that the safety program conforms to Provincial, and Federal regulations...~~

**Safety guidance should reflect applicable provincial legislation and recognized fire service best practices.**

#### 500(b) Personal Protective Equipment (PPE)

~~Each member will be provided required personal protective equipment...~~

**Members should be issued appropriate PPE consistent with their role, training, and operational assignments.**



~~Each member shall use their personal protective clothing during attendance at all emergency situations...~~

**Members should wear appropriate PPE during emergency incidents and training evolutions where hazards are present.**

~~Personal protective equipment shall be cleaned and maintained according to manufacturer's specification.~~

**PPE should be inspected, cleaned, and maintained in accordance with manufacturer recommendations.**

### **500(c) Respiratory Protection Program**

~~Each member shall wear SCBA in every oxygen deficient atmosphere at all time...~~

**Members should wear SCBA when operating in atmospheres that are oxygen-deficient, potentially IDLH, or otherwise hazardous, consistent with training and equipment availability.**

~~No member will utilize SCBA... prior to completing... S300 Fire etc course...~~

**Members should only use SCBA after receiving appropriate training and authorization.**

### **500(d) Self-Contained Breathing Apparatus (SCBA) Program**

~~The Fire Chief and Deputy Fire Chief shall be responsible for all aspects of SCBA...~~

**The Fire Chief or designate should oversee SCBA program administration, inspection, maintenance, and documentation.**

~~No member shall perform repairs on any SCBA units...~~

**SCBA repairs should be completed only by qualified service providers.**

~~Breathing air cascade system shall be tested... CSA Standard CAN3-Z180.1-M-85~~

**Breathing air quality should meet applicable CSA standards and be tested at recommended intervals.**

### **500(e) Scene and Incident Safety**

~~All personnel shall ensure that they are fully dressed in complete personal protective clothing...~~

**Members should wear appropriate PPE prior to engaging in emergency or training activities where hazards exist.**

~~The Incident Command Officer will monitor all personnel...~~

**The Incident Commander should monitor incident safety and may designate an Incident Safety Officer when resources allow.**

~~The incident command officer... have the authority to immediately correct situations...~~

**Unsafe acts or conditions should be corrected immediately to prevent injury or harm.**

#### **500(f) Training Safety**

~~All training conducted... shall conform to NFPA training standards...~~

**Training should align with recognized fire service best practices and applicable Alberta safety requirements.**

~~All Live Fire training situations will conform to NFPA 1403...~~

**Live fire training should be conducted in accordance with NFPA 1403 and applicable legislation.**

#### **500(g) Power Equipment and Hand Tool Safety**

~~All power and hand tool equipment shall be inspected weekly and after usage.~~

**Power and hand tools should be inspected at appropriate intervals and after use.**

~~All equipment after inspection that is found to be unserviceable will be immediately removed from service.~~

**Unserviceable equipment should be removed from service and reported to an officer.**

#### **500(h) WHMIS**

~~WHMIS training is mandatory for all members...~~

**WHMIS training should be completed by members as required for their role and exposures.**

~~Material Safety Data Sheets (MSDS)...~~

**Safety Data Sheets (SDS) should be maintained and accessible.**

#### **500(i) Hydrogen Sulfide (H<sub>2</sub>S)**

~~All members shall wear SCBA on the scene of every incident...~~

**Members should wear SCBA at suspected H<sub>2</sub>S incidents unless monitoring confirms safe conditions.**

~~Mitigation efforts will coincide with respective oil and gas company policies...~~

**Mitigation should be coordinated with site operators and regulatory authorities.**

#### **500(j) Fire Apparatus / Emergency Response Safety**

~~Members will not exceed the posted speed limits...~~

**Drivers should operate apparatus with due regard for safety and in accordance with traffic legislation.**

~~Seat belts shall be worn at all times...~~

**Seat belts should be worn at all times when vehicles are in motion.**

#### **500(k) NFPA 1500 References**

~~The Bashaw Fire Department Fire Division adopts the following portions of NFPA 1500...~~

**The Bashaw Fire Department recognizes NFPA 1500 as a recommended reference standard for fire service safety practices.**

## **PART B – CLEAN RECOMMENDED VERSION (Revised 2025)**

### **500(a) General Safety Program**

The Bashaw Fire Department should provide health and safety guidance for members during operational and non-operational activities, aligned with Alberta occupational health and safety legislation and Town of Bashaw policy. Safety oversight should be administered by the Fire Chief or designate.

### **500(b) Personal Protective Equipment**

Members should be issued and wear appropriate PPE consistent with their role and hazards encountered. PPE should be inspected, cleaned, and maintained in accordance with manufacturer recommendations.

### **500(c) Respiratory Protection**

Members should wear SCBA when operating in hazardous or potentially IDLH atmospheres and only after appropriate training and authorization.

### **500(d) SCBA Program**

The Fire Chief or designate should oversee SCBA administration, inspection, maintenance, air quality testing, and documentation. Repairs should be completed by qualified service providers.

### **500(e) Scene and Incident Safety**

Incident safety should be actively managed by the Incident Commander. PPE use, accountability, and correction of unsafe conditions are essential to preventing injury.

### **500(f)–500(k) Safety Programs**

Training safety, tool operation, hazardous materials awareness, H<sub>2</sub>S response, apparatus operation, and fire service safety practices should align with recognized best practices, Alberta legislation, and Town policy. NFPA standards are recognized as recommended guidance.

## SECTION 600 – WILDLAND / WUI OPERATIONS

### PART A – RED-LINE VERSION (Original → Recommended)

*(Strikethrough = removed text | **Bold** = added or revised text)*

#### 600(a) Purpose

The purpose of this Standard Operating Guideline (SOG) is to establish procedures for the **safe and effective response to wildland and Wildland-Urban Interface (WUI) fires** within the Town of Bashaw and surrounding response area.

~~This SOG also provides guidance when operating the Camrose County wildland fire apparatus under mutual aid or joint response agreements.~~

**This SOG applies to all Bashaw Fire Department (BFD) members responding to wildland and WUI incidents where BFD apparatus, personnel, or command resources are deployed.**

#### 600(b) Scope

~~Camrose County maintains ownership of one Type 6 wildland fire apparatus assigned to the Town of Bashaw for operational use.~~

**The Town of Bashaw owns and operates two (2) Type 6 wildland fire apparatus assigned to the Bashaw Fire Department.**

**This SOG applies to:**

- **Initial attack and extended wildland fire operations**
- **Wildland-Urban Interface (WUI) incidents**
- **Mutual aid responses involving wildland fire**
- **Support to provincial or regional wildland operations when authorized**

#### 600(c) Authority

Wildland fire operations shall be conducted under:

- **The Alberta Emergency Management Act**
- **The Alberta Incident Management System (AIMS)**
- **Applicable occupational health and safety legislation**
- **Town of Bashaw bylaws and policies**

Where Camrose County apparatus is involved, County policies and direction shall also apply.

**BFD officers retain authority for command, control, and deployment of Town-owned wildland fire resources unless Unified Command is established.**

#### **600(d) Command and Control**

- All wildland and WUI incidents **should** be managed using **AIMS/ICS principles**.
- The first arriving officer **should** assume Incident Command until formally transferred.
- Unified Command **should** be established when multiple agencies or jurisdictions are involved.

**When operating alongside Alberta Wildfire, County, or municipal partners, BFD will integrate into Unified Command while retaining accountability for Town-owned apparatus and personnel.**

#### **600(e) Apparatus and Equipment**

~~One (1) Type 6 wildland fire apparatus is operated by BFD on behalf of Camrose County.~~

**BFD operates and maintains two (2) Town-owned Type 6 wildland fire apparatus.**

Each Type 6 apparatus **should** be equipped and maintained in accordance with:

- Manufacturer specifications
- Applicable NFPA guidance (recommended practice)
- Alberta wildland fire operational norms

**Apparatus readiness, inspections, and maintenance fall under the authority of the Town of Bashaw and BFD.**

#### **600(f) Staffing and Deployment**

- Type 6 apparatus **should** be staffed in accordance with training, operational complexity, and safety considerations.
- Minimum staffing **should** reflect:
  - Wildland fire behaviour
  - Terrain and access
  - Duration of operations

**Deployment of either or both Type 6 apparatus will be authorized by the Incident Commander or designate.**

## 600(g) Safety

- Firefighter safety **shall remain the highest operational priority**.
- All members **should** operate within their level of training and qualification.
- LCES principles (Lookouts, Communications, Escape Routes, Safety Zones) **should** be applied during all wildland operations.

~~Camrose County safety procedures shall apply when operating County-owned apparatus.~~

**BFD safety procedures and Town of Bashaw OHS requirements apply to all wildland operations involving Town-owned apparatus.**

## 600(h) Training and Qualifications

- Members assigned to wildland operations **should** receive training appropriate to their role.
- Training **should** include:
  - Wildland fire behaviour
  - WUI tactics
  - Pump-and-roll operations (where applicable)
  - AIMS/ICS integration

**Training requirements will be documented and maintained by BFD.**

## 600(i) Mutual Aid and Interagency Operations

- Mutual aid responses **should** follow existing agreements and AIMS principles.
- BFD personnel operating outside Town boundaries **remain under BFD administrative control** unless otherwise directed through Unified Command.

~~Special provisions apply when Camrose County apparatus is deployed.~~

## 600(j) Post-Incident Review

- Wildland incidents **should** be reviewed to identify:
  - Operational strengths
  - Safety concerns
  - Training needs
- Significant incidents **should** be documented and reviewed by officers.

## **PART B – CLEAN “RECOMMENDED VERSION”**

### **SECTION 600 – WILDLAND / WUI OPERATIONS**

#### **600(a) Purpose**

To establish procedures for the safe and effective response to wildland and Wildland-Urban Interface (WUI) fires by the Bashaw Fire Department.

#### **600(b) Scope**

The Town of Bashaw owns and operates two (2) Type 6 wildland fire apparatus assigned to the Bashaw Fire Department.

This SOG applies to all wildland and WUI incidents involving BFD personnel, apparatus, or command resources.

#### **600(c) Authority**

Wildland operations will be conducted in accordance with Alberta legislation, AIMS, applicable OHS requirements, and Town of Bashaw policy.

#### **600(d) Command and Control**

Wildland incidents should be managed using AIMS/ICS. Unified Command should be established when multiple agencies are involved.

#### **600(e) Apparatus and Equipment**

BFD operates two (2) Type 6 wildland fire apparatus. Apparatus will be maintained, equipped, and deployed under Town of Bashaw authority.

#### **600(f) Staffing and Deployment**

Staffing and deployment will be based on incident complexity, fire behaviour, and member qualifications. Either or both Type 6 units may be deployed as authorized by the Incident Commander.

#### **600(g) Safety**

Firefighter safety is the highest priority. Members should operate within training and apply LCES principles at all times.



**600(h) Training**

Members assigned to wildland operations should receive appropriate wildland and WUI training, documented by BFD.

**600(i) Mutual Aid**

Mutual aid responses will follow existing agreements and AIMS principles while retaining BFD administrative accountability.

**600(j) Post-Incident Review**

Wildland incidents should be reviewed to support continuous improvement and safety.

## **PART A – RED-LINED VERSION (Original → Revised 2025)**

### **Original**

~~[No Section 700 existed in prior SOG versions.]~~

### **Revised 2025 (Added)**

**Section 700 is intentionally reserved for future Standard Operating Guidelines as approved by Bashaw Town Council.**

**This section may be used to incorporate additional specialty response programs, operational capabilities, or regulatory requirements as they are formally adopted.**

## **PART B – CLEAN RECOMMENDED VERSION (Revised 2025)**

### **SECTION 700 – RESERVED**

Section 700 is intentionally reserved for future Standard Operating Guidelines as approved by Bashaw Town Council. This section may be used to incorporate additional specialty response programs, operational capabilities, or regulatory requirements as they are formally adopted.

## SECTION 800 – MEDICAL FIRST RESPONDER (MFR)

*(Red-lined against **MFR Program SOG – March 3, 2016** and integrated with revised 2025 structure)*

### PART A – RED-LINED VERSION (2016 → Revised 2025)

*(Strikethrough = removed | **Bold** = added / revised)*

#### 800(a) Program Authority and Scope

~~Bashaw Fire Dept. intends to provide Medical First Response when dispatched within our regions of the three counties, Guided by Alberta Health Services.~~

**The Bashaw Fire Department (BFD) may provide Medical First Responder (MFR) services when dispatched, within its authorized response area, and in alignment with Alberta Health Services (AHS) medical direction.**

~~Volunteers will only act within their level of training and scope of practice.~~

**Members will only act within their level of training, certification, and authorized scope of practice.**

~~All volunteer firefighters will be required to possess a Standard First Aid certificate~~

**All members participating in MFR responses should, at a minimum, hold valid Standard First Aid with CPR certification.**

~~If some volunteers are qualified with higher levels of service such as EMR...~~

**Members holding higher medical qualifications (e.g., EMR) must maintain current registration with the Alberta College of Paramedics to practice at that level.**

#### 800(b) Medical Direction

~~Bashaw Fire Department volunteers will be able to contact Medical Directors provided by Alberta Health Services~~

**BFD MFR personnel will operate under medical direction provided by Alberta Health Services and follow approved medical control protocols applicable to their certification level.**

~~must follow orders provided by them~~

**Members should follow medical direction and protocols as authorized.**

#### **800(c) Patient Care Documentation**

~~Bashaw Fire Department volunteers will fill out and submit Patient Care Reports~~

**Patient Care Reports (PCRs) should be completed for all MFR responses in accordance with program requirements.**

~~including participation in a quality assurance review process~~

**PCRs may be subject to quality assurance and review processes as required.**

~~secure storage of this information in alignment with applicable legislation (FOIPP, HIA)~~

**All patient information will be managed and stored in compliance with applicable privacy legislation, including FOIPP and the Health Information Act (HIA).**

#### **800(d) Dispatch and Response Area**

~~Bashaw Fire Department acknowledges Camrose CAC (Camrose City Police) as their designated MFR dispatch agency:~~

**MFR dispatch will be coordinated through the designated emergency communications centre as authorized by the Town of Bashaw.**

~~Bashaw Fire Department confirms the response plan titled: 2016 trial~~

**The Bashaw Fire Department operates under an approved MFR response plan authorized by the Town of Bashaw.**

~~Participation in the program for 2016 will be on a trial basis~~

**The MFR program is an established service offering and is no longer considered a trial program.**

#### **800(e) Program Limitations**

~~Services are provided within the capabilities of the Bashaw Fire Department volunteers~~

**MFR services are provided within the capabilities and availability of BFD personnel and resources.**

~~requests for MFR participation may be declined due to resource unavailability~~

**MFR response may be declined or discontinued due to resource constraints, responder safety considerations, or other operational limitations.**

## **PART B – CLEAN RECOMMENDED VERSION (Revised 2025)**

### **SECTION 800 – MEDICAL FIRST RESPONDER (MFR)**

#### **800(a) Program Authority and Scope**

The Bashaw Fire Department may provide Medical First Responder (MFR) services when dispatched, within its authorized response area, and in alignment with Alberta Health Services medical direction. Members will act only within their level of training, certification, and authorized scope of practice.

#### **800(b) Medical Direction**

MFR personnel operate under medical direction provided by Alberta Health Services and follow approved medical control protocols applicable to their certification level.

#### **800(c) Patient Care Documentation**

Patient Care Reports should be completed for all MFR responses. Patient information will be managed and stored in compliance with FOIPP and the Health Information Act.

#### **800(d) Dispatch and Response Area**

MFR dispatch is coordinated through the designated emergency communications centre under an approved response plan authorized by the Town of Bashaw.

#### **800(e) Program Limitations**

MFR services are provided within the capabilities and availability of BFD personnel and resources. Responses may be declined or discontinued due to safety, staffing, or operational limitations.

## **APPENDIX – REFERENCES**

### **Legislation and Government Frameworks**

Alberta Government. (2000). *Emergency Management Act*, RSA 2000, c E-6.8.

<https://www.qp.alberta.ca>

Alberta Government. (2018). *Local Authority Emergency Management Regulation*, Alta Reg 223/2007. <https://www.qp.alberta.ca>

Alberta Government. (2021). *Occupational Health and Safety Act*, SA 2017, c O-2.1.

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Alberta Emergency Management Agency. (2023). *Alberta Incident Management System (AIMS)*. Government of Alberta.

Alberta Health Services. (n.d.). *Medical First Responder (MFR) program and medical direction guidance*. Government of Alberta.

### **National Fire Protection Association (NFPA)**

*(Referenced as recommended best practices)*

National Fire Protection Association. (2022). *NFPA 1001: Standard for firefighter professional qualifications*. NFPA.

National Fire Protection Association. (2022). *NFPA 1002: Standard for fire apparatus driver/operator professional qualifications*. NFPA.

National Fire Protection Association. (2023). *NFPA 1403: Standard on live fire training evolutions*. NFPA.

National Fire Protection Association. (2022). *NFPA 1500: Standard on fire department occupational safety, health, and wellness program*. NFPA.

National Fire Protection Association. (2023). *NFPA 1521: Standard for fire department safety officer*. NFPA.



National Fire Protection Association. (2022). *NFPA 1584: Standard on the rehabilitation process for members during emergency operations and training exercises*. NFPA.

National Fire Protection Association. (2023). *NFPA 1901: Standard for automotive fire apparatus*. NFPA.

## **Medical, Privacy, and Information Management**

Government of Alberta. (2000). *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25. <https://www.qp.alberta.ca>

Government of Alberta. (2000). *Health Information Act*, RSA 2000, c H-5. <https://www.qp.alberta.ca>

Alberta College of Paramedics. (n.d.). *Registration standards and scope of practice*. <https://www.collegeofparamedics.org>

## **Hazardous Materials and Safety Systems**

Canadian Centre for Occupational Health and Safety. (2023). *Workplace Hazardous Materials Information System (WHMIS)*. <https://www.ccohs.ca>

Canadian Standards Association. (2019). *CSA Z180.1: Compressed breathing air and systems*. CSA Group.

## **Municipal and Departmental Documents**

Town of Bashaw. (2020). *Fire Department hourly honorarium policy (Policy 23.20)*.

Town of Bashaw. (2020). *Fire Department Firefighters Fund donation policy (Policy 23.30)*.

Bashaw Fire Department. (2016). *Medical First Responder program standard operating guidelines*.

Bashaw Fire Department. (2014). *Standard operating guidelines*. (Superseded).

*References are provided to support best practices and legislative alignment. National Fire Protection Association (NFPA) standards are referenced as recommended guidance and are not adopted as mandatory requirements unless otherwise approved by Council.*