



**REGULAR MEETING OF COUNCIL  
A G E N D A  
Wednesday, March 4, 2026, 6:00 pm  
Council Chamber & Zoom Access**

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. PUBLIC HEARINGS – none
4. DELEGATIONS
5. APPROVAL OF MINUTES
  - 5.1 Minutes of February 18, 2026, Regular Meeting of Council
6. CONSENT AGENDA
  - 6.1 Council Committee Reports
  - 6.2 CAO Report
  - 6.3 Public Works Report
  - 6.4 Alberta Municipal Affairs – Minister’s Awards for Municipal & Public Library Excellence
7. NEW & UNFINISHED BUSINESS
  - 7.1 Town of Bashaw Municipal Library – Trustee approval motion request
  - 7.2 Bashaw Cemetery Mowing & Grounds keeping Contract – Renewal
  - 7.3 Bashaw Community Profile – Review
  - 7.4 Correct Organizational Meeting Minutes – Day, time, and place of Regular Meetings
8. CELEBRATORY CORRESPONDENCE FROM COUNCIL
9. CLOSED MEETING OF COUNCIL
  - 9.1 Legal – ATIA – Section 19
10. NOTICES OF MOTION
11. NEXT MEETING: – March 18, 2026 – 6:00 pm  
March 19, 2026 – 4:00 pm Strategic Planning session – Small Room at the  
Community Hall
12. ADJOURNMENT



**REGULAR MEETING OF COUNCIL  
MINUTES  
February 18, 2026, 6:00 pm  
Council Chambers & Zoom Access**

**In Person:** CAO Fuller (5:30pm), Deputy Mayor McIntosh (5:41pm), Mayor Orom (5:42pm), Councillor Masyk (5:30pm), Councillor Kohlman (5:50pm), Councillor Meger (5:30pm)

**Council by Zoom:** none.

**Absent with notice:** none

**Recording Secretary:** CAO Fuller

**Public:** Brenda Knight (5:46pm), Dion Burlock (5:46pm) Dennis Jones - Assistant Fire Chief (5:40 pm)

**Public Zoom:** Crystal Ramstad (6:17 pm)

**Press by zoom:** Stu Salkeld (6:00pm)

1. CALL TO ORDER by Mayor Orom (6:00pm)
2. ADOPTION OF AGENDA

**MOVED** by Deputy Mayor McIntosh to approve the February 18, 2026, Regular Meeting of Council agenda, with the addition of 7.6 Fire Department Reserve contribution.

**MOTION #26-2026**

CARRIED

3. PUBLIC HEARINGS – None
4. DELEGATIONS
  - 4.1 Highway 12/21 Regional Water Commission – Dion Burlock & Brenda Knight

Dion shared a print slide presentation with council, information on the history and creation of the Highway 12/21 Regional water commission.

Dion Burlock & Brenda Knight left the meeting after their presentation at 6:36 pm.

5. APPROVAL OF MINUTES
  - 5.1 Minutes of the February 4, 2026, Regular Meeting of Council

**MOVED** by Deputy Mayor McIntosh to approve the minutes from the February 4, 2026, Regular Meeting of Council.

**MOTION #27-2026**

CARRIED

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

Deputy Mayor McIntosh requested to discuss 6.8 RCMP – Community Priorities Plan Leadership letter as item 7.7 in the New & Unfinished business. Mayor Orom requested to discuss 6.6 Water Reconciliation Report – December 31, 2025, as item 7.8 in the New & Unfinished business. CAO Fuller mentioned that the Bashaw & District Regional Health & Wellness Foundation had requested a letter of support from Council, the item will be 7.9 in the New & unfinished Business section of the agenda.

## 7. NEW & UNFINISHED BUSINESS

### 7.1 Emergency Dispatch Services – Definition of Dispatch services for Council review

Discussion progressed, Deputy Mayor McIntosh requested if the definition was shared with the fire department. CAO Fuller informed him, it was not. The discussion continued.

**MOVED** by Deputy Mayor McIntosh to table 7.1 Emergency Dispatch Services – Definition of Dispatch services, this is to provide the Fire Department with an opportunity to comment.

**MOTION #28-2026** CARRIED

### 7.2 2026 – 49 Street Infrastructure Project – Tender Results and Recommendations

**MOVED** by Deputy Mayor McIntosh to approve awarding the 2026 – 49 Street Infrastructure project to UG Excavating Ltd.

**MOTION #29-2026** CARRIED

### 7.3 2026 – 49 Street Infrastructure Project – Funding Plan

**MOVED** by Deputy Mayor McIntosh 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.

**MOTION #30-2026** CARRIED

### 7.4 Bashaw Council Member Library Term

**MOVED** by Councillor Kohlman to appoint Councillor Masyk for a term starting in November 2025 and term expiry of November 2028.

**MOTION #31-2026** CARRIED

### 7.5 Bashaw Fire Department – Updated Standard Operating Guidelines

**MOVED** by Deputy Mayor McIntosh to move that the Bashaw Town council approve and adopt the 2025 Bashaw Fire Department Standard Operating Guidelines Version 2025.1, 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; February 23, 2026, and will be reviewed periodically or as operational or legislative changes require.

**MOTION #32-2026** CARRIED

Assistant Fire Chief Dennis Jones left the meeting at 7:47 pm.

### 7.6 Fire Department Reserve Contribution

**MOVED** by Councillor Kohlman to approve \$9,000 of 2025 Fire department donations; be moved into the Restricted for Operating Fire Reserve, at the February 18, 2026, regular meeting of Bashaw Town Council.

**MOTION #33-2026** CARRIED

7.7 RCMP – Community Priorities Plan Leadership letter

**MOVED** by Deputy Mayor McIntosh to accept the invitation letter as information; and request the Detachment Commander present at a Regular Meeting of Bashaw Town council.

**MOTION #34-2026**

CARRIED

7.8 Water Reconciliation Report – December 31, 2025

Discussion progressed regarding all the efforts to locate and eliminate water loss in the Bashaw Distribution system. Administration informed council that several water meters have been changed, and we anticipate continued reduction in the water loss percentage.

7.9 Bashaw & District Regional Health & Wellness Foundation

**MOVED** by Councillor Meger to generate a letter of support to the Bashaw & District Regional Health & Wellness Foundation to the area MLA, the Health Minister, the Premier, and the opposition critic as applicable; on behalf of Bashaw Town Council.

**MOTION #35-2026**

CARRIED

8. CELEBRATORY CORRESPONDENCE FROM COUNCIL

9. CORRESPONDENCE ITEMS – action to be considered

**MOVED** by Deputy Mayor McIntosh to move into closed meeting of Council to discuss; 10.1 Advice from Officials – ATIA – Section 29, and 10.2 Legal – Land – ATIA – Section 32 at 8:27 pm.

**MOTION #36-2026**

CARRIED

Stu Salkeld and Crystal Ramstad left the virtual meeting at 8:27 pm.

10. CLOSED MEETING OF COUNCIL

10.1 Advice from Officials – ATIA – Section 29

10.2 Legal – Land – ATIA – Section – 32

**MOVED** by Deputy Mayor McIntosh to move out of closed meeting of Council at 9:03 pm.

**MOTION #37-2026**

CARRIED

11. NOTICES OF MOTION – none

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

13. ADJOURNMENT – Councillor Masyk adjourned the meeting at 9:05 pm.

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MAYOR, Cindy Orom

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CHIEF ADMINISTRATIVE OFFICER, Theresa Fuller

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

**Deputy Mayor McIntosh**

Feb 27 - AB Munis Budget Breakdown Consultation

**Councillor Ambyr Kohlman**

BYC - Feb 4th, 2026

- > Board changed operation model to 'Collaborative Delivery Model'
- > this change will - allow the Board to provide as stewards for the space used by BYC.
- > - allow the Board to to maintain governance and community connections
- > - Board provides funding for lead staff -BDSS collaborates by offering
- > programming, additions administrative staff, and day-to-day operations.
- > Roles and expectations are formalized.
- > This new way of operations best fit if the Board wants the centre active and growing but has limited operational capacity.
- > Funding application grant declined by Camrose County.
- > Multiple fundraisers planned for 2026

**Councillor Carman Meger**

No meetings to report



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

1. Meetings, training

- February 2, 2026 – refresher training on payroll process
- February 3, 2026 – Staff meeting with Public Works
- February 3, 2026 – 49 Street Project Tender closing
- February 4, 2026 – Meeting at BDSS
- February 6, 2026 – Alberta Municipalities Towns meeting – Online
- February 6, 2026 – Meeting with Nordic Managing systems
- February 9, 2026- Human Resources meeting
- February 9, 2026 – Bashaw Business Navigation supports meeting
- February 10, 2026 – Meeting with Fisher Hill tree trimming company
- February 10, 2026 – Tender Opening with Tagish - Online
- February 11, 2026 – Tax Recovery preparation
- February 16, 2026 – Family Day stat
- February 17, 2026 – Human resources meeting
- February 18 and 19, 2026 – Auditor in the office
- February 19, 2026 – Human Resources meeting
- February 19, 2026 – Meeting with Bashaw Ag & Bashaw Minor ball
- February 24, 2026 – Meeting with Telus – Office phone system
- February 25, 2026 – Checking internet speed at Fire Hall, and Arena, brief chat with Chad Hildebrant at the arena

2. Ongoing follow up of Council assigned tasks.
3. Agenda and minutes preparation for this meeting. Follow up activities from the February 18, 2026, meeting.
4. Phone calls and ongoing contact with residents as required.

5. Follow up and communication emails, etc.
6. Budget preparation, and tracking.
7. Working with residents regarding tax payment agreements.
8. One admin staff on vacation – February 12 – 20, 2026
9. One admin staff on vacation – February 23 – March 6, 2026

**Town of Bashaw**  
**Council Direction Tracking Report March 2026**

		Status
<b>MOTION #169-2025</b>	<b>MOVED</b> by Deputy Mayor McIntosh to direct administration to propose changes to the Procedure Bylaw 785-2018 regarding remote electronic participation for council members.	Complete
<b>MOTION #170-2025</b>	<b>MOVED</b> by Deputy Mayor McIntosh to direct administration to include provisions for electronic live streaming of the council meetings to the Procedure Bylaw 785 – 2018.	Complete
<b>MOTION #171-2025</b>	<b>MOVED</b> by Deputy Mayor McIntosh to direct administration to research the costs associated with recording council meetings and having them accessible to the public, provisions for this to be included in the Procedural Bylaw 785 – 2018.	Incomplete
<b>MOTION #172-2025</b>	<b>MOVED</b> by Deputy Mayor McIntosh made a motion to request administration add to the consent agenda provisions for reporting on the status of directed resolutions, either as an additional item, or to be included within the CAO report to the Procedural Bylaw 785 – 2018.	Implemented
<b>MOTION #173-2025</b>	<b>MOVED</b> by Deputy Mayor McIntosh direct administration to revise the Schedule A to the current listing to match new minutes.	Complete
<b>MOTION #174-2025</b>	<b>MOVED</b> by Councillor Masyk to direct administration to obtain quotes for strategic planning and rebranding, for the purposes of planning in 2026.	In process
<b>MOTION #193-2025</b>	<b>MOVED</b> by Deputy Mayor McIntosh to direct administration to bring forward the beautification policy and terms of reference for council review.	Complete
<b>MOTION #212-2025</b>	<b>MOVED</b> by Deputy Mayor McIntosh to request the beautification committee to generate a report to council on their suggested changes to the terms of reference Beautification committee policy.	Complete
<b>MOTION #213-2025</b>	<b>MOVED</b> by Deputy Mayor McIntosh to direct administration to generate a version of the Terms of Reference Beautification Committee policy as recommended by administration to Bashaw Town Council for review.	In process
<b>MOTION #222-2025</b>	<b>MOVED</b> by Deputy Mayor McIntosh to invite the Highway 12/21 Regional Water Commission Chairperson and the Commission Manager to present to Bashaw Town Council within the next quarter.	Complete. Attended Feb 18.2026
<b>MOTION #223-2025</b>	<b>MOVED</b> by Deputy Mayor McIntosh to approve Mayor Orom and CAO Fuller to execute the Emergency Services Mutual Aid Agreement between Lacombe County and the Town of Bashaw.	In process, awaiting signed copy from Lacombe
<b>MOTION #230-2025</b>	<b>MOVED</b> 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.	Presented February 18, 2026 Agenda
<b>MOTION #231-2025</b>	<b>MOVED</b> by Deputy Mayor McIntosh to direct administration to request the Chief of Police of Camrose Police Service to attend a joint meeting with Bashaw town Council as per section 12, Dispute Resolution, subsection 12.1.2 of the Emergency Fire Dispatch services agreement.	Attended Jan 14.2026
<b>MOTION #235-2025</b>	<b>MOVED</b> by Deputy Mayor McIntosh to direct administration to implement a memorandum of understanding with the Town of Bashaw & the Bashaw & District Agricultural Society to operate the Bashaw Arena from January 1 to March 31, 2026, as discussed at the December 17, 2025, regular meeting of Bashaw Town Council.	Memorandum Created & signed.
<b>MOTION #237-2025</b>	<b>MOVED</b> by Deputy Mayor McIntosh to table the discussion regarding the labor costs of \$19,240.00; requested from Bashaw Concrete; to the January 2026 regular meeting of Bashaw Town Council.	Complete. Jan 14,2026 Reg Meeting

**Town of Bashaw**  
**Council Direction Tracking Report March 2026**

<b>MOTION #238-2025</b>	<b>MOVED</b> by Deputy Mayor McIntosh to direct administration to work with public works to create a standard operating guideline for the Bashaw Arena inclusive of the ice plant, and brine system.	In Process
<b>MOTION #006-2026</b>	<b>MOVED</b> by Deputy Mayor McIntosh to direct Administration to re-draft the administration version of the Beautification Terms of Reference Policy 15.10; with Council recommendations.	Incomplete
<b>MOTION #007-2026</b>	<b>MOVED</b> by Deputy Mayor McIntosh to approve first reading of Bylaw 837 – 2026 – Procedure Bylaw with the council recommendations.	Complete
<b>MOTION #010-2026</b>	<b>MOVED</b> by Deputy Mayor McIntosh to coordinate with Camrose Police Service to draft a Memorandum of Understanding (MOU) concerning definition of 1.1.2 Section 1 (Dispatch Services) from the Emergency Fire Dispatch Services Agreement.	Draft shared at Feb 18.2026 meeting
<b>MOTION #011-2026</b>	<b>MOVED</b> by Deputy Mayor McIntosh to discuss 7.5 Strategic Planning at the next Regular Meeting of Council.	Discussed Feb 18, 2026
<b>MOTION #012-2026</b>	<b>MOVED</b> by Deputy Mayor McIntosh to bring 7.6 Proclamations 12.7 forward to the next Regular Meeting of Council.	Discussed at the next meeting
<b>MOTION #016-2026</b>	<b>MOVED</b> by Deputy Mayor McIntosh to authorize the Mayor and CAO to execute the Emergency Fire Dispatch Services Agreement with the Camrose Police service.	Complete
<b>MOTION #020-2026</b>	<b>MOVED</b> 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.	Booked for Mar 19.2026
<b>MOTION #021-2026</b>	<b>MOVED</b> 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.	Complete
<b>MOTION #022-2026</b>	<b>MOVED</b> 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.	Complete
<b>MOTION #023-2026</b>	<b>MOVED</b> 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.	Incomplete
<b>MOTION #025-2026</b>	<b>MOVED</b> by Deputy Mayor McIntosh to direct Administration to bring forward the Town of Bashaw Employee recognition policy at a future meeting of Council.	Incomplete
<b>MOTION #028-2026</b>	<b>MOVED</b> by Deputy Mayor McIntosh to table 7.1 Emergency Dispatch Services – Definition of Dispatch services, this is to provide the Fire Department with an opportunity to comment.	In process
<b>MOTION #034-2026</b>	<b>MOVED</b> by Deputy Mayor McIntosh to accept the invitation letter as information; and request the Detachment Commander present at a Regular Meeting of Bashaw Town council.	In process
<b>MOTION #035-2026</b>	<b>MOVED</b> by Councillor Meger to generate a letter of support to the Bashaw & District Regional Health & Wellness Foundation to the area MLA, the Health Minister, the Premier, and the opposition critic as applicable; on behalf of Bashaw Town Council.	In process

# Town of Bashaw – Public Works Progress Report

**Reporting Period:** February 2026  
**Prepared For:** Town Council  
**Prepared By:** Rick Schmidt  
**Date:** February 27, 2026

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## 1. Executive Summary

This report outlines Public Works winter operations for February 2026, including road maintenance, water and wastewater system monitoring, and winter upkeep of municipal facilities and public spaces.

Operations continue to focus on:

- Public safety
- System reliability
- Regulatory compliance

Winter conditions remain the primary operational challenge, but all systems are functioning effectively.









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## 2. Roads – Winter Operations

Task	Status	Notes
Snow removal	🔄 Ongoing	Roads, sidewalks, trails, and parking lots cleared as required. Continued monitoring of conditions.
Minor winter repairs & inspections	🔄 Ongoing	Road safety inspections and minor winter repairs continue
Traffic sign maintenance	🔄 In Progress	Damaged/missing signs repaired; winter visibility checks ongoing
Fleet & heavy equipment servicing	✅ Completed	Winter readiness confirmed; all previous equipment failures corrected






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### 3. Water – Winter Operations

Task	Status	Notes
Routine system inspections	 Completed	System operating normally under winter conditions
Water meter replacements	 Ongoing	Replacements continue as issues arise
Valve inspections & maintenance	 Completed	Winter reliability ensured
Emergency power transfer switch	 Completed	Backup power capability maintained at the reservoir
Weekly Bact-T testing	 Ongoing	Routine weekly monitoring continues
Pb (lead) sampling	 Completed	Annual lead testing completed and compliant
THM (Trihalomethanes) testing	 Completed	Quarterly testing completed and within regulatory limits
AEP documentation (Alberta Environment)	 Completed	SOPs, DWSP, and reporting now up to date (Standard Operating Guideline, Drinking water Safety plan)

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### 4. Wastewater – Winter Operations

Task	Status	Notes
Lift station inspections	 Completed	No issues identified
Sanitary main and service line monitoring	 Ongoing	Winter monitoring continues
Lagoon operations	 Normal	Lagoon operating as intended
SOPs & ERPs (Standard Operating Guideline, and Emergency Response plan)	 Completed	Updated to reflect winter operating conditions
Staff emergency response training	 Completed	Winter response procedures reviewed

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## 5. Community Centre – Winter Maintenance

Task	Status	Notes
HVAC / plumbing / electrical	<input checked="" type="checkbox"/> Completed	Heating and building systems operating
Minor building maintenance	<input type="checkbox"/> Ongoing	General winter upkeep continues
Lock system	<input type="checkbox"/> In Progress	Addressing security concerns
Plumbing repairs	<input checked="" type="checkbox"/> Completed	Previous issues repaired; kitchen taps require replacement
Snow removal	<input type="checkbox"/> Ongoing	Entrances and walkways maintained

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## 6. Arena – Winter Operations

Task	Status	Notes
Operator support	<input type="checkbox"/> Ongoing	Town continues to support new operators as needed
Plant operations	<input checked="" type="checkbox"/> Completed	No issues identified

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## 7. Cemetery – Winter Maintenance

Task	Status	Notes
Snow clearing & access maintenance	<input type="checkbox"/> Ongoing	Access maintained
Plot marking	<input type="checkbox"/> In Progress	Ongoing as required
Family assistance	<input type="checkbox"/> Ongoing	Support for burials and inquiries continues

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## 8. Parks – Winter Maintenance

Task	Status	Notes
Pathway inspections & maintenance	<input type="checkbox"/> Ongoing	Winter safety checks continue
Playground inspections	<input checked="" type="checkbox"/> Completed	Inspected for winter safety

Grounds upkeep                      ⌚ Ongoing                      Snow management and general maintenance continue

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## 9. Fishpond – Winter Maintenance

Task	Status	Notes
Aeration pump	✅ Completed	New pump installed; operating as intended
Grounds maintenance	⌚ Ongoing	Winter upkeep continues
Committee direction	⌚ Ongoing	No new direction received

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## 10. Key Issues & Challenges

- Winter weather continues to increase operational demands on staff and equipment.
  - Community Centre lock system and kitchen taps require attention.
  - Staff resources continue to be managed to avoid service disruptions.
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## 11. Next Steps – March 2026

Area	Planned Actions
Roads	Continue snow removal, inspections, and traffic sign maintenance
Water	Continue meter replacements and weekly Bact-T testing
Wastewater	Continue monitoring; review winter operations for any adjustments
Community Centre	Complete lock system upgrades; replace kitchen taps; ongoing maintenance
Arena	Continue operator support and routine inspections
Cemetery	Maintain access and family assistance
Parks	Continue winter safety checks and grounds upkeep
Fishpond	Monitor aeration pump operation; continue winter maintenance



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Peace River*

AR121350

January 8, 2026

Dear Chief Elected Official or Library Board Chair:

I am pleased to invite your municipality or library board to provide submissions for the 2026 Minister's Awards for Municipal and Public Library Excellence (MAMPLE). This program recognizes excellence in municipal government initiatives and the provision of library services and promotes knowledge sharing to build capacity. These awards offer an opportunity to recognize the truly great work happening in communities across Alberta.

The 2026 program features four municipal and two library award categories. For each municipal category, one award will be given for municipalities with populations under 10,000, and one for municipalities with populations over 10,000. For each library category, two awards will be given to library boards serving populations under 10,000, and two for library boards serving populations over 10,000.

Submissions will be accepted in the following categories:

- **Building Economic Strength (open to all municipalities)**  
Awarded for an initiative that exemplifies:
  - building the economic capacity and/or resiliency of the community; and/or
  - improving the attractiveness of the community to businesses, investors, and visitors.
- **Enhancing Community Engagement or Livability (open to all municipalities)**  
Awarded for an initiative that exemplifies:
  - increasing accessibility of community services;
  - fostering inclusive and welcoming communities;
  - improving engagement opportunities for community members; and/or
  - strengthening wellness and safety responsiveness.
- **Partnership (open to all municipalities)**  
Awarded for an initiative that exemplifies:
  - enabling a local or regional partnership\* that achieves results that could not have been accomplished by the municipality alone;
  - generating lasting relationships between partners; and/or
  - leveraging the unique skill sets or resources of each partner.

\*Partners may include municipalities, businesses, First Nations, non-profit organizations, community groups, and other orders of government.

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- **Red Tape Reduction or Service Delivery Enhancement (open to all municipalities)**  
Awarded for an initiative that exemplifies:
  - improving upon or presenting a new approach to how a municipality can deliver a program or service;
  - streamlining processes and reducing administrative requirements, leading to more efficient service delivery;
  - saving time, money, and/or resources by implementing practices that enhance operational effectiveness;
  - reducing regulatory, policy, or procedural requirements to simplify access to municipal services for residents and businesses; and/or
  - promoting transparency and accountability in municipal operations, fostering trust within the community.
  
- **Public Library Services (open to all library boards, serving a population under 10,000)**  
Awarded for an initiative that exemplifies:
  - demonstrating responsiveness to community need(s); and
  - providing direct benefit to the public.
  
- **Public Library Services (open to all library boards, serving a population over 10,000)**  
Awarded for an initiative that exemplifies:
  - demonstrating responsiveness to community need(s); and
  - providing direct benefit to the public.

Details regarding eligibility and submission requirements are available on the Minister's Awards for Municipal and Public Library Excellence webpage at [www.alberta.ca/ministers-awards-municipal-public-library-excellence](http://www.alberta.ca/ministers-awards-municipal-public-library-excellence). **The deadline for submissions is March 31, 2026.**

Questions about the program from municipalities can be sent to [municipalexcellence@gov.ab.ca](mailto:municipalexcellence@gov.ab.ca) or program advisors may be reached at 780-427-2225 (toll-free by first dialing 310-0000).

Questions about the program from library boards can be sent to [libraries@gov.ab.ca](mailto:libraries@gov.ab.ca) or program advisors can be reached at 780-427-4871 (toll-free by first dialing 310-0000).

I encourage you to share your success stories, and I look forward to celebrating these achievements with your communities.

Sincerely,



Dan Williams, ECA  
Minister of Municipal Affairs

Town of Bashaw Library  
5020-52 Street  
PO BOX 669  
Bashaw, Alberta  
T0B 0H0  
Phone: (780) 372-4055



**TOWN OF BASHAW  
LIBRARY**

February 19, 2026

Chief Administrative Officer  
Town of Bashaw  
PO Box 510  
Bashaw, Alberta T0B 0H0

Dear Bashaw Town Council,

RE: Library Board Member Changes

This spring, three library board members' terms expire. The Town of Bashaw Library Board requests that Town Council appoint three new members and recommends three qualified individuals whose complementary skills, diverse backgrounds, varied perspectives, and age-group representation will strengthen the board and the library's future success.

Joanne Schoff's term is complete March 16, 2026 and she will no longer be a trustee.

Rob McDonald's term is complete March 16, 2026 and he will no longer be a trustee.

Margaret Young's term is complete March 16, 2026 and she will no longer be a trustee.

Please pass the following motions for the new Bashaw Library Board Trustees for the term March 2026 - March 2029:

**MOVED BY** \_\_\_\_\_ to appoint Bailie Moch to the Bashaw Library Board effective March 16, 2026 until March 16, 2029 for her first - three-year term.

**MOVED BY** \_\_\_\_\_ to appoint Kerri Docherty to the Bashaw Library Board effective March 16, 2026 until March 16, 2029 for her first - three-year term.

**MOVED BY** \_\_\_\_\_ to appoint Trish Rasmussen to the Bashaw Library Board effective March 16, 2026 until March 16, 2029 for her first - three-year term.

Town of Bashaw Library  
5020-52 Street  
PO BOX 669  
Bashaw, Alberta  
T0B 0H0  
Phone: (780) 372-4055



**TOWN OF BASHAW  
LIBRARY**

Please pass the following motions for the renewal of Bashaw Library Board Trustees:

**MOVED BY** \_\_\_\_\_ to appoint Amanda Lyle to the Bashaw Library Board effective until November 9, 2027 for her second - three-year term.

**MOVED BY** \_\_\_\_\_ to appoint Natasha Larkin to the Bashaw Library Board effective until December 21, 2028 for her second - three-year term.

**MOVED BY** \_\_\_\_\_ to appoint Rob Dann to the Bashaw Library Board effective until April 26, 2029 for his second - three-year term.

Thank you for your attention to this important matter.

**Sincerely,**

Sara McKenzie

Town of Bashaw Library Manager

On behalf of: Terri Brown-Gust Chairperson, Town of Bashaw Library Board

## Town of Bashaw Library Board Trustees' Term Information 2026

<b>Name</b>	<b>Date of Initial Appointment</b>	<b>Current Term End Date</b>	<b>Current Term Serving</b>	<b>Position</b>	<b>History Motion #</b>
Terri Brown-Gust	2024-02-05	2027-02-05	1	Chairperson	#025-2024
Margaret Young	2017-05	2026-03-16	3	Vice-person	#173-2020 #064-2023
Rob Dann	2023-04	2026-04-26	1	Treasurer	#090-2023
Joanne Schoff	2017-05	2026-03-16	3	Secretary	#175-2020 #065-2023
Reina Masyk	2025-11-03	2028-11-03	1	Town Representative	#187-2025
Natasha Larkin	2022-12-21	2028-12-21	2	Director	#269-2022
Amanda Lyle	2021-11-09	2027-11-09	2	Director	#313-2021
Jackie Northey	2023-12-18	2026-12-18	1	Director	#237-2023
Fern Bolduc	2023-12-18	2026-12-18	1	Director	#238-2023
Rob McDonald	2017-03-01	2026-03-16	3	Director	#179-2020 #066-2023
Kerri Docherty	2026-03-16	2029-03-16	0		

Baillie Moch	2026-03-16	2029-03-16	0		
Trish Rasmussen	2026-03-16	2029-03-16	0		

Updated: February 19, 2026

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# Appointments to the Municipal Library Board

## A Fact Sheet for Alberta Public Library Boards and Councils

Municipal councils select individuals from their communities to sit on a library board. These individuals are appointed to the library board to ensure comprehensive and efficient library services are provided to the community. Councils appoint individuals with unique skills and perspectives to create a competent, well-rounded library board.

### Appointment Basics

#### Board Members

As per the *Libraries Act*, council may appoint between 5 and 10 board members to a municipal library board. Of these appointees, no more than two may be municipal councillors (for more information about appointing councillors to a municipal library board, see Public Library Services Branch (PLSB)'s *Appointing Councillors to the Municipal or Intermunicipal Library Board* fact sheet).

Only the council of the municipality that established the library board has the authority to appoint members. The council of a neighbouring municipality cannot appoint board members to a board that they did not have a role in establishing. When making an appointment, council should include the name of the individual(s) being appointed and their term length in the motion.

#### Term Limits

Library board members are appointed for a term not exceeding 3 years. A board member cannot automatically serve more than 3 consecutive terms. If council wishes to have an individual on the municipal board for longer than 3 terms, 2/3 of the majority of council must vote in favour of re-appointing that individual for another term. This 2/3 majority vote must occur every time the individual is re-appointed. If a former board member who has not served on the board for a period of time seeks to be appointed to the board again, council may appoint this individual for a brand new term, regardless of whether they served 3 terms during their previous time on the board.

#### Selecting Board Members

Council has the prerogative to decide who is appointed to the municipal library board; however, it is good practice for council to involve the library board with

recruitment and selection of board members. The board can suggest what skillsets would be beneficial to the board, assist with any interview processes, and put forward names to council. It is then council's decision whether or not to appoint the suggested individuals. Council does not simply approve the names put forward – they must *appoint* each individual. Please note that library staff, as employees of the board, cannot be board members. Staff can attend board meetings in a supporting capacity if the board desires.

Councils are only responsible for appointing individuals, and may not appoint officer positions. The election of officers is a process that happens at the board table amongst board members.

It is recommended that council not add details surrounding appointments within the municipal establishment bylaw. This can lead to inflexibility and redundancy (or contradiction) with clauses stated within provincial legislation. The establishment bylaw simply creates the municipal library board.

#### Board Turnover

Once a board member's term expires, council has two options – appoint the individual again (ensuring 2/3 of council has approved the resolution if beyond 3 consecutive terms), or opt not to reappoint. In the latter case, council must appoint another individual to the board as soon as reasonably possible, particularly if board membership drops below the minimum of 5 members.

A board member is not permitted to serve more than three terms (unless approved by 2/3 of council) to allow for turnover of library board membership and allow new individuals to be appointed and share their perspectives. The library board belongs to the whole community – not simply a select few individuals. Other community members should have the opportunity to have a voice at the table should they wish to. Councils in smaller communities may assert that it is a struggle to find new individuals to appoint to the library board, citing a lack of willing volunteers from the community to sit on the board. It is worthy of note that there is no residency requirement for library board members. Board members need not live in the same municipality as the council that created the board. In fact, it can be beneficial to appoint individuals living outside of the

municipality to garner perspective from surrounding municipalities, whose community members may utilize those library services.

## Municipal vs. System Appointments

Note that appointing an individual to a municipal library board is not the same process as appointing an individual to a regional library system board. Municipalities that are members of a library system have the ability to appoint an individual to the system board to represent their municipality (for more information about system board appointments, see PLSB's *Appointments to the Library System Board* information sheet). This individual can serve on both the local and the regional system boards should council desire, but each appointment must be made separately.

## The Importance of Ensuring ALL Board Members are Appointed

Having individuals on the library board that are not appointed by council not only poses a significant legal risk to the board and library, but to the individual who is not appointed. Decisions and motions made at board meetings, if challenged, would not be likely to hold up in a court of law. Minutes signed by a board member who is not legally appointed would technically not be approved from a legal standpoint. While it is important that board members are appointed when first selected for the board, it is also important that council track when board member terms are expiring to ensure members are appointed for another term (if being reappointed) before their current appointment expires. If a gap exists between appointments, any voting or motions made by that individual would not be legally valid. A Board Member Tracker Template is included with this information sheet.

## Board Member Responsibilities

Council appoints *individuals* to municipal library boards, not representatives or officer positions. There is no seat on a municipal library board reserved for council, and councillors do not have a designated role to fill on the library board. They should not act as a representative of the municipality or any other group or organization. Board members may bring skills and knowledge from these other roles, but represent only themselves and their own views when it comes time to vote or make decisions.

Once a library board is established, it is an autonomous corporation – a legal entity separate from the municipality that established it. It has full management and control of library services in the community. Board members have fiduciary duties to fulfill in their roles. This includes the duty of care – each board member must be knowledgeable about their role and carry out their duties with the degree of care and attention that can reasonably be expected of them – and the duty of loyalty – to act honestly and in the best interests of the board and library, regardless of other boards and committees that individual may sit on.

## Support and Resources

If you have any questions, please contact the Public Library Services Branch by phone at 780-427-4871 (toll free by dialing 310-0000 first), or by email at [libraries@gov.ab.ca](mailto:libraries@gov.ab.ca). Information is also available on the PLSB website at [www.albertalibraries.ca](http://www.albertalibraries.ca).

## Sample Board Member Term Tracking Form

<The (Name of Municipality) Library Board>

### Requirements as per the *Libraries Act*, section 4

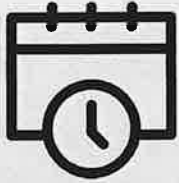
- Only the municipal council that established the library board has the authority to appoint board members
- Minimum of 5, maximum of 10 board members can be appointed to the municipal library board
- A maximum of 2 board members may also be councillors from the municipality that established the board
- A single term on the board cannot exceed 3 years
- After 3 consecutive terms, 2/3rds of council must approve the individual being reappointed for each consecutive term thereafter (e.g. for a fourth, fifth term)

Name of board member	Date of initial appointment	Current term ends	Number of terms served	History (e.g. motion # or date of letter of appointment)
Bob Smith	October 15, 2020	October 15, 2025	2	Motion#12345s – appointed for a 2 year term  Motion#98765f – appointed for a 3 year term



# Town of Bashaw Library

## Annual Report 2025



The library had **1,132** open hours in 2025!



**188** people have a card at our library



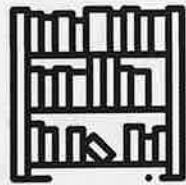
**5,702** people walked through our doors last year



In addition to **2,291** website visits



The library added **554** new items last year



Bringing the total collection to **7,457**



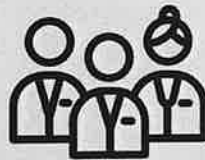
There were **1,095** downloads of e-Content



Contributing to a total of **8,137** checkouts!



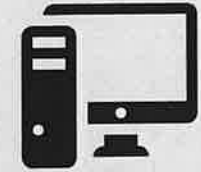
We lent our items to libraries outside of our system **5,556** times



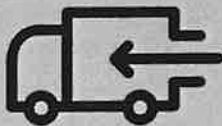
Our service is delivered by **4** dedicated staff



And **20** amazing volunteers



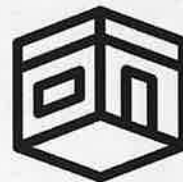
The library has **5** public computers



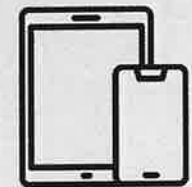
And brought in **4,116** items upon patron request



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!

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	March 4, 2026
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.2 Bashaw Cemetery Mowing & Grounds keeping Contract - Renewal

**Background/Proposal:**

The town of Bashaw has contracted out the services since June of 2023. The contractor has provided consistent conscientious service. They are responsive and attentive to concerns.

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

The agreement either expires as of June 10, 2026, or can be extended for 2 years.

The contractor is willing to continue, however requests to increase the fee by \$500.00 per cut. The Contractor is Diakonia Construction Ltd.

The discussion is to determine if council would like to renew it for two years or put the contract out for competition.

Over the three years the annual cost varied from \$14, 233.63 to \$8,612.88. With implementation of the new fee the range would be from \$ \$18,233.63 to \$11,612.88.

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

Annual Operating Budget.

**Applicable Legislation:**

MGA – Section 242

**Recommended Action:**

Administration recommends:

MOVED BY \_\_\_\_\_ to extend the contract with Diakonia Construction Ltd for the Bashaw Cemetery Moving & Groundskeeping contract for the Bashaw Cemetery.

**Community Engagement Consideration:**

The administration is willing to proceed upon council request.

**Discussion Result:**

Additional research Requested:

# Bashaw: The Small Town that does Big Things

Bashaw is well-equipped for a town of its size, serving as a medical hub for the surrounding rural area. Residents enjoy affordable housing in a self-sufficient community featuring a modern K-12 school and essential retailers. Its strategic location offers the perfect balance: a quiet rural lifestyle without sacrificing a convenient commute to larger centres like Camrose or Red Deer.

**Website:** <https://www.townofbashaw.com>



Example Only: Map with Major Hubs will be created

- **Population:** ~905 (2025/2026 estimate)
- **Area:** 3.0 sq. km
- **Location:** Strategically positioned at the junction of Highway 21 and Highway 53, serving as the heart where four major counties (Camrose, Ponoka, Stettler and Lacombe) converge.
- **Major Hubs:** Camrose (45 minutes), Red Deer (1 hour), Stettler (35 minutes), Lacombe (40 minutes), Ponoka (35 minutes) and Blackfalds (50 minutes).
- **Regional Role:** Agricultural and Medical Service Center

- **Natural Asset:** Only 10 minutes from the shores of Buffalo Lake, one of Alberta's most popular recreational lakes.



- **Public airport:** Bashaw airport is located north of the town and is used by local pilots, agricultural aircraft and occasional emergency medical evacuations.

## LIVE: A Foundation of Stability and Affordability

Bashaw doesn't just offer a place to stay; it offers a high-quality Prairie Parkland lifestyle. Check out the [video on Bashaw](#)

- **Small town living:** A quiet heartland with friendly neighbors and deep sense of belonging. It is the kind of place where a quick trip to the grocery store turns into a warm conversation, and where a community comes to together to help and support each other.
- **Affordable Housing:** You will find spacious detached homes and a welcoming environment for young families and retirees alike.

- **Modern Education:** A K-12 school (built in 2018) that serves as the town's social anchor



- **Innovative Medical Services:** Access to medical clinic, pharmacy, chiropractor, and ambulance services. The town is gaining provincial recognition for its Medical Clinic, which uses an award-winning "Integrated Health Neighborhood" model.
- **Safe and connected environment:** With a dedicated local RCMP detachment and a culture where neighbors look out for one another, Bashaw offers a community of care.
- **All Essential Services Available:** with a full suite of local amenities – including bank, meat shop, grocery stores and hardware shops, you find every essential right here at home.
- **Seasonal Farmer's market:** held on Fridays from June through August, this market features fresh local produce, baking and crafts. The market serves as a key gathering place for Bashaw and the surrounding district.
- **Senior Excellence:** between the new Bashaw Meadows senior home, the Happy Gang Centre and the Meals on Wheels program, seniors in the community are truly well-cared for (more details on our [website](#))

# PLAY: Your Backyard if the Great Outdoors



In Bashaw, recreation is not something you drive two hours for; it's what you do after work on a Tuesday.

- **The Buffalo Lake Advantage:** Buffalo Lake and Pelican Point offer sandy beaches, boating and fishing.
- **Four-Season Activity:**
  - **Summer:** Annual Bunnock (Game of Bones) tournament, baseball tournament, two nearby 9-hole golf courses, and updated pickleball/tennis courts. The Bashaw Trout Pond is stocked annually for public use.
  - **Winter:** An active arena for hockey and curling, ice fishing and snowmobiling on the surrounding trails.
- **Unique Culture:** The Majestic Theatre (est. 1915) is considered the crown jewel of Bashaw's history. The theatre remains very active and provides a rare wood-frame venue for live theatre, cinema, and concerts.
- **Regional Natural Areas:** The Centennial Nature Trail, located directly within the town, offers a wide, gravel-path system perfect for morning runs or quiet evening strolls. For those seeking a more rugged adventure, several wild sites are nearby, including Windsor Lake and Thompson Area.
- **Vibrant Community:** with a wide array of activities and friendly groups to choose from, there are many ways to stay active and connected within the community (more details on our [website](#)).

# WORK and Invest: The new Rural Economy

Bashaw offers a soft landing for those fleeing city costs without sacrificing the essential services—school, health, and high-speed internet—that modern life requires.

- **Infrastructure for Remote Work:** As part of the Alberta Broadband Strategy, the town is increasingly remote-work ready. Professionals can enjoy gigabit-potential speeds while looking out over the prairie valley.
- **The Commuter's Paradise:** Bashaw's ideal position with manageable commutes to Red Deer, Lacombe, Blackfalds and Camrose makes it the ideal home base for hybrid workers who only need to be in the city a few times a week.
- **Agri-Innovation:** Bashaw is a leader in niche agriculture, including high-tech frozen embryo production for export and a robust livestock/grain sector.



- **Hub for Agricultural shows:** The agricultural grounds are equipped with cattle barns, outdoor and indoor show rings, racetrack and rodeo facilities. The annual All Breeds Show is a summer tradition that draws agricultural enthusiasts from across the province to showcase elite livestock and foster the next generation of ranching talent (more details on our [website](#)).
- **Industrial Presence:** Local businesses in the oil and gas, recycling, concrete and construction sectors provide employment for skilled professionals.

**Contact person:** Theresa Fuller, CAO, Town of Bashaw 780-372-3911 | [cao@townofbashaw.com](mailto:cao@townofbashaw.com)

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 Correct Organizational Meeting Minutes – Day, Time, and place of Regular Meetings

**Background/Proposal:**

The Organizational meeting was on November 3, 2025. An error has come to attention.

3. BUSINESS

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

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

**MOTION #165-2025**

**CARRIED**

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

The meetings were approved for the first and third Wednesday.

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

None.

**Applicable Legislation:**

MGA – Section 193

**Recommended Action:**

Administration recommends passing the following motion:

MOVED BY \_\_\_\_\_ to rescind motion #165-2025.

MOVED BY \_\_\_\_\_ that regular meetings of Council be held on the first and third Wednesday of each month at 6:00 pm location to be determined based on Council preference.

**Community Engagement Consideration:**

The administration is willing to proceed upon council request.

**Discussion Result:**

Additional research Requested:



**ORGANIZATIONAL MEETING OF COUNCIL  
MINUTES**

**MONDAY, November 3, 2025 @ 6:00 P.M.**

**Council Chambers**

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

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

**Recording Secretary:** Absent

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

**Absent:** None

**Press:** None

**Public:** None in attendance

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

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

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

**MOTION #163-2025**

**CARRIED**

2. Election of Deputy Mayor and Oath of Office

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

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

**MOTION #164-2025**

**CARRIED**

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

3. BUSINESS

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

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

**MOTION #165-2025**

**CARRIED**

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

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