



**REGULAR MEETING OF COUNCIL  
A G E N D A  
Wednesday, March 18, 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 March 4, 2026, Regular Meeting of Council
6. CONSENT AGENDA
  - 6.1 Council Committee Reports
  - 6.2 Bashaw Social Centre Management Board Financials
7. NEW & UNFINISHED BUSINESS
  - 7.1 Bashaw Council Member Library Term
  - 7.2 Bylaw 838-2026 – Bashaw Beautification Committee Bylaw
  - 7.3 6.10 Awards Policy
8. CELEBRATORY CORRESPONDENCE FROM COUNCIL
9. CLOSED MEETING OF COUNCIL
  - 9.1 Personnel – Cemetery Mowing & groundskeeping - ATIA – Section 19
  - 9.2 Legal – ATIA – Section 19
10. NOTICES OF MOTION
11. NEXT MEETING: – March 19, 2026 – 4:00 pm Strategic Planning session – Small Room at the Community Hall  
- April 1, 2026 & April 15, 2026 – 6:00 pm
12. ADJOURNMENT



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

**In Person:** CAO Fuller (5:30pm), Deputy Mayor McIntosh (5:42pm), Mayor Orom (5:54pm), Councillor Masyk (5:26pm), Councillor Kohlman (5:40pm), Councillor Meger (5:26pm)

**Council by Zoom:** none.

**Absent with notice:** none

**Recording Secretary:** CAO Fuller

**Public:** none

**Public Zoom:** none

**Press by zoom:** Kevin Sabo (6:00pm)

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

**MOVED** by Councillor Kohlman to approve the February 18, 2026, Regular Meeting of Council agenda, with the addition of 7.5 Regional Wellness Team – Invitation to attend.

**MOTION #38-2026**

**CARRIED**

3. PUBLIC HEARINGS – None
4. DELEGATIONS - None
5. APPROVAL OF MINUTES
  - 5.1 Minutes of the February 18, 2026, Regular Meeting of Council

**MOVED** by Deputy Mayor McIntosh to approve the minutes from the February 18, 2026, Regular Meeting of Council.

**MOTION #39-2026**

**CARRIED**

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

**MOVED** by Deputy Mayor McIntosh to appoint Bailie Moch to the Bashaw Library Board effective March 16, 2026, until March 16, 2029, for her first – three – year term.

**MOTION #40-2026**

**CARRIED**

**MOVED** by Deputy Mayor McIntosh to appoint Kerri Docherty to the Bashaw Library Board effective March 16, 2026, until March 16, 2029, for her first – three – year term.

**MOTION #41-2026**

CARRIED

**MOVED** by Deputy Mayor McIntosh to appoint Trish Rasmussen to the Bashaw Library Board effective March 16, 2026, until March 16, 2029, for her first – three – year term.

**MOTION #42-2026**

CARRIED

**MOVED** by Deputy Mayor McIntosh to appoint Amanda Lyle to the Bashaw Library Board effective until November 9, 2027, for her second – three year term.

**MOTION #43-2026**

CARRIED

**MOVED** by Deputy Mayor McIntosh to appoint Natasha Larkin to the Bashaw Library Board effective until December 21, 2028, for her second three year term.

**MOTION #44-2026**

CARRIED

**MOVED** by Deputy Mayor McIntosh to appoint Rob Dann to the Bashaw Library Board effective until April 26, 2029, for his second three year term.

**MOTION #45-2026**

CARRIED

#### 7.2 Bashaw Cemetery Mowing & Grounds keeping Contract – Renewal

**MOVED** by Councillor Masyk move the discussion regarding the Bashaw Cemetery Mowing & Grounds keeping contract into the Closed Session for the next Regular Meeting of Bashaw Council.

**MOTION #46-2026**

CARRIED

#### 7.3 Bashaw Community Profile – Review

Council provided feedback on the document.

#### 7.4 Correct Organizational Meeting Minutes – Day, time, and place of Regular Meetings

**MOVED** by Deputy Mayor McIntosh to rescind motion #165-2025.

**MOTION #47-2026**

CARRIED

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

**MOTION #48-2026**

CARRIED

#### 7.5 Regional Wellness Team

CAO Fuller shared with council, the Regional Wellness team has invited the CAO and a member of Bashaw Town Council to attend their upcoming meeting on Monday, March 16, 2026, at 4:30 pm.

Council had a discussion regarding which council member to attend.

#### 8. CELEBRATORY CORRESPONDENCE FROM COUNCIL-none

**MOVED** by Deputy Mayor McIntosh to move into closed meeting of Council to discuss; 9.1 Legal – ATIA – Section 19 at 6:30 pm.

**MOTION #49-2026**

CARRIED

9. CLOSED MEETING OF COUNCIL  
9.1 Legal – ATIA – Section 19

**MOVED** by Deputy Mayor McIntosh to move out of closed meeting of Council at 6:47 pm.  
**MOTION #50-2026**

CARRIED

10. NOTICES OF MOTION – none

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 – Councillor Meger adjourned the meeting at 6:49 pm.

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MAYOR, Cindy Orom

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CHIEF ADMINISTRATIVE OFFICER, Theresa Fuller

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

**Deputy Mayor McIntosh**

I met with the Fire Chiefs on March 11th to discuss the dispatch definition, upcoming tour, and future priorities.

**Councillor Meger**

Community Hall Board Meeting

- previous minutes gone over
- went over financials from last year and budget for this year
- discussed rental agreements and how well they worked
- new business was nominations for executive for 2026 motion was made to keep all executives and directors as is from previous year
- motion was made to add myself as the town rep

**BASHAW SOCIAL CENTRE MANAGEMENT BOARD**  
**Balance Sheet As at 2025-12-31**

**ASSET**

<b>Current Assets</b>		
Petty Cash	0.00	
Bashaw Community Hall Board	17,562.06 ✓	
BCHB Common Shares	1.67 ✓	
Bashaw Social Centre Man. Bo...	6,045.77 ✓	
BSCMB Common Shares	1.49 ✓	
<b>Total Cash</b>		<b>23,610.99</b>
Accounts Recievable	1,525.00	
<b>Total Receivable</b>		<b>1,525.00</b>
<b>Total Current Assets</b>		<b>25,135.99</b>
<b>TOTAL ASSET</b>		<b>25,135.99</b>

**LIABILITY**

<b>Current Liabilities</b>		
Accounts Payable	3,185.12	
Misc	0.00	
Damage Deposits	1,000.00	
GST Paid on Purchases	0.00	
<b>Total Current Liabilities</b>		<b>4,185.12</b>
<b>TOTAL LIABILITY</b>		<b>4,185.12</b>

**EQUITY**

<b>Owners Equity</b>		
Retained Earnings - Previous Year	27,672.97	
Current Earnings	-6,722.10	
<b>Total Owners Equity</b>		<b>20,950.87</b>
<b>TOTAL EQUITY</b>		<b>20,950.87</b>
<b>LIABILITIES AND EQUITY</b>		<b>25,135.99</b>

*Reviewed and found correct  
Feb 17. 2026  
Helena Wilson*

# BASHAW SOCIAL CENTRE MANAGEMENT BOARD

## Income Statement 2025-01-01 to 2025-12-31

### REVENUE

<b>Sales Revenue</b>	
Rental income	18,250.00
Proceeds From 50/50	1,143.00
Casino Income	0.00
Donations	1,505.00
Misc Income	0.13
Bank Interest	0.00
<b>Total Revenues</b>	<u>20,898.13</u>

**TOTAL REVENUE** 20,898.13

### EXPENSE

<b>General &amp; Administrative Expe...</b>		
Accounting & Legal		0.00
Advertising & Promotions		0.00
Casino Expenses		0.00
Insurance		0.00
Interest & Bank Charges		0.00
Janitorial Services		12,000.00
Office Supplies		0.00
Miscellaneous Expenses		830.00
Repair & Maintenance		0.00
Telephone		0.00
Power	7,433.90	
Rebate re Gas & Power	0.00	
Natural Gas	4,089.75	
Water & Sewer	2,363.64	
<b>Total Utilities</b>		<u>13,887.29</u>
General Supplies		902.94
<b>Total General &amp; Admin. Expen...</b>		<u>27,620.23</u>

**TOTAL EXPENSE** 27,620.23

**NET INCOME** -6,722.10

*Reviewed and found correct  
Feb 17, 2026  
Helen Wilson*

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

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

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	March 18, 2026
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.1 Bashaw Council Member Library Term

**Background/Proposal:**

On February 18, 2026, at the Regular Meeting of Council, the following motion was passed;

**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

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

The motion is missing the reference to the town of Bashaw Library Board.

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

No budgetary impact.

**Applicable Legislation:**

Libraries Act – Section 4(5)

**Recommended Action:**

Administration recommends passing the following motions:

MOVED BY \_\_\_\_\_ to rescind motion #31-2026.

MOVED BY \_\_\_\_\_ to appoint Councillor Masyk, to the Town of Bashaw Library Board for a term starting in November of 2025 and term expiry of November 30, 2028.

**Community Engagement Consideration:**

The administration is willing to proceed upon council request.

**Discussion Result:**

Additional research Requested:



**TOWN OF BASHAW  
BY-LAW NO. 838-2026**

**BYLAW 838-2026** BEING A BY-LAW OF THE TOWN OF BASHAW IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE ESTABLISHMENT OF A COMMUNITY CENTRE BOARD.

PURSUANT TO THE PROVISIONS OF THE MUNICIPAL GOVERNMENT ACT, CHAPTER M-26, RSA 2000, AND AMMENDMENTS THERETO:

**WHEREAS** Section 7 (a) of the Municipal Government Act allows a Council to pass By-Laws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property;

**AND WHEREAS** Section 7 (b) of the Municipal Government Act allows a Council to pass By-Laws for municipal purposes respecting people, activities and things in, on or near a public place or place that is open to the public.

**AND WHEREAS** Section 7 (f) of the Municipal Government Act allows a Council to pass By-Laws for municipal purposes respecting services provided by or on behalf of the municipality.

**AND WHEREAS** Section 145 (a) of the Municipal Government Act allows a Council to pass

By-Laws for the establishment and functions of Council committees and other bodies;

**AND WHEREAS** Section 145 (b) of the Municipal Government Act allows a Council to pass

By-Laws for the procedure of Council committees and other bodies established by Council;

**AND WHEREAS** Section 146 (b) of the Municipal Government Act allows a Council to pass

By-Laws where Council committees may consist of a combination of Council and other persons;

**NOW THEREFORE** The Council of the Town of Bashaw, in the Province of Alberta, duly assembled, HEREBY ENACTS AS FOLLOWS:

TITLE

This By-Law may be cited as the "Bashaw Beautification Committee By-Law".

## REGULATIONS

### A) OBJECTIVES

1. To establish terms of reference for the Town of Bashaw Beautification Committee with a consistent process that will provide Council and the committee members with a description of the scope of the committee;
2. To provide an annual budget that accesses the annual Fortis Franchise fee or portion of; as determined by Council;
3. To create a process for submitting the annual project budget to council for approval;

### B) MANDATE

1. The Beautification committee serves as an advisory body to council, and is responsible for enhancing the overall appearance of the community;
2. By promoting, planning and implementing a shared vision for the following locations:
  - Main Street Business corridor
  - Main entrances into the community from Highway 21 and highway 53
  - Tourist information booth site
  - Existing park sites and walking trails
  - Consistent directional and identification signage for Town facilities and privately owned businesses
  - Promote community pride among residents
  - Work with town to enroll community involvement in community clean ups, and projects to improve or create green spaces
  - Assist town departments with developing community landscaping
  - Making recommendations for curb appeal community improvements

### C) MEMBERSHIP

1. Volunteers from the public, with an interest in community beautification.
2. Vacancies of the committee shall be replaced by Committee recommendations.
3. Bashaw Council will appoint members at the Organizational meeting of council.
4. Members shall remain on the committee as their availability and interest dictates.
5. Members can remove themselves from the committee by providing written notice.
6. Members are volunteers without compensation.

D) EXECUTIVE

1. The members will select a chairperson and a secretary.
2. One Council member should be appointed to act as Council liaison to the committee. The Mayor may attend meetings in an "ex-officio" capacity.
3. The Council member is to share information regarding the projects and activities within their council reports.
4. Administration will provide their annual budget to council.
5. Governance of the Board shall be at arm's length from Council but conducive to accepted governing practices in the Alberta Municipal Government Act.
6. Council will always be available for any advice, consultation, assistance, support, guidance or direction.

E) ROLES AND RESPONSIBILITIES

1. Administration works with this committee to arrange purchases; they do not directly control/access funds.
2. The Fortis Franchise fees are designated for their projects; it is council's discretion regarding the annual allocation.
3. Projects will be discussed, and the means of project completion will be pre-determined as to how the projects are completed. i.e. public works staff, volunteers, or contracted out.

F) PROCEDURE AND CONDUCT

1. Commitment to beautification within the community.

G) STAFF SUPPORT

1. Municipal staff will provide administrative support to the committee, coordinated through the Chief Administrative Officer.
2. Administration and Public works will evaluate if the projects can be completed with town resources, or other arrangements for completion will need to be made.

H) MEETINGS

1. Committee meetings shall be scheduled regularly on specified dates, times and places.
2. Meetings shall be open to the public.
3. The Committee must provide notice to the public of their meetings.

I) MINUTES

1. All meetings are recorded with minutes, without note or comment.

J) REPORTING

1. Council representation on the Board shall report at all regular Council meetings.
2. Administration will present the annual budget to Council.

- K) This by-law shall come into full force and effect on the day that it is finally passed by Council by giving it third and final reading and it is signed in accordance with the Municipal Government Act.

RECEIVED FIRST READING THIS  
18th DAY OF March, A.D. 2026  
IN THE TOWN OF BASHAW, IN THE  
PROVINCE OF ALBERTA

\* \_\_\_\_\_  
\*MAYOR  
\* \_\_\_\_\_  
\*CAO

RECEIVED SECOND READING THIS  
\_\_\_\_ DAY OF \_\_\_\_\_, AD 2026  
IN THE TOWN OF BASHAW, IN THE  
PROVINCE OF ALBERTA

\* \_\_\_\_\_  
\*MAYOR  
\* \_\_\_\_\_  
\*CAO

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

\* \_\_\_\_\_  
\*MAYOR  
\* \_\_\_\_\_  
\*CAO

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

\* \_\_\_\_\_  
\*MAYOR  
\* \_\_\_\_\_  
\*CAO

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

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

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	March 18, 2026
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.2 Awards Policy

**Background/Proposal:**

**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 #025-2026**

**CARRIED**

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

Attached is the policy council requested to review. A possible draft example is included.

The draft example includes community and volunteer recognition.

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

No budgetary impact.

**Applicable Legislation:**

MGA Section 5 (b)

**Recommended Action:**

Review the policy and inform administration what is important to be included in a draft of the new policy.

**Community Engagement Consideration:**

The administration is willing to proceed upon council request.

**Discussion Result:**

Additional research Requested:

# TOWN OF BASHAW

**TITLE:** Awards Policy

**POLICY #:** 6.10

**EFFECTIVE DATE APPROVED BY COUNCIL:** June 15, 1994  
Additions May 3, 2002 & June 4, 2002

**RESOLUTION:**

**POLICY STATEMENT:**

The Town of Bashaw will provide guidelines for the honoring of Mayors, Council members, Employees for the length of time spent in the employment of the Town and Provincial Sports Winners.

**PURPOSE:**

1. To show recognition and appreciation to Mayors, Councillors and Staff for the contribution that they have made to the Town of Bashaw during their term of office.
2. To provide incentive and encouragement for Council and Staff.
3. To provide a memento.
4. To honor individuals or teams who are winners of Provincial level sports.

**PROCEDURE:**

1. Mayors and Councillors will receive a plaque after three years of continuous service with the Town of Bashaw and will receive a pin with the number of years of service for any multiple of years thereafter.
2. Mayors and Councillors having 20 years or more service will be presented with an engraved watch at an open house ceremony.
3. Employees will be presented with an award with the number of years of service on it after five years of continuous service and will receive a pin with the number of years of service after each five year period thereafter or a gift certificate from a vendor of their choice.
4. An employee in good standing when leaving their employment with the Town of Bashaw will receive an engraved pen set if they have worked less than five years.
5. If an employee has worked five years or longer for the Town of Bashaw, in addition to the award or the gift certificate, they will be given a dinner in their honor that will be sponsored by the Town of Bashaw and will include the Council, Staff and their significant other.
6. The following price limits are suggested for the purchase of awards or gifts:

- 0 – 5 years \$50.00
- 6 – 10 years \$70.00
- 11 years and up A greater value

This policy shall be a guide to be used but may be varied to cover unusual or different occasions or circumstances by resolution of Council.

## **Community & Employee Recognition Policy (Example)**

### **Town of Bashaw**

#### **1. Purpose**

The Town of Bashaw recognizes that employees, volunteers, and residents contribute significantly to the quality of life in the community.

This policy establishes a framework for recognizing:

- Municipal employees
- Community volunteers
- Citizens or organizations who demonstrate outstanding service or achievement

Recognition programs help foster civic pride, encourage volunteerism, and acknowledge contributions that strengthen the community.

#### **2. Scope**

This policy applies to:

- Municipal employees
- Residents and volunteers who contribute to community initiatives
- Local groups or organizations operating within the municipality

#### **3. Principles**

Recognition programs will:

- Be **inclusive and fair**
- Encourage **community involvement**
- Be **low-cost and sustainable**
- Be administered in a **transparent and consistent manner**

#### **4. Employee Recognition**

##### **4.1 Service Milestones**

Employees will be recognized for years of service.

Recognition may occur at:

- 5 years
- 10 years
- 15 years
- 20+ years

Recognition may include:

- Certificate of appreciation
- Recognition at a Council meeting
- Small token or gift within the approved budget

## **4.2 Exceptional Service Recognition**

Employees demonstrating exceptional performance or dedication may be recognized by Council.

Examples include:

- Outstanding service to residents
- Innovation or initiative that benefits the municipality
- Extraordinary teamwork or problem solving
- Recognition may include:
  - Letter from the Mayor
  - Recognition at Council
  - Small token of appreciation

## **5. Volunteer Recognition**

- The Town recognizes the important contributions volunteers make to community programs, events, and organizations.
- Many municipalities run formal volunteer recognition programs or events to thank volunteers for improving community life.

### **5.1 Volunteer of the Year Award**

- Awarded annually to an individual or group demonstrating outstanding volunteer service.
- Eligibility:
  - Must volunteer within the municipality
  - Contributions must benefit residents or community organizations
  - Nominees may be individuals, groups, or youth volunteers
- Recognition may include:
  - Certificate from Council
  - Recognition at a Council meeting
  - Public acknowledgement on municipal website or newsletter

### **5.2 Volunteer Appreciation Event**

- The municipality may host an annual volunteer recognition event or reception.
- Municipalities commonly host annual recognition events to celebrate volunteers and acknowledge their contributions to the community.

## **6. Citizen Recognition**

### **6.1 Citizen of the Year**

- Awarded to a resident who has made exceptional contributions to the community through leadership, volunteerism, or community service.
- Eligibility:
  - Must be a resident of the municipality
  - Cannot be a member of Council or municipal employee
  - Contributions must demonstrate community impact
- Many municipalities use similar “Citizen of the Year” awards to recognize exceptional community involvement.

## **6.2 Good Neighbour Award**

- Recognizes individuals who contribute positively to their neighbourhood or community.
- Examples:
  - Helping neighbours in need
  - Community beautification efforts
  - Organizing neighbourhood initiatives
- Some small municipalities present “Good Neighbour” awards annually as a way to celebrate local community spirit.

## **6.3 Community Achievement Recognition**

- Council may recognize residents or organizations who:
  - Achieve provincial or national recognition
  - Complete significant community projects
  - Contribute to local culture, recreation, or social programs

## **7. Nominations**

### **7.1 Nomination Process**

- Residents, organizations, Council members, and municipal staff may submit nominations.
- Nominations should include:
  - Nominee name and contact information
  - Description of contributions
  - Supporting information or letters of support
- Municipalities often invite residents to submit nominations describing the volunteer’s work and community impact.

### **7.2 Selection**

- Nominations will be reviewed by:
  - Mayor
  - Chief Administrative Officer
  - One or more Council members
- Selection criteria may include:
  - Impact on the community
  - Length of service
  - Leadership or initiative
  - Community benefit

## **8. Recognition Methods**

- Recognition may include:
  - Certificates
  - Small tokens (mug, pin, plaque, etc.)
  - Public recognition at Council meetings
  - Municipal website or newsletter
  - Community events
- Some municipal programs present certificates or small tokens such as mugs, pins, or plaques as recognition gifts.

## **9. Budget**

- Council may approve an annual budget for recognition programs through the municipal operating budget.

## **10. Administration**

- The **Chief Administrative Officer (CAO)** is responsible for administering this policy and coordinating recognition programs.