



REGULAR MEETING OF COUNCIL

A G E N D A

Wednesday, July 15, 2026, 6:00 pm

Council Chamber & Zoom Access

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. PUBLIC HEARINGS – Land Use Bylaw Amendment Bylaw 842-2026
See separate Agenda.
4. DELEGATIONS
 - 4.1 MCS Net, Tower Request – Kevin Bernhardt
 - 4.2 The Bethany Group – Korrine Kohlman – Request to access Community Hall in event of Emergency
5. APPROVAL OF MINUTES
 - 5.1 Minutes of June 24, 2026, Public Hearing Land Use Bylaw amendment 841-2026.
 - 5.2 Minutes of June 24, 2026, Regular Meeting of Council
6. CONSENT AGENDA
 - 6.1 Council Committee Report
 - 6.2 CAO Report
 - 6.3 Town of Bashaw May 31, 2026, Monthly Statement
 - 6.4 Camrose & Area Lodge Authority Meeting Minutes – May 8, 2026.
 - 6.5 Alberta Municipal Affairs – Local Government Fiscal Framework Capital Allocation
 - 6.6 Camrose & Area Lodge Authority – Annual Report
 - 6.7 Town of Bashaw June 30, 2026, Monthly Statement
7. NEW & UNFINISHED BUSINESS
 - 7.1 Bylaw 842 – 2026 – Land Use Bylaw Amendment – possible second & Third reading
 - 7.2 Development Permit Consideration for Approval within DC-3 (DP2026-08)
 - 7.3 Development Permit Consideration for Approval within DC-3 (DP2026-09)
 - 7.4 MCS Net – Tower Installation request
 - 7.5 The Bethany Group – Request to access Community Hall in event of Emergency
 - 7.6 Library Trustee motions change request
 - 7.7 Council Meeting Video Costs
 - 7.8 Book Date for Part 2 - Bashaw Council Facilities Tour
 - 7.9 Curling Rink Lease Agreement Renewal
 - 7.10 Water Reservoir Feasibility Study
8. CELEBRATORY CORRESPONDENCE FROM COUNCIL
9. CLOSED MEETING OF COUNCIL
 - 9.1 Airport Land Lease – ATIA section 20
 - 9.2 Airport Hangar Leases – ATIA section 28
 - 9.3 Land Access Request – ATIA section 32
 - 9.4 Insurance – ATIA section 29
 - 9.5 Town Building Lease – ATIA section 32

10. NOTICES OF MOTION

11. NEXT MEETING: – August 12, 2026 – 6:00 pm.

12. ADJOURNMENT



TOWN OF BASHAW

PUBLIC HEARING AGENDA

Land Use Bylaw Amendment Bylaw #842-2026

Wednesday, July 15, 2026

1. Open Hearing –Mayor
2. Record of those Present (see attendance sheet)
3. Staff Report
4. Present Written Submissions
5. Ask for Verbal Submissions
6. Opportunity of Council to Ask Questions
7. Close Hearing

Town of Bashaw



Request for Decision

Meeting:	Regular Council
Meeting Date:	July 15, 2026
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	Second and Third Reading Land Use Bylaw Amendment Bylaw 842 - 2026

Background/Proposal:

The Applicant has applied for a textual amendment to the Land Use Bylaw to allow for an increase in the allowable projection of site accessibility features (such as wheelchair ramps) into front yard setbacks. The provision would allow for a maximum projection of 5.0m into the front yard setback, provided it meets safety code requirements and stays within the property lines for accessibility features such as wheelchair ramps or vertical platform lifts. While this amendment would apply to the entirety of the Town of Bashaw, the reason for the proposed change is to allow the Applicant to have a legal, compliant, bylaw-conforming wheelchair ramp installed on their single-detached home.

The Bylaw amendments proposed would also remove the requirement for a development permit for accessibility features such as wheelchair ramps or vertical platform lifts in the interests of inclusivity for all abilities and to ensure the Town of Bashaw is accessible for everyone, with minimal regulatory burden, provided they comply with all other aspects of the Land Use Bylaw.

Discussion/Options/Benefits/Disadvantages:*Overall Proposed Change and Impacts:*

The proposed textual amendment would allow for wheelchair ramps and vertical platform lifts to project up to 5.0m into the front yard setback of land use districts. Provided that the accessibility features met the setbacks of the district, they would also not be required to obtain a development permit if the amendments are approved as proposed.

Administration reviewed other land use bylaws across Alberta and found that there are many examples of increased projection allowances for wheelchair ramps and “accessibility features” in their Land Use Bylaws. There are also some examples of DP exemptions given these are inherently needed for residents to continue to use their properties in many cases and an example of necessary infrastructure for the functionality of residences. In many cases, these features are required as per provincial codes for commercial, institutional and other non-residential uses. Employment law and other legislation also require these features on many buildings in order to ensure all people have access to work and utilize public services and businesses effectively. Given these higher-level legislative requirements and the Town of Bashaw’s policy objectives in the MDP to create a welcoming and inclusive community for all, Administration is supportive of the proposed amendments and feel they will advance the community for all ability levels, and not just for this particular landowner.

Site Specific Changes

The proposed request is to facilitate a wheelchair ramp addition to a single-detached dwelling at 4914 – 51st Street in Bashaw (Lots 3 & 4, Block 21, Plan 2627 AC). The proposed will result in the wheelchair ramp being located 1.42m from the property line at its closest point. As the Land Use Bylaw only allows decks to project up to 2.0m into a front yard setback, which is 6.0m, this wheelchair ramp cannot be approved. The variance percentage exceeds the maximum variance amount of 20% that the Development Authority is authorized to grant, even when considering the projection so a Land Use Bylaw Amendment is required in order for this homeowner to proceed with their project.

If these amendments are approved, the wheelchair ramp will comply with the land use bylaw.

Public Hearing consultation

Council gave first reading of the Bylaw 842-2026 Amendment to Land Use Bylaw 780-2018 on June 24, 2026. The application was circulated to adjacent neighbors and advertised in the local newspaper on July 2 and July 9, 2026, dates.

As of July 10, 2026, 12:00 pm, there has not been any responses submitted from members of the community.

Municipal Development Plan Alignment

Page 6 of the MDP notes that “It is envisioned that with increased development Bashaw will: (2) be a community inclusive and welcoming to a diversity of individuals, with opportunities for each age cohort”. This initial statement that forms part of the initial vision speaks to the MDP’s goal of building an inclusive community for all. These proposed amendments further flexibility to allow for increased accessibility Town wide which aligns with this statement.

Summary

If approved, this land use bylaw change would allow Applicants to build their wheelchair ramp on the front of their home at a distance of 1.42m from the front property line without any further development permit approvals. Overall, the proposed amendments would reduce the regulatory requirements for new accessibility features as they would not require a development permit application if they comply with the Land Use Bylaw. It would also provide greater flexibility to allow these developments to project into the front yard setback.

All necessary building and safety code legislation would continue to apply to these structures.

Costs/Source of Funding (if applicable)

No funding required.

Applicable Legislation:

MGA – Section 617.

Community Engagement Consideration:

Given the limited impact of this amendment, Administration does not recommend formal public engagement. The proposed amendments will still require building code compliance and are in line with higher levels of legislation and the overarching policies of Bashaw Council and its MDP in terms of creating an accessible and inclusive community for all residents.

Recommended Action:

Administration recommends passing the following motion(s):

MOVED BY _____ approve second reading of Bylaw 842 – 2026 amending Land Use Bylaw 780-2018 with the following changes:

1. To add to Section 3.2 Development Not Requiring a Development Permit 1(p) accessibility features such as wheelchair ramps and vertical platform lifts that otherwise comply with all regulations of this Bylaw; and,
2. To add to Section 8.16 Projections Over Yards (1)(A) Front Yard: 5.0m for accessibility features such as wheelchair ramps and vertical platform lifts

MOVED BY _____ approve third reading of Bylaw 842 – 2026 amending Land Use Bylaw 780-2018 with the following changes:

1. To add to Section 3.2 Development Not Requiring a Development Permit 1(p) accessibility features such as wheelchair ramps and vertical platform lifts that otherwise comply with all regulations of this Bylaw; and,
2. To add to Section 8.16 Projections Over Yards (1)(A) Front Yard: 5.0m for accessibility features such as wheelchair ramps and vertical platform lifts

Discussion Result:

N/A



BY-LAW 842 - 2026

A BY-LAW OF THE TOWN OF BASHAW IN THE PROVINCE OF ALBERTA

WHEREAS the Municipal Government Act R.S.A. 2000, as amended, requires a municipal Council to consider amendments to the Land Use Bylaw;

AND WHEREAS, copies of this Bylaw and related documents were made available for inspection by the public at the Town office as required by the Municipal Government Act Revised Statutes of Alberta 2000, Chapter M-26;

NOW, THEREFORE, THE COUNCIL OF THE TOWN OF BASHAW DULY ASSEMBLED,
ENACTS AS FOLLOWS:

1. This Bylaw may be cited as Bylaw 842 - 2026
2. Schedule "A" outlines the proposed textual amendments to Section 3.2 and Section 8.16 of the Land Use Bylaw.
3. Bylaw 842 - 2026 which amends the Town of Bashaw Land Use Bylaw to amend Section 3.2 and Section 8.16 " is hereby adopted.
4. This Bylaw may be amended by Bylaw in accordance with the Municipal Government Act, as amended.
5. This Bylaw shall come into effect on the date of the third and final reading.

This Bylaw comes into force on the day it is finally passed.

RECEIVED FIRST READING THIS
24th DAY OF June, A.D. 2026
IN THE Town of Bashaw, IN THE
PROVINCE OF ALBERTA

* _____
*MAYOR
* _____
* _____

*ADMINISTRATOR

RECEIVED SECOND READING THIS
DAY OF, AD 2026
IN THE Town of Bashaw, IN THE
PROVINCE OF ALBERTA

*
*MAYOR
*
*
*ADMINISTRATOR

RECEIVED THIRD AND FINAL
READING THIS DAY OF
A.D. 2026, IN THE Town of Bashaw
IN THE PROVINCE OF ALBERTA

*
*MAYOR
*
*
*ADMINISTRATOR

SCHEDULE A

Section 3.2

(1) The following development shall not require a development permit:

(o) Accessibility features such as wheelchair ramps and vertical platform lifts provided they comply with all other regulations of the Land use Bylaw.

Section 8.16

(1) The following encroachments into required front, side and rear yard setbacks in land use districts may be permitted for canopies, balconies, eaves, box-outs, chimneys, gutters, sills, steps/stairs, and, in addition, cantilevers may be permitted to encroach into the front and rear yards only:

- a. Front Yard: 2.0 m for balconies; and 1.0 m for cantilevers, eaves, gutters, landings, and window sills (see Figure 8.17.1). 5.0m for accessibility features such as wheelchair ramps and vertical platform lifts as well as the decking surface area associated with them.



The Town of Bashaw

Presentation to Council

15 July 2026





MCS NET

By the Numbers



25,000+

Customers



2,500+

Businesses



80+

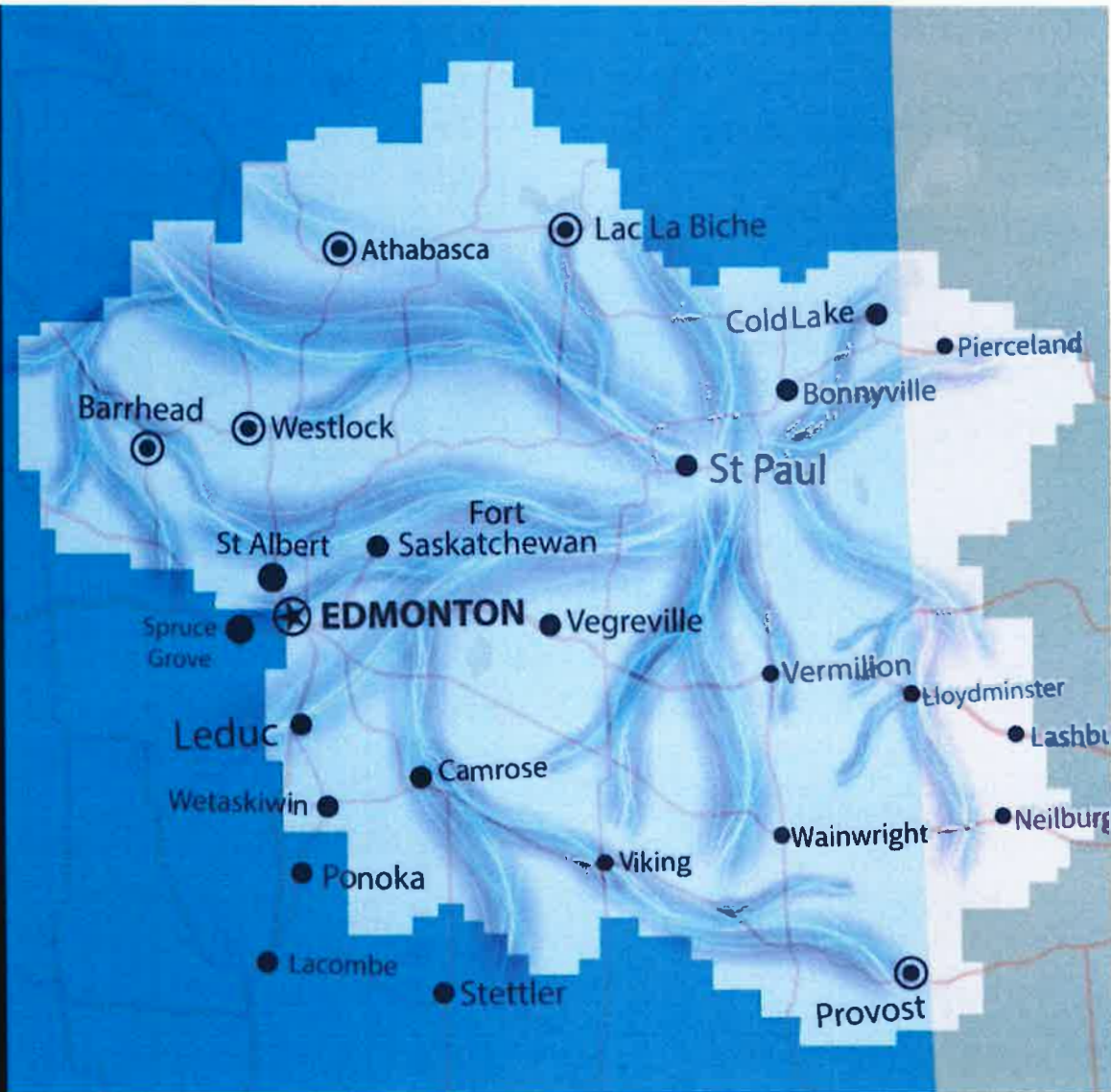
Dedicated Staff



2,200+

km of Fiber Optics

500+ Fixed Wireless Towers





Family-Owned & Operated Since 1995
Based in St. Paul, Alberta



High Speed Internet Everywhere

Fixed Wireless Towers 



Reliable rural coverage.

Fiber-to-the-Premise 



Ultra-fast wired connection.

GigAir 



Next-gen wireless technology.

Transit Fiber

Fiber Optics provide the backbone for high speed internet options in rural Alberta.

Since 2015, MCSnet has been actively building fiber to our towers to expand capacity and bring reliable, high-speed broadband to our communities.

✓ Increased Bandwidth & Speeds

Significantly boosting network throughput to meet growing digital demands.

✓ Unmatched Connection Reliability

Direct-to-tower fiber lines ensure highly stable and robust internet delivery.

✓ Ready for Tomorrow

A solid infrastructure foundation engineered to support future technologies.



Since 2015

Pioneering Fiber Infrastructure

Expanding the transit fiber network backbone across rural Alberta.

1. The Backbone Strategy

Fiber + Licensed Wireless Backhaul

While MCSnet has buried over 2,000 km of transit fiber to connect primary towers, trenching fiber to every remote tower across rural Alberta is slow and cost-prohibitive. To solve this, we bridge the gaps with licensed, high-capacity wireless backhaul links.

Unlike open-source Wi-Fi, licensed spectrum is strictly regulated and allocated by Innovation, Science and Economic Development Canada (ISED).

Zero Interference

Because MCSnet pays for exclusive rights to specific frequencies, no other provider or device can transmit on that frequency. This guarantees clean, uninterrupted, and highly stable data throughput over long distances.

Fiber-Like Speeds

Modern licensed microwave or millimeter-wave links easily transmit multiple gigabits of data per second. Customers connected to a wirelessly backhauled tower experience the same high performance as direct physical fiber.



Requested Tower Location

Site Selection

54 Ave, Bashaw

The proposed tower location is strategically positioned to optimize wireless coverage while integrating cleanly with existing municipal corridors.

✓ Optimized Coverage

Ensures reliable, high-capacity line-of-sight propagation for local residents.

✓ Asset Integration

Carefully planned placement aligning with local development setbacks.



GigAir Municipality Partnerships



Project Efficiency

MCSnet is committed to working with municipalities to leverage existing assets, creating project efficiency and lowering final costs.



Our Contribution

We willingly provide necessary equipment, free professional installation, and complimentary Wi-Fi Hotspots for public-use facilities.



Mutual Network

Together, we construct a high-speed, mutually-beneficial wireless network that serves and connects the whole community.

Over 30 Years of Connection



24/7 Network Monitoring



Customer Service Excellence



Community Sponsorship



Fiber Optic Deployment



Infrastructure Maintenance

Thank You!



MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is made and entered into this (the “Effective Date”), by and between:

Bashaw Community Centre & Hall, Town of Bashaw located at 5020-52 Street (hereinafter referred to as the “Host Site”),

and

THE BETHANY GROUP, located at 4612 53 Street, Camrose, Alberta (hereinafter referred to as the “Service Provider”).

The Host Site and the Service Provider may hereinafter be referred to individually as a “Party” and collectively as the “Parties.”

PURPOSE AND SCOPE

The purpose of this Agreement is to establish the terms, conditions, and responsibilities governing the collaboration between the Parties for the provision of a **Relative Reception Centre** during an emergency evacuation event affecting residents of The Bethany Group facilities.

The Parties agree to cooperate in planning and implementing procedures related to:

- Communication between the Parties and affected families;
- Safe entry, access, and movement within the reception facility;
- Temporary accommodation (“safe holding”) of relatives and support persons; and
- The orderly departure or transition of individuals once appropriate arrangements have been made.

BACKGROUND

In or about July 8, 2026, Korrine Kohlman, Resident Care Manager, contacted The Town of Bashaw on behalf of The Bethany Group to request the use of the Bashaw Community Centre & Hall facility as a Relative Reception Centre during emergency situations.



The Parties recognize their shared commitment to serving the community and acknowledge the mutual benefit of collaborating on emergency preparedness and response initiatives.

The Service Provider is a reputable organization delivering essential care and services to its residents. The Host Site owns and operates a facility within the City of Camrose that is in close proximity to the Service Provider's residences and is suitable for accommodating relatives during emergency situations.

RESPONSIBILITIES OF THE SERVICE PROVIDER

The Service Provider agrees to:

1. Maintain appropriate and valid insurance coverage and provide proof of such insurance to the Host Site upon reasonable request;
2. Maintain accurate and up-to-date contact information for key personnel of the Host Site; and
3. Coordinate communication, staffing, and operational oversight related to the Reception Centre during activation

COSTS

The Host Site agrees to provide the use of its facility as a Relative Reception Centre **at no cost** to the Service Provider, unless otherwise agreed to in writing by both Parties.

EFFECTIVE DATE AND SIGNATURES

This Agreement shall become effective on the date of the last signature affixed below and shall remain in effect unless terminated or amended in writing by mutual agreement of the Parties.

The Parties acknowledge that they have read, understood, and agree to the terms outlined in this Memorandum of Agreement, as indicated by their authorized signatures below.



Bashaw Community Centre & Hall

Signature: _____

Name: _____

Title: _____

Date: _____

THE BETHANY GROUP

Signature: _____

Name: _____

Title: _____

Date: _____





TOWN OF BASHAW

PUBLIC HEARING MINUTES

Land Use Bylaw Amendment Bylaw #841 - 2026

Security Suite to Highway Commercial (C2)

Wednesday, June 24, 2026

1. Open Hearing

Mayor Orom opened the hearing at 6:00 pm.

2. Record of those Present

Council members present: Mayor Orom, Deputy Mayor McIntosh, Councillor Kohlman, Councillor Meger, Councillor Masyk, Liz Armitage (Vicinia Planning & Engagement)

Press: (Zoom) Kevin Sabo

Public: Rick Blanchard, Terri Brown-Gust, and Bryan Gust

3. Staff Report

CAO Fuller presented the report to council.

4. Present Written Submissions

There was one written submission from Bryan Gust & Terri Brown-Gust

Bryan and Terri were allowed to share their comments with the gallery.

5. Ask for Verbal Submissions

Rick Blanchard shared his comments with the gallery.

6. Opportunity of Council to Ask Questions

Council had questions and discussion transpired.

7. Close Hearing

Mayor Orom closed the hearing at 6:27 pm.

Bryan Gust & Terri Brown-Gust left the meeting at 6:27 pm.

Rick Blanchard left the meeting at 6:27 pm.

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER



**REGULAR MEETING OF COUNCIL
MINUTES**

**June 24, 2026, 6:00 pm
Council Chambers & Zoom Access**

In Person: CAO Fuller (5:30pm), Deputy Mayor McIntosh (5:35pm), Mayor Orom (5:52pm), Councillor Masyk (5:39pm), Councillor Kohlman (5:52pm), Councillor Meger (5:39pm)

Council by Zoom: Liz Armitage (6:00 pm) Vicinia Planning & engagement.

Absent with notice: none.

Recording Secretary: CAO Fuller

Public: Rick Blanchard (6:00pm), Bryan Gust (6:00 pm) Terri Brown-Gust (6:00 pm), Shelley Boileau (6:29pm), Donelda Adams (6:29), Al Middleton (6:18 pm)

Public Zoom: User

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

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

MOVED by Deputy Mayor McIntosh to approve the June 24, 2026, Regular Meeting of Council agenda.
MOTION #110-2026 **CARRIED**

3. PUBLIC HEARINGS
 - 3.1 Land Use Bylaw Amendment Bylaw 841-2026, Security Suite to Highway Commercial (C2)

Rick Blanchard, Bryan Gust, and Terri Brown Gust left the meeting at 6:27 pm.

4. DELEGATIONS
 - 4.1 Satin Strides, Complaint Business Losses Due to Water Shut offs – Shawna Tinling

Shawna Tinling did not attend. Council discussed the Water & Wastewater bylaw, where it provides comment that the town is not obligated to provide uninterrupted service. A council member suggested that businesses could obtain insurance for such situations.

Council and Administration discussed the water shutoffs associated with the recent 49 Street Infrastructure project.

MOVED by Mayor Orom to direct administration to call Shawna Tinling and inform her that her formal complaint was discussed at the June 24, 2026, regular meeting of Bashaw town council; they would like administration to provide information to her; and extend the invitation to rebook her delegation with Council.

MOTION #111-2026 **CARRIED**

4.2 Happy Gang Centre – Lease & Roof Deterioration – Donelda Adams

Donelda presented to Council; concerns about the roof water damages, and the existing lease. The existing lease appears to oblige the group to any/all the building repairs.

The discussion continued, the lease has auto renew features, so the lease has already been renewed. Discussion regarding the interpretation of section 5b regarding the repairs was a concern. Council suggested generating a letter of understanding regarding the repairs on section 5b would or could be appropriate.

CAO Fuller will follow up with the warranty work regarding the leaking roof and roof repair.

MOVED by Deputy Mayor McIntosh to direct administration to refer the Buffalo Golden Age Club lease to legal for interpretation of section 5 b.

MOTION #112-2026

CARRIED

Donelda Adams and Shelley Boileau left the meeting at 7:00 pm.

4.3 Bashaw School – 2026 Sgt Bruce Holliday Memorial XC Run – Al Middleton

Deputy Mayor McIntosh declared a pecuniary interest; he is employed by Battle River School Division. He left the meeting at 7:00 pm.

Council discussed the event and the proposed route for the run.

MOVED by Councillor Kohlman to direct administration to develop a road closure policy for annual events held within Bashaw town limits.

MOTION #113-2026

CARRIED

Deputy Mayor McIntosh returned to the meeting at 7:15 pm.

Al Middleton left the meeting at 7:18 pm.

5. APPROVAL OF MINUTES

5.1 Minutes of the June 1, 2026, Regular Meeting of Council

MOVED by Councillor Kohlman to approve the minutes from the June 1, 2026, Regular Meeting of Council.

MOTION #114-2026

CARRIED

6. CONSENT AGENDA

6.1 Council Committee Report

6.2 CAO Report

6.3 Public Works Foreman Report

6.4 Water Reconciliation Report

6.5 RCMP Community Policing Report

6.6 Stars Air Ambulance Recognition of Council contribution

Deputy Mayor requested to discuss 6.2 CAO Report at Item 7.9 in the New & Unfinished business section of the agenda.

7. NEW & UNFINISHED BUSINESS

7.1 Bylaw 841 – 2026 – Land Use Bylaw Amendment – possible second & Third reading

MOVED by Deputy Mayor McIntosh to approve second reading of 841-2026 amending the Land Use Bylaw 780-2028 to add housing, security suite to the Highway commercial (C2) District as a discretionary use and to add it as a definition in section 2.2 Definitions as follows:

Housing, security suite is a subordinate dwelling unit intended to provide on-site accommodation for staff or owners responsible for the security, maintenance, or operation of a principle commercial, industrial, or agricultural use.

MOTION #115-2026

CARRIED

MOVED by Deputy Mayor McIntosh to approve third reading of 841-2026 amending the Land Use Bylaw 780-2028 to add housing, security suite to the Highway commercial (C2) District as a discretionary use and to add it as a definition in section 2.2 Definitions as follows:

Housing, security suite is a subordinate dwelling unit intended to provide on-site accommodation for staff or owners responsible for the security, maintenance, or operation of a principle commercial, industrial, or agricultural use.

MOTION #116-2026

CARRIED

7.2 2026 Revised - Town of Bashaw Capital Budget

MOVED by Councillor Masyk to rescind motion number #30-2026.

MOTION #117-2026

CARRIED

MOVED by Councillor Masyk to rescind motion number #105-2026.

MOTION #118-2026

CARRIED

MOVED by Councillor Masyk to approve the 2026 Capital Budget of \$273, 629 purchases from the Canada Community Building fund, \$809, 580.95 purchases from the Local Government Fiscal Framework; Capital, and \$47, 422.00 purchased from the Unrestricted cash surplus, on June 24, 2026, regular meeting of Bashaw Town Council.

MOTION #119-2026

CARRIED

7.3 Land Use Bylaw Amendment – Bylaw 842 – 2026 – Allow for site accessibility/Wheelchair ramps

MOVED by Deputy Mayor McIntosh to approve first reading of Bylaw 842-2026 amending Land Use Bylaw 780-2018 with the following changes:

1. To add to Section 3.2 Development Not requiring a Development Permit 1(p) accessibility features such as wheelchair ramps and vertical platform lifts that otherwise comply with all regulations of this Bylaw; and,
2. To add to Section 8.16 Projections Over Years (1)(A) Front Yard: 5.0m for accessibility features such as wheelchair ramps and vertical platform lifts.

MOTION #120-2026

CARRIED

7.4 Policy 8.90 – Online Services – Electronic Access to Documents

MOVED by Councillor Kohlman to approve Policy 8.90 Online Services – Electronic Access to Documents on June 24, 2026, regular meeting of Bashaw Town Council.

MOTION #121-2026

CARRIED

7.5 Policy 8.95 – My Online Refund and Exchange

MOVED by Councillor Kohlman to approve Policy 8.95 My Online Refund and Exchange on June 24, 2026, regular meeting of Bashaw Town Council.

MOTION #122-2026

CARRIED

7.6 Bashaw Fire Department – Council Approval for Participation in the 2026 Alberta Wildfire Season

MOVED by Deputy Mayor McIntosh to approve deployment of Bashaw Fire Fighters to attend provincial wildland fire events for the 2026 fire season; as per the Alberta Wildland Urban Interface Guidelines, as long as the Fire Fighters are trained to the acceptable standard, and there are enough fire fighters remaining in the community for fire response requirements as per the updated Standard Operating Guidelines.

MOTION #123-2026

CARRIED

MOVED by Deputy Mayor McIntosh to direct administration to sign the Bashaw Fire Departments' letter of participation for the 2026 Alberta Wildfire Season at the June 24, 2026, regular meeting of Bashaw Town Council.
MOTION #124-2026 CARRIED

MOVED by Deputy Mayor to direct administration to generate deployment agreements for Alberta Wildland Urban Interface participation in consultation with the Bashaw Fire Department Leadership.
MOTION #125-2026 CARRIED

7.7 Memorial Tree Proposal – Requires Council Approval prior to going to Beautification Committee

MOVED by Deputy Mayor McIntosh to direct administration to generate a Municipal Naming and Memorial Policy that outlines criteria for naming municipal assets such as roads and parks; establishing a names reserve list for future naming; establishing memorial programs for those wishing to enhance local spaces with approved commemorations; and detailing a process and timeline for requests; by the second meeting of March 2027.
MOTION #126-2026 CARRIED

7.8 Memorial Bench Request – Behind the Alley of Sproule

MOVED by Deputy Mayor McIntosh to approve in principle, the Jack and Brenda Ball; Memorial bench request and site chosen, noting:

- i) The town is currently establishing a policy due March 31, 2027.
- ii) Formal approval would require details design plans and other requirements established by administration;
- iii) Costs will be borne by the family.

MOTION #127-2026 CARRIED

A break was taken at 8:58 pm, Council meeting resumed at 9:02 pm.

7.9 CAO Report

Deputy Mayor McIntosh discussed the Council Direction tracking report for June 2026. Attention was brought to several items that appear to overlap in content. Discussion progressed regarding several complete and incomplete items.

A recommendation came to have a list of completed items possibly in the quarter or at half points of the year. This is to provide updates on Council Term accomplishments.

8. CELEBRATORY CORRESPONDENCE FROM COUNCIL

Council recognized Luke Pierson for being accepted into the Western Hockey League. He is an inspiration to the youth in the community and area. Notice of Luke's accomplishment will be circulated as per the Town of Bashaw Communication policy.

9. CLOSED MEETING OF COUNCIL

10. NOTICES OF MOTION – none

11. NEXT MEETING – Discuss Date of July

MOVED by Deputy Mayor McIntosh to approve July 15, 2026; 6:00 pm for the next Regular Meeting of Bashaw Town Council, cancel the August 5, 2026, regular meeting of Bashaw Town Council, and approve August 12, 2026; 6:00 pm for the August Regular Meeting of Bashaw Town council.

MOTION #128-2026 CARRIED

12. ADJOURNMENT – Councillor Meger adjourned the meeting at 9:28 pm.

MAYOR, Cindy Orom

CHIEF ADMINISTRATIVE OFFICER, Theresa Fuller

July 15, 2026, _____ Council Committee Reports

Mayor Cindy Orom

No report received.

Deputy Mayor Kyle McIntosh

No report received.

Councillor Reina Masyk

No meetings to report

Councillor Ambyr Kohlman

No report received.

Councillor Carman Meger

No report received.



CHIEF ADMINISTRATOR'S REPORT
Submitted for July 15, 2026, Regular Meeting of Council

1. Meetings, training

- June 30, 2026 – Attended Ponoka Stampede with Fortis
- July 1, 2026 – Office closed – Canada Day
- July 3, 2026 – Meeting with Telus – billing and VOIP implementation discussion
- July 8, 2026 – Attended Tagish Golf Tournament
- July 13, 2026 – Beautification meeting

2. Ongoing follow up of Council assigned tasks.
3. Circulate advertisement for Land Use bylaw Amendment.
4. Registered for the GCOS application for Summer Student applications
5. Submit Lacombe Recreation Operating grant
6. Submit recreation and Fire Department Financials to Camrose County
7. Agenda and minutes preparation for this meeting.
8. Working on Water Bylaw
9. Processed a Demolition permit
10. Working with current Development applications on file, interacting with applicants to obtain requirements.
11. Primacy Management Policy Cohort – preparation for first workshop
12. Extensive File research for a Law Firm request for 5 property titles.
13. Research Land Lease advertisements
14. Completed Alberta Employment questionnaire
15. Follow up communication – email and phone calls.

July 15, 2026

Completed Listing from January 1, 2026.

MOTION #169-2025	MOVED by Deputy Mayor McIntosh to direct administration to propose changes to the Procedure Bylaw 785-2018 regarding remote electronic participation for council members.	Complete
MOTION #170-2025	MOVED by Deputy Mayor McIntosh to direct administration to include provisions for electronic live streaming of the council meetings to the Procedure Bylaw 785 – 2018.	Complete
MOTION #172-2025	MOVED by Deputy Mayor McIntosh made a motion to request administration add to the consent agenda provisions for reporting on the status of directed resolutions, either as an additional item, or to be included within the CAO report to the Procedural Bylaw 785 – 2018.	Implemented
MOTION #173-2025	MOVED by Deputy Mayor McIntosh direct administration to revise the Schedule A to the current listing to match new minutes.	Complete
MOTION #174-2025	MOVED by Councillor Masyk to direct administration to obtain quotes for strategic planning and rebranding, for the purposes of planning in 2026.	Decided to proceed with Council & Community engagement
MOTION #193-2025	MOVED by Deputy Mayor McIntosh to direct administration to bring forward the beautification policy and terms of reference for council review.	Complete
MOTION #212-2025	MOVED by Deputy Mayor McIntosh to request the beautification committee to generate a report to council on their suggested changes to the terms of reference Beautification committee policy.	Complete
MOTION #213-2025	MOVED by Deputy Mayor McIntosh to direct administration to generate a version of the Terms of Reference Beautification Committee policy as recommended by administration to Bashaw Town Council for review.	Presented bylaw draft March 18, 2026.
MOTION #222-2025	MOVED by Deputy Mayor McIntosh to invite the Highway 12/21 Regional Water Commission Chairperson and the Commission Manager to present to Bashaw Town Council within the next quarter.	Complete. Attended Feb 18.2026
MOTION #225-2025	MOVED by Deputy Mayor McIntosh to authorize the Mayor to submit a letter on behalf of the Town of Bashaw to the 2025 Alberta Electoral Boundaries Commission detailing its support for remaining in the Camrose constituency.	Complete

July 15, 2026

Completed Listing from January 1, 2026.

MOTION #227-2025	MOVED by Deputy Mayor McIntosh to provide a letter of support through a signed letter of support for the Camrose County application to the Northern and Regional Economic Development Program for Growing the Camrose Region Food & Artisan Network initiative. CARRIED	Complete
MOTION #235-2025	MOVED by Deputy Mayor McIntosh to direct administration to implement a memorandum of understanding with the Town of Bashaw & the Bashaw & District Agricultural Society to operate the Bashaw Arena from January 1 to March 31, 2026, as discussed at the December 17, 2025, regular meeting of Bashaw Town Council.	Memorandum Created & signed.
MOTION #237-2025	MOVED by Deputy Mayor McIntosh to table the discussion regarding the labor costs of \$19,240.00; requested from Bashaw Concrete; to the January 2026 regular meeting of Bashaw Town Council.	Complete. Jan 14, 2026 Reg Meeting
MOTION #007-2026	MOVED by Deputy Mayor McIntosh to approve first reading of Bylaw 837 – 2026 – Procedure Bylaw with the council recommendations.	Complete
MOTION #012-2026	MOVED by Deputy Mayor McIntosh to bring 7.6 Proclamations 12.7 forward to the next Regular Meeting of Council.	Discussed at the next meeting
MOTION #016-2026	MOVED by Deputy Mayor McIntosh to authorize the Mayor and CAO to execute the Emergency Fire Dispatch Services Agreement with the Camrose Police service.	Complete
MOTION #020-2026	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.	Booked for Mar 19, 2026
MOTION #021-2026	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.	Complete
MOTION #022-2026	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.	Complete
MOTION #028-2026	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.	Complete
MOTION #034-2026	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.	Scheduled to present April 15, 2026

July 15, 2026

Completed Listing from January 1, 2026.

MOTION #035-2026	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.	Complete
MOTION #061-2026	MOVED by Deputy Mayor McIntosh to approve the Dispatch definition as presented; February 2, 2026 email; from the Camrose City Police service, to be included as an addition/addendum to the Emergency Fire Dispatch services agreement with Camrose Police Service.	Notified & Addendum signed.
MOTION #083-2026	MOVED by Deputy Mayor McIntosh to forward the following community policing priorities to the Bashaw RCMP detachment; continue traffic monitoring in various areas of challenge, property crimes, and participate in the Regional Wellness initiative by participating as best able with staffing challenges; participate in community events, continued community interactions to improve policing presence and relationships.	Complete
MOTION #092-2026	MOVED by Deputy Mayor McIntosh that Bashaw Town Council issue the attached incomplete letter for the 2026 – 04 – Development permit application Residential care Facility (Senior's home) at Lot A, Block 40, Plan 2533 NY to applicant Ludy Magracia & Company; 2807979 Alberta Ltd, with the change of wording in section 2 from maximum to minimum.	Complete

Town of Bashaw
Council Direction Tracking Report July 15, 2026

Status

MOTION #171-2025	MOVED by Deputy Mayor McIntosh to direct administration to research the costs associated with recording council meetings and having them accessible to the public, provisions for this to be included in the Procedural Bylaw 785 – 2018.	Included in July 15, 2026 Agenda package
MOTION #223-2025	MOVED by Deputy Mayor McIntosh to approve Mayor Orom and CAO Fuller to execute the Emergency Services Mutual Aid Agreement between Lacombe County and the Town of Bashaw.	Contacted Lacombe County requested signed copy.
MOTION #238-2025	MOVED by Deputy Mayor McIntosh to direct administration to work with public works to create a standard operating guideline for the Bashaw Arena inclusive of the ice plant, and brine system.	In Process
MOTION #006-2026	MOVED by Deputy Mayor McIntosh to direct Administration to re-draft the administration version of the Beautification Terms of Reference Policy 15.10; with Council recommendations.	Presented bylaw draft March 18, 2026.
MOTION #023-2026	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.	Incomplete
MOTION #025-2026	MOVED by Deputy Mayor McIntosh to direct Administration to bring forward the Town of Bashaw Employee recognition policy at a future meeting of Council.	Complete, February 4, 2026.
MOTION #055-2026	MOVED by Councillor Kohlman to direct administration to revise Bylaw 838-2026 – Bashaw Beautification Committee Bylaw, with the recommended changes, and bring it forward for council review.	Incomplete
MOTION #056-2026	MOVED by Mayor Orom to direct administration to revise the Proclamations/Letters of Recognition Policy 12.70 to include recognition for Sports teams and Good Neighbor awards/consideration.	Incomplete
MOTION #057-2026	MOVED by Councillor Kohlman to direct administration to revise and update; 6.10 Awards policy to include staff, Fire Department members, Council and Volunteers; and bring it back to council for approval.	Incomplete
MOTION #072-20	MOVED by Deputy Mayor McIntosh to direct administration to provide the numbers of residents at the sewer base threshold, number of locations at the \$105.00 maximum charge, check when the fee was last changed, and generate some recommendations for changes to the fees.	Incomplete
MOTION #078-20	MOVED by Deputy Mayor McIntosh to direct administration to seek legal advice regarding airport hangar leases.	In process
MOTION #086-20	MOVED by Councillor Meger to direct administration to publicly advertise the airport hay/crop lease set to expire in January 2027.	In process
MOTION #092-2026	MOVED by Deputy Mayor McIntosh that Bashaw Town Council issue the attached incomplete letter for the 2026 – 04 – Development permit application Residential care Facility (Senior's home) at Lot A, Block 40, Plan 2533 NY to applicant Ludy Magracia & Company; 2807979 Alberta Ltd, with the change of wording in section 2 from maximum to minimum.	Complete
MOTION #106-2026	MOVED by Deputy Mayor McIntosh to deem the Development Permit 2026-04 complete and direct administration to send a complete letter to the applicant.	Complete
MOTION #108-2026	MOVED by Deputy Mayor McIntosh to direct administration to book a presentation from Nordic Managing systems.	Incomplete
MOTION #109-2026	MOVED by Deputy Mayor McIntosh to authorize the Mayor to send a letter to Deputy Commissioner Daroux reiterating the concerns presented by the Village of Alix Council dated May 14, 2026.	Complete

Town of Bashaw
Council Direction Tracking Report July 15, 2026

MOTION #111-2026	MOVED by Mayor Orom to direct administration to call Shawna Tinling and inform her that her formal complaint was discussed at the June 24, 2026, regular meeting of Bashaw town council; they would like administration to; provide information to her; and extend the invitation to rebook her delegation with Council.	Called, left messages and sent an email, July 7, 2026
MOTION #112-2026	MOVED by Deputy Mayor McIntosh to direct administration to refer the Buffalo Golden Age Club lease to legal for interpretation of section 5 b.	Complete
MOTION #113-2026	MOVED by Councillor Kohlman to direct administration to develop a road closure policy for annual events held within Bashaw town limits.	Incomplete
MOTION #125-2026	MOVED by Deputy Mayor to direct administration to generate deployment agreements for Alberta Wildland Urban Interface participation in consultation with the Bashaw Fire Department Leadership.	Incomplete
MOTION #126-2026	MOVED by Deputy Mayor McIntosh to direct administration to generate a Municipal Naming and Memorial Policy that outlines criteria for naming municipal assets such as roads and parks; establishing a names reserve list for future naming; establishing memorial programs for those wishing to enhance local spaces with approved commemorations; and detailing a process and timeline for requests; by the second meeting of March 2027.	Incomplete
MOTION #127-2026	MOVED by Deputy Mayor McIntosh to approve in principle, the Jack and Brenda Ball Memorial bench request and site chosen, noting: i) The town is currently establishing a policy due March 31, 2027. ii) Formal approval would require details design plans and other requirements established by administration; iii) Costs will be borne by the family.	Phone notification complete, letter to be generated.

TOWN OF BASHAW
MONTHLY STATEMENT
May 31, 2026

DESCRIPTION	GENERAL ACCOUNT	TERM DEPOSIT	LGFF CAPITAL	TOTAL
BALANCE AT END OF PREV MONTH	\$ 442,293.50	\$ 534,549.94	\$ 580,554.86	
RECEIPTS FOR THE MONTH	\$ 17,540.15			\$ 17,540.15
ALBERTA DIRECT DEPOSIT	\$ 15,035.36			\$ 15,035.36
VOID	\$ 4,513.42			\$ 4,513.42
CCUBC /ROYAL/ATB /DEBIT- PAYMENTS	\$ 159,210.23			\$ 159,210.23
SERVUS CREDIT UNION - INTEREST	\$ 1,039.43			\$ 1,039.43
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		\$ 54,198.49		
TRANSFER FROM TERM TO GENERAL	\$ -			\$ -
LGFF INTEREST			\$ 1,208.03	
SUB-TOTAL	\$ 640,708.51	\$ 588,748.43	\$ 581,762.89	\$ 1,811,219.83
DISBURSEMENTS FOR THE MONTH	\$ 226,050.17			\$ 226,050.17
TRANSFER TO/FROM TERM		\$ -		\$ -
TRANSFER TO LGFF CAPITAL	\$ -		\$ -	
BANK ERROR INTEREST				\$ -
				\$ -
DEBIT MACHINE & TRANSACTIONS	\$ 40.59			\$ 40.59
BANK CONFIRMATION FEE	\$ -			
SCHOOL PAYMENT	\$ -			
BALANCE AT END OF MONTH	\$ 414,617.75	\$ 588,748.43	\$ 581,762.89	\$ 1,585,129.07
BANK BALANCE AT MONTH END	\$ 500,555.96	\$ 588,748.43	\$ 581,762.89	\$ 1,089,304.39
OUTSTANDING DAILY DEPOSITS	\$ 11,312.08			\$ 11,312.08
OUTSTANDING ONLINE/INTERAC	\$ 17,470.18			\$ -
OUTSTANDING DIR DEPOSITS	\$ -			
SUB-TOTAL	\$ 529,338.22	\$ 588,748.43	\$ 581,762.89	\$ 1,699,849.54
UNCLEARED PAYMENTS	\$ 101,482.86			\$ 101,482.86
UNCLEARED OTHER	\$ 13,237.61			\$ 13,237.61
BANK ERROR				
BALANCE AT END OF MONTH	\$ 414,617.75	\$ 588,748.43	\$ 581,762.89	\$ 1,585,129.07

THIS STATEMENT SUBMITTED TO COUNCIL

JULY 15, 2026

MAYOR

TOWN MANAGER



Town of Bashaw

General Ledger - Bank Reconciliation

Printed on: 2026-06-18

Printed by: Darlene Tucker

Completed on 2026-06-18 by Darlene Tucker

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

Statement Open: \$634,551.89 + Cleared Total: (\$133,995.93)
+ Adjustments: \$0.00
Statement Close: \$500,555.96 = Bank Rec Close: \$500,555.96
Proof: \$0.00

Statement Start: 2026-05-01

Statement End: 2026-05-31

Un-Cleared Deposits

Trans. Date	Item Description	Type	Type #	Batch #	Amount
2026-05-31	Bank Deposit - OTHER	Cash Receipt		13151	\$77.55
2026-05-31	Bank Deposit - OTHER	Cash Receipt		13151	\$137.00
2026-05-31	Bank Deposit - OTHER	Cash Receipt		13151	\$120.00
2026-05-31	Bank Deposit - OTHER	Cash Receipt		13151	\$113.53
2026-05-31	Bank Deposit - OTHER	Cash Receipt		13148	\$100.00
2026-05-31	Bank Deposit - OTHER	Cash Receipt		13148	\$1,434.45
2026-05-31	Bank Deposit - CASH	Cash Receipt		13110	\$81.95
2026-05-31	Bank Deposit - CASH	Cash Receipt		13110	\$1,840.25
2026-05-30	Bank Deposit - OTHER	Cash Receipt		13150	\$163.84
2026-05-30	Bank Deposit - OTHER	Cash Receipt		13147	\$1,972.14
2026-05-29	Bank Deposit - OTHER	Cash Receipt		13156	\$146.69
2026-05-29	Bank Deposit - OTHER	Cash Receipt		13156	\$93.36
2026-05-29	Bank Deposit - OTHER	Cash Receipt		13156	\$300.00
2026-05-29	Bank Deposit - OTHER	Cash Receipt		13156	\$167.15
2026-05-29	Bank Deposit - OTHER	Cash Receipt		13156	\$117.57
2026-05-29	Bank Deposit - OTHER	Cash Receipt		13156	\$152.47
2026-05-29	Bank Deposit - OTHER	Cash Receipt		13156	\$54.79
2026-05-29	Bank Deposit - OTHER	Cash Receipt		13149	\$83.25
2026-05-29	Bank Deposit - OTHER	Cash Receipt		13149	\$70.26
2026-05-29	Bank Deposit - OTHER	Cash Receipt		13149	\$83.81
2026-05-29	Bank Deposit - OTHER	Cash Receipt		13149	\$120.00
2026-05-29	Bank Deposit - OTHER	Cash Receipt		13149	\$231.88
2026-05-29	Bank Deposit - OTHER	Cash Receipt		13149	\$90.00
2026-05-29	Bank Deposit - OTHER	Cash Receipt		13146	\$448.58
2026-05-29	Bank Deposit - OTHER	Cash Receipt		13146	\$2,701.52
2026-05-29	Bank Deposit - OTHER	Cash Receipt		13146	\$2,373.81
2026-05-29	Bank Deposit - OTHER	Cash Receipt		13146	\$2,504.98
2026-05-29	Bank Deposit - OTHER	Cash Receipt		13146	\$246.45
2026-05-29	Bank Deposit - OTHER	Cash Receipt		13146	\$118.00
2026-05-29	Bank Deposit - OTHER	Cash Receipt		13146	\$100.00
2026-05-29	Bank Deposit - OTHER	Cash Receipt		13144	\$113.78
2026-05-29	Bank Deposit - OTHER	Cash Receipt		13144	\$3,033.32
2026-05-29	Bank Deposit - CHEQUE	Cash Receipt		13110	\$144.46
2026-05-29	Bank Deposit - CHEQUE	Cash Receipt		13110	\$670.18
2026-05-29	Bank Deposit - CASH	Cash Receipt		13110	\$150.00
2026-05-29	Bank Deposit - CHEQUE	Cash Receipt		13110	\$81.40
2026-05-29	Bank Deposit - CASH	Cash Receipt		13110	\$209.00
2026-05-25	Bank Deposit - CHEQUE	Cash Receipt		13110	\$35.00
2026-05-20	Bank Deposit - CHEQUE	Cash Receipt		13110	\$8,099.84
Total Un-Cleared Deposits:					\$28,782.26

Un-Cleared Payments

Trans. Date	Item Description	Type	Type #	Batch #	Amount
2026-05-31	RECEIVER GENERAL OF CANADA	AP Payment	115	13309	(\$5,636.97)
2026-05-31	TELUS	AP Payment	110	13307	(\$2,276.64)



Town of Bashaw
General Ledger - Bank Reconciliation

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Printed by: Darlene Tucker

Completed on 2026-06-18 by Darlene Tucker

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

Statement Start: 2026-05-01
Statement End: 2026-05-31

Statement Open:	\$634,551.89	+ Cleared Total:	(\$133,995.93)
		+ Adjustments:	\$0.00
Statement Close:	\$500,555.96	= Bank Rec Close:	\$500,555.96
		Proof:	\$0.00

Bank Rec Close:	\$500,555.96
+ Un-Cleared Deposits:	\$28,782.26
+ Un-Cleared Payments:	(\$101,482.86)
+ Un-Cleared Other:	(\$13,237.61)
= Adjusted Bank Rec Total:	\$414,617.75
Bank Balance as of 2026-05-31:	\$414,617.75



Camrose & Area Lodge Authority
May 8, 2026 @ 9:00am
Heritage Building, 1st Floor Boardroom

MINUTES

Town of Bashaw:	Cindy Orom (regrets)		
Camrose County:	Carlene Wetthuhn	Doug Lyseng (regrets)	
City of Camrose:	David Francoeur	Joy-Anne Murphy	Don Rosland
The Bethany Group:	Carla Beck	Shannon Holtz	Melodie Stol (recorder)
		Virginia Gutierrez	

1.	Call to Order The meeting was called to order at 9:03 am by Chair Wetthuhn.	
2.	Approval of Agenda CALA 26-05-01 MOVED by D. Francoeur to approve the Agenda as presented. CARRIED	
3.	Approval of Minutes CALA 26-05-02 MOVED by D. Rosland to approve the Regular Meeting Minutes of March 27, 2026 as presented. CARRIED	
4.	Correspondence	
	a.	2026 Housing Income Thresholds CALA 26-05-03 MOVED by J. Murphy to accept the correspondence as information. CARRIED
5.	Reports	
	a.	Financial Report for the three months ending March 31, 2026 Occupancy stable and on budget. Maintenance grant received with corresponding expense. Food costs above budget. Discussed purchasing and Complete Purchasing Services. No significant issues identified. Strong liquidity position. CALA 26-05-04 MOVED by D. Rosland to accept the financial reports as information. CARRIED



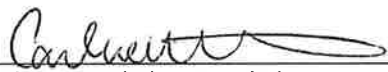
Camrose & Area Lodge Authority
 May 8, 2026 @ 9:00am
 Heritage Building, 1st Floor Boardroom

	b. Occupancy Stats to April 30, 2026 Rosealta maintaining 100% occupancy, Bashaw has 2 available lodge rooms. CALA 26-05-05 MOVED by D. Francoeur to accept the Occupancy report as information. CARRIED
	c. CAO Report AUPE negotiations update with next round of bargaining scheduled May 27. Resident spring meetings completed at the lodge. Survey results discussed with the residents. Highlights of recent lodge events and activities. CMR 2026 CALA was awarded \$200,000 for the Make-up Air unit replacement at Rosealta. The Ministry provided a lodge reserve fund contribution of \$38,000. Administration will provide options to the board for allocation according to government established criteria. The Bethany Group, as the HMB responsible for Bashaw Meadows received a contribution of \$11,000. Waitlist 36 applications at Rosealta and 1 application at Bashaw. Temporary capacity initiative has 12/14 beds occupied. The turnover rate with these beds remains relatively high. ASCHA Convention report and ASCHA Annual Report link provided. ASCHA and AB Munis will be hosting a Housing 101 webinar June 15 at 2:00 pm. Registration link provided. EDI recognition of the National Day of Mourning and Laundry and Linen week. A tour with the ADM of Housing Division David Williams in Camrose on April 27, included a stop at Rosealta. CALA 26-05-06 MOVED by J. Murphy to accept the CAO report as information. CARRIED
6.	New Business
	a. Business Plan Review Reviewed business plan summary document and status of performance measures. Discussed Furniture, Fixtures, equipment and amenities items and processes. Discussed QI initiatives. Discussion on requisition and public perception. Discussed policies on complaints and survey processes. Will provide to the board for



Camrose & Area Lodge Authority
May 8, 2026 @ 9:00am
Heritage Building, 1st Floor Boardroom

	information. CALA 26-05-07 MOVED by D. Rosland to accept the business plan summary as information. CARRIED
7.	Next Meeting After discussion with the board and potential challenge to meet quorum in June, the June meeting will be held in Camrose with opportunity to attend virtually and the October board meeting will now be held in Bashaw. Regular meeting is scheduled for Friday June 26, 2026 at 9:00 am at the Heritage Building.
8.	Adjournment With no further business, the board meeting was declared adjourned at 10:15 am by Chair Wetthuhn. A tour of Rosealta Lodge followed the meeting.


Carlene Wetthuhn, Board Chair


Carla Beck, The Bethany Group

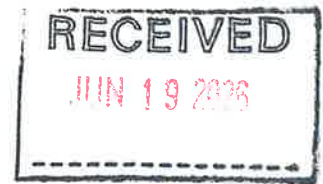
June 26, 2026
Date

June 26, 2026
Date



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
M.A., Peace River



AR122590

[DATE – ECU to populate]

Her Worship Cindy Orom
Mayor
Town of Bashaw
PO Box 510
Bashaw AB T0B 0H0

Dear Mayor Orom:

I am pleased to confirm the 2026 funding allocations for your community.

For the Town of Bashaw:

- The 2026 Local Government Fiscal Framework (LGFF) Capital allocation is \$317,976.
 - This includes \$45,356 in needs-based funding allocated to local governments with a population less than 10,000 and a limited local assessment base.
- The 2026 LGFF Operating allocation is \$118,190.
- The 2026 Build Communities Strong Fund-Community Stream (BCSF-CS) allocation is \$101,018.

LGFF Capital is a legislated program aimed at providing local governments with advanced notice of their future infrastructure funding. As indicated on the program website, in 2027, your community will be eligible for \$351,726. Information on 2028 LGFF Capital allocations will be shared with local governments this fall, after changes in provincial revenues between 2024/25 and 2025/26 have been confirmed. I would like to also inform you that work is underway to develop a new allocation formula for the LGFF Operating program, which will be announced later this year.

As you may be aware, in 2025, the Government of Canada launched the BCSF, which included a renaming of the Canada Community-Building Fund to the Community Stream under the BCSF. Please note that no program or funding changes are being made apart from the name change.

LGFF and BCSF-CS funding amounts for all municipalities and Metis Settlements are also posted on the Government of Alberta website at www.alberta.ca/municipal-affairs-funding-programs.

.../2

I look forward to working together with you to support your local infrastructure and operating needs, and building strong, vibrant communities across Alberta.

Sincerely,

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

Dan Williams, ECA
Minister of Municipal Affairs

cc: Theresa Fuller, Chief Administrative Officer, Town of Bashaw

ANNUAL REPORT 2025



THE
BETHANY
GROUP

PREPARED BY THE BETHANY GROUP



Camrose
&
Area
Lodge
Authority



A MESSAGE FROM THE BOARD CHAIR

On behalf of the Camrose and Area Lodge Authority, I am pleased to share our Annual Report to the community. CALA is proud to provide residents modern, safe and affordable supportive living in Camrose and to provide funding support to our partner The Bethany Group, for lodge living in Bashaw. It is an honor to serve the communities of the City of Camrose, the County of Camrose and the Town of Bashaw to ensure area seniors have the opportunity to live in the communities that they have long called home. We hope this annual report reflects our commitment to a high-quality home environment for residents and prudent management of financial resources.

The 2025 Municipal Elections resulted in several changes on our board. I would like to thank Lucas Banack, Agnes Hoveland and Tina Sroka for their service to CALA. I am grateful for the strong governance foundation that has been built for the organization.

I would also like to extend sincere thanks to our residents who, together with staff, actively participate and engage in activities that continue to build and enhance our lodges, thus creating caring communities. Person-centered care and service is at the heart of what we do.

CARLENE WETTHUHN

**BOARD CHAIR
CAMROSE AND AREA LODGE AUTHORITY**

OUTGOING BOARD OF DIRECTORS

**TINA SROKA – BOARD CHAIR
LUCAS BANACK – VICE CHAIR
DAVID FRANCOEUR
AGNES HOVELAND
DOUG LYSENG
CINDY OROM**

2026 BOARD OF DIRECTORS

**CARLENE WETTHUHN – BOARD CHAIR
DAVID FRANCOEUR – VICE CHAIR
DON ROSLAND
JOY-ANNE MURPHY
DOUG LYSENG
CINDY OROM**

A MESSAGE FROM THE CAO

It is an honour to share with the community the work that continues to be completed by Camrose and Area Lodge Authority (CALA) to support the seniors who reside in our lodges and their importance to our communities.

We continue to see increased occupancy and are pleased to have full occupancy at Rosealta Lodge with a 'healthy waitlist'. This not only demonstrates the need for this service in our community but also the wonderful environment that our residents and staff create.

That warm and welcoming environment in the lodge is also measured in a variety of legislated ways. Many audits take place to ensure that the lodge and CALA as a Housing Management Body are accountable to the expectations of the people who we serve and to our provincial government. Audits such as Accommodation Standards with important measures such as menu and nutritional requirements, and resident safety and security; in sites where care is provided Continuing Care Health Service Standards also apply; then there are Public Health and Occupational Health and Safety Audits to ensure we have strong safety and health practices in place; important as well are the financial audits which occur each year from an external auditor and which are approved by the Board. The results of these audits are important indicators of baseline compliance and are shared with the provincial government, participating municipalities and other stakeholders.

While we are pleased to meet standards requirements, we continually want to achieve more for the seniors who choose Rosealta Lodge as their home. Work within the lodge has updated the common areas and created more open, inviting spaces for those entering the building. We are also pleased to have staff participate in ongoing education opportunities to enhance their skills and their abilities to 'bring their best selves to work'.

2025 saw a ministry name change, with the Ministry of Assisted Living and Social Services (ALSS) being created and Assisted Living Alberta (ALA) coming into being on April 1, 2025. With continuing care now being part of the same ministry as housing and lodges, there is the potential for service enhancements across the spectrum. Administration has been pleased to be invited to take part in working groups to look at recommendations from the provincial lodge program review and share our operational experience with changes that may be needed to support quality seniors' living in our lodges. We also work individually and within our industry associations to advocate for the needs that we see within the ALSS service streams. Our Stakeholder Relations Advisor was invited to speak, together with Government of Alberta staff at the Alberta Municipalities Convention on Housing Management Bodies and their roles – this was an important topic considering the many changes that took place with municipal elections this year.

I would like to take this opportunity to thank our staff for their ongoing work and dedication to make the lodge a warm and inviting home. I also share my thanks with the many residents and families who put their trust in us all to provide quality housing that includes lodge services such as housekeeping, enticing meals, and enjoyable activities. The lodge program allows residents to participate in the life of the lodge as much as they choose while enabling them to continue to participate in the external community as they like.

The Bethany Group is proud to provide the administrative function for Camrose and Area Lodge Authority (CALA) and we thank the CALA Board for their ongoing support of Administration for Rosealta Lodge in Camrose while partnering with The Bethany Group for support of Bashaw Meadows Lodge. I share my appreciation of the outgoing board members and welcome the new members to the CALA Board. It is a privilege to serve together, and I look forward to furthering the development of our caring communities!

Respectfully,

CARLA BECK

CEO, THE BETHANY GROUP
CAO, CAMROSE AND AREA LODGE AUTHORITY (CALA)

BUSINESS PLAN 2026-2028

YEAR ONE ACCOMPLISHMENTS

OUTCOME # 1

CAPITAL MAINTENANCE AND RENEWAL (CMR) AND NEW CAPITAL

In April 2026, \$200,000 was awarded to CALA from the Government of Alberta to replace the make-up air unit at Rosealta Lodge.

An amenities, furniture, fixtures and equipment assessment process has been initiated. This will inform future planning and budgeting and is focused on enhancing the overall resident experience. In 2025, Rosealta improvements have included a new fireplace, new tables and display pieces, replaced door hardware, lighting and artwork.



OUTCOME # 2 THE RESIDENT EXPERIENCE

Camrose and Area Lodge Authority is committed to providing an affordable housing option for seniors so they can live in their community of choice. Receiving regular resident feedback and seeking out areas of improvement are an important part of meeting the needs of our residents and communities.

2025 saw continued progress in the Admission and Move-Ins: A Welcoming Experience quality improvement initiative. Implementation of standardized checklists for all sites and updates to welcome books are nearing completion.

The 2024 Meal-Time Experience initiative continues to have a positive impact on resident services. A 30-day review period prior to seasonal menu changes and feedback opportunities from residents help make the dining experience something to look forward to.

Resident activities have benefited from staff participating in professional development. We also would like to thank all those who volunteer their time to bring new experiences and entertainment to the lodge.

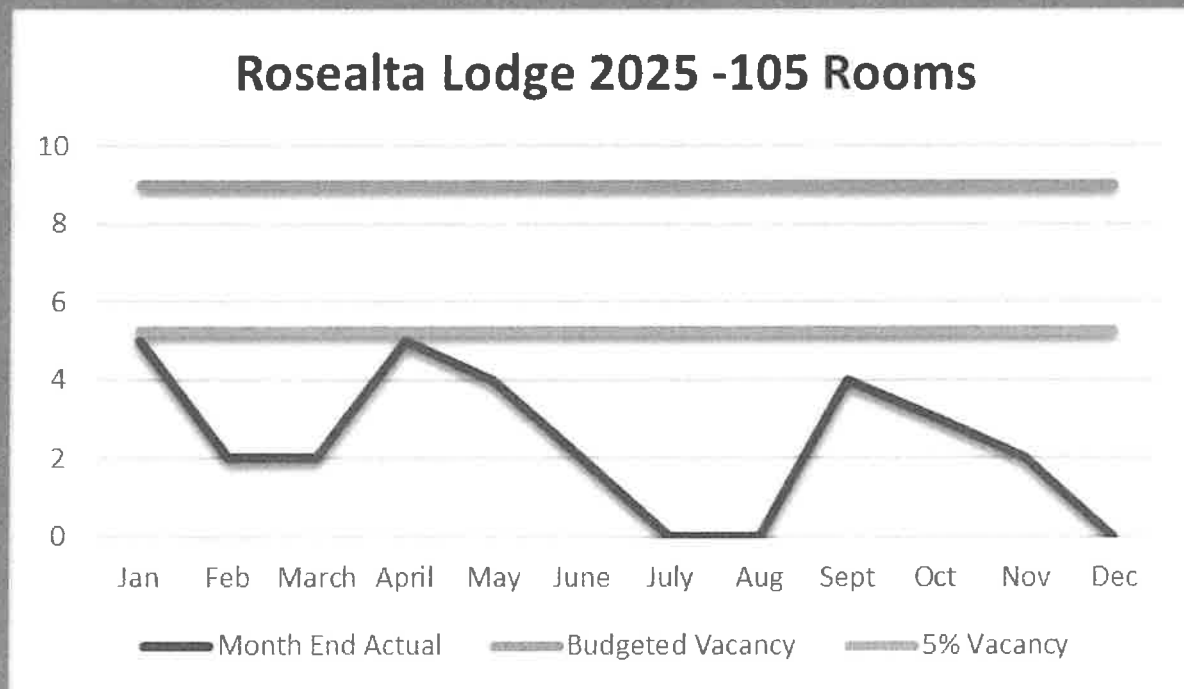
OUTCOME # 3 COMMUNITY CONNECTIONS

CALA is monitoring legislative changes and best practices in the continuing care and affordable housing sectors of Alberta. Assisted Living Alberta was established by the Province on April 1, 2025 and CALA is looking for opportunities for improved co-ordination of the delivery of services to our residents.

OUTCOME #4 SUSTAINABLE OPERATIONS

CALA looks to find a balanced approach to offering fair and affordable rents and service packages, identifying operational efficiencies and best practices while being mindful of the use of local tax requisition dollars. Increasing costs and inflationary pressures are top-of-mind issues for our lodge.

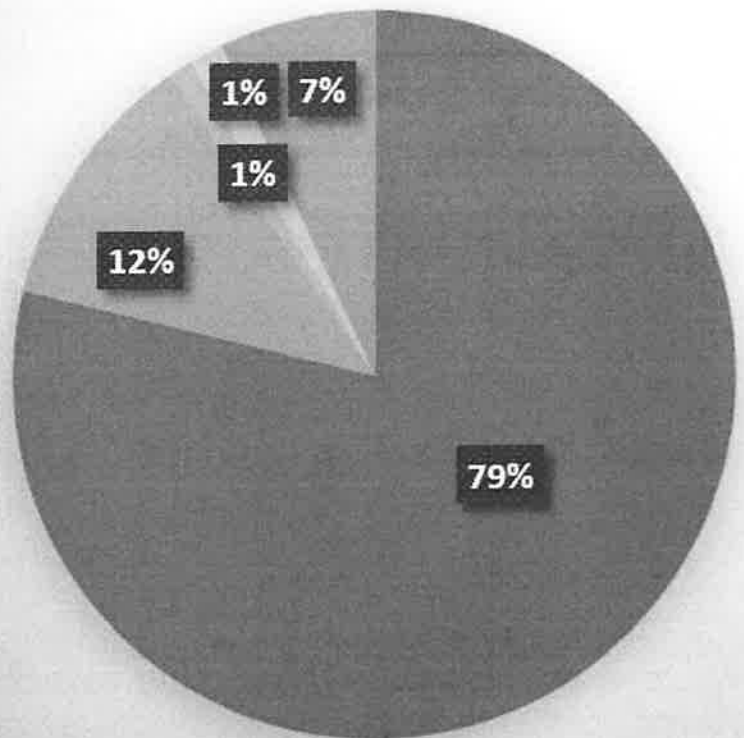
Rosealta Lodge occupancy has continued to improve, achieving 100% occupancy at year-end.



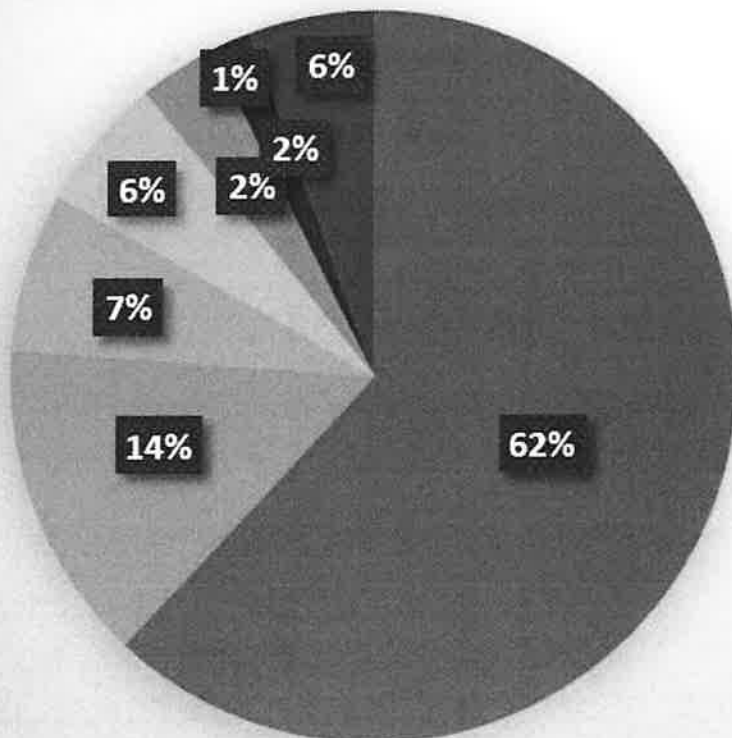
CALA would like to thank the Ministry of Assisted Living and Social Services for increased funding support available through the Lodge Assistance Grant Program.

CALA 2025 REVENUE

- Rent and Service package
- Lodge Assistance Grant
- Recoveries
- Interest
- Requisition



CALA 2025 EXPENSES



- Wages and Benefits
- Food and Kitchen Supply
- Utilities
- Administration Fees
- Maintenance
- Supplies, Laundry, Equipment
- Professional Fees, Insurance and Other
- Bashaw agreement

To view the full 2025 Financial statements, please visit our website at www.camroselodges.ca



CONTACT US



780-679-2000



info@bethanygrp.ca



www.camroselodges.ca



@ Rosealta Lodge

@ Bashaw Meadows

THE
BETHANY
GROUP



Camrose
&
Area
Lodge
Authority

TOWN OF BASHAW
MONTHLY STATEMENT
June 30, 2026

DESCRIPTION	GENERAL ACCOUNT	TERM DEPOSIT	LGFF CAPITAL	TOTAL
BALANCE AT END OF PREV MONTH	\$ 414,617.75	\$ 588,748.43	\$ 581,762.89	\$ 1,585,129.07
RECEIPTS FOR THE MONTH	\$ 72,605.62			\$ 72,605.62
ALBERTA DIRECT DEPOSIT	\$ 100,117.73			\$ 100,117.73
VOID	\$ 733.61			\$ 733.61
CCUBC /ROYAL/ATB /DEBIT- PAYMENTS	\$ 169,153.85			\$ 169,153.85
SERVUS CREDIT UNION - INTEREST	\$ 1,181.82			\$ 1,181.82
TERM #56 INTEREST - ADDED TO GENER	\$ 893.34	\$ -		\$ 893.34
TERM #57 INTEREST - ADDED TO GENER	\$ 316.42	\$ -		\$ 316.42
TERM DEPOSIT		\$ -		\$ -
TRANSFER FROM GENERAL TO TERM		\$ -		
TRANSFER FROM TERM TO GENERAL	\$ -			\$ -
LGFF INTEREST			\$ 295.04	
SUB-TOTAL	\$ 759,620.14	\$ 588,748.43	\$ 582,057.93	\$ 1,930,426.50
DISBURSEMENTS FOR THE MONTH	\$ 737,237.05			\$ 737,237.05
TRANSFER TO/FROM TERM		\$ -		\$ -
TRANSFER TO LGFF CAPITAL	\$ (466,333.33)		\$ (466,333.33)	
BANK ERROR INTEREST				\$ -
				\$ -
DEBIT MACHINE & TRANSACTIONS	\$ 41.32			\$ 41.32
BANK CONFIRMATION FEE	\$ -			
SCHOOL PAYMENT	\$ 65,469.09			
BALANCE AT END OF MONTH	\$ 423,206.01	\$ 588,748.43	\$ 115,724.60	\$ 1,127,679.04
BANK BALANCE AT MONTH END	\$ 479,761.75	\$ 588,748.43	\$ 115,724.60	\$ 1,068,510.18
OUTSTANDING DAILY DEPOSITS	\$ 11,605.31			\$ 11,605.31
OUTSTANDING ONLINE/INTERAC	\$ 4,667.94			\$ -
OUTSTANDING DIR DEPOSITS	\$ -			
SUB-TOTAL	\$ 496,035.00	\$ 588,748.43	\$ 115,724.60	\$ 1,200,508.03
UNCLEARED PAYMENTS	\$ 58,616.35			\$ 58,616.35
UNCLEARED OTHER	\$ 14,212.64			\$ 14,212.64
BANK ERROR				
BALANCE AT END OF MONTH	\$ 423,206.01	\$ 588,748.43	\$ 115,724.60	\$ 1,127,679.04

THIS STATEMENT SUBMITTED TO COUNCIL

July 15, 2026

MAYOR

TOWN MANAGER



Town of Bashaw
General Ledger - Bank Reconciliation
Completed on 2026-07-09 by Darlene Tucker

Printed on: 2026-07-09
Printed by: Darlene Tucker

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

Statement Open:	\$500,555.96	+ Cleared Total:	(\$20,794.21)
		+ Adjustments:	\$0.00
Statement Close:	\$479,761.75	= Bank Rec Close:	\$479,761.75
		Proof:	\$0.00

Statement Start: 2026-06-01
Statement End: 2026-06-30

Un-Cleared Deposits

Trans. Date	Item Description	Type	Type #	Batch #	Amount
2026-06-30	Bank Deposit - CASH	Cash Receipt		13373	\$100.00
2026-06-30	Bank Deposit - OTHER	Cash Receipt		13406	\$39.88
2026-06-30	Bank Deposit - CASH	Cash Receipt		13373	\$200.00
2026-06-30	Bank Deposit - CHEQUE	Cash Receipt		13373	\$35.00
2026-06-30	Bank Deposit - CHEQUE	Cash Receipt		13373	\$3,444.16
2026-06-30	Bank Deposit - CHEQUE	Cash Receipt		13373	\$375.18
2026-06-30	Bank Deposit - OTHER	Cash Receipt		13406	\$218.29
2026-06-30	Bank Deposit - OTHER	Cash Receipt		13406	\$166.98
2026-06-30	Bank Deposit - OTHER	Cash Receipt		13406	\$81.11
2026-06-30	Bank Deposit - OTHER	Cash Receipt		13406	\$1,061.56
2026-06-30	Bank Deposit - OTHER	Cash Receipt		13406	\$194.65
2026-06-30	Bank Deposit - OTHER	Cash Receipt		13406	\$171.13
2026-06-30	Bank Deposit - OTHER	Cash Receipt		13406	\$500.00
2026-06-30	Bank Deposit - OTHER	Cash Receipt		13406	\$143.63
2026-06-30	Bank Deposit - CREDIT CARD	Cash Receipt		13419	\$150.00
2026-06-30	Bank Deposit - OTHER	Cash Receipt		13416	\$100.00
2026-06-30	Bank Deposit - OTHER	Cash Receipt		13416	\$1,592.90
2026-06-30	Bank Deposit - CREDIT CARD	Cash Receipt		13415	\$89.00
2026-06-30	Bank Deposit - OTHER	Cash Receipt		13407	\$88.81
2026-06-29	Bank Deposit - CASH	Cash Receipt		13373	\$380.00
2026-06-29	Bank Deposit - CHEQUE	Cash Receipt		13373	\$35.00
2026-06-26	Bank Deposit - CASH	Cash Receipt		13373	\$420.00
2026-06-26	Bank Deposit - CHEQUE	Cash Receipt		13373	\$1,090.27
2026-06-26	Bank Deposit - OTHER	Cash Receipt		13407	\$70.00
2026-06-25	Bank Deposit - CHEQUE	Cash Receipt		13373	\$1,886.60
2026-06-25	Bank Deposit - CASH	Cash Receipt		13373	\$2.85
2026-06-24	Bank Deposit - CHEQUE	Cash Receipt		13373	\$50.00
2026-06-21	Bank Deposit - CHEQUE	Cash Receipt		13373	\$164.98
2026-06-19	Bank Deposit - CHEQUE	Cash Receipt		13373	\$35.00
2026-06-18	Bank Deposit - CHEQUE	Cash Receipt		13373	\$3,386.27
Total Un-Cleared Deposits:					\$16,273.25

Un-Cleared Payments

Trans. Date	Item Description	Type	Type #	Batch #	Amount
2026-06-30	RECEIVER GENERAL OF CANADA	AP Payment	125	13480	(\$5,814.31)
2026-06-30	LOCAL AUTHORITY PENSION PLAN	AP Payment	17978	13478	(\$2,244.69)
2026-06-30	TRANSALTA ENERGY MARKETING CORP	AP Payment	17974	13473	(\$12,756.74)
2026-06-30	DIRECT ENERGY BUSINESS - CURRENT NATURAL GAS SUPPLIER	AP Payment	17977	13473	(\$1,637.19)
2026-06-30	BASHAW FARM & BUILDING SUPPLY	AP Payment	27001	13467	(\$428.10)
2026-06-30	HI-WAY 9 EXPRESS LTD.	AP Payment	27002	13467	(\$329.41)
2026-06-30	TRINUS TECHNOLOGIES INC.	AP Payment	27003	13467	(\$262.50)
2026-06-30	BASHAW MINOR HOCKEY	AP Payment	27004	13467	(\$500.00)
2026-06-30	KJ'S REPAIR SERVICE	AP Payment	27005	13467	(\$621.00)
2026-06-30	BASHAW FIGURE SKATING CLUB	AP Payment	27006	13467	(\$500.00)



Town of Bashaw
General Ledger - Bank Reconciliation
Completed on 2026-07-09 by Darlene Tucker

Printed on: 2026-07-09
Printed by: Darlene Tucker

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

Statement Open:	\$500,555.96	+ Cleared Total:	(\$20,794.21)
		+ Adjustments:	\$0.00
Statement Close:	\$479,761.75	= Bank Rec Close:	\$479,761.75
		Proof:	\$0.00

Statement Start: 2026-06-01
Statement End: 2026-06-30

Un-Cleared Payments

Trans. Date	Item Description	Type	Type #	Batch #	Amount
2026-06-30	NUTEC ELECTRO TEL	AP Payment	27007	13467	(\$126.00)
2026-06-30	ROCKY MOUNTAIN PHOENIX	AP Payment	27008	13467	(\$5,625.12)
2026-06-30	W.R. MEADOWS	AP Payment	27009	13467	(\$759.30)
2026-06-30	GFOA ALBERTA	AP Payment	27010	13467	(\$157.50)
2026-06-30	CANOE PROCUREMENT GROUP OF CANADA	AP Payment	27011	13467	(\$314.60)
2026-06-30	ECHOGLLEN GARDENS	AP Payment	27012	13467	(\$1,412.25)
2026-06-30	REYNOLDS MIRTH RICHARDS & FARMER LLP	AP Payment	27013	13467	(\$1,134.00)
2026-06-30	Old MacDonald Kennels	AP Payment	27014	13467	(\$251.37)
2026-06-30	ROADATA SERVICES LTD	AP Payment	27015	13467	(\$33.60)
2026-06-30	ALBERTA WASTE HANDLING	AP Payment	27016	13467	(\$630.00)
2026-06-30	STERLING POWER SYSTEMS INC	AP Payment	27017	13467	(\$9,933.25)
2026-06-30	XTREME EQUIPMENT	AP Payment	27018	13467	(\$519.94)
2026-06-30	DARLENE TUCKER	AP Payment	27019	13467	(\$865.00)
2026-06-30	STAN FORSYTH	AP Payment	27020	13467	(\$383.60)
2026-06-30	UNDER PRESSURE LINE JETTING INC.	AP Payment	27021	13467	(\$504.00)
2026-06-30	BASHAW SALES AND RENTALS	AP Payment	27022	13467	(\$157.50)
2026-06-30	AIR LIQUIDE CANADA INC	AP Payment	27023	13467	(\$151.67)
2026-06-19	TRINUS TECHNOLOGIES INC.	AP Payment	26984	13334	(\$7,562.88)
2026-06-19	Old MacDonald Kennels	AP Payment	26990	13334	(\$251.37)
2026-06-19	EASTHILLS AUTOMOTIVE & TOOL SUPPLY LTD	AP Payment	26999	13334	(\$11.07)
2026-05-31	LIFT AUTO GROUP OPERATING CORPORATION	AP Payment	26974	13191	(\$1,170.14)
2026-03-31	TUCKER, DEBBIE-LEE	AP Payment	26910	12750	(\$30.00)
2026-03-18	ARKES, DOUGLAS	AP Payment	26893	12644	(\$30.00)
2026-02-20	LANGE, JENNIFER	AP Payment	26856	12454	(\$30.00)
2026-01-16	MARSHALL, DAINA	AP Payment	26806	12136	(\$8.25)
2025-11-30	ALBERTA WASTE HANDLING	AP Payment	26756	11864	(\$1,470.00)
Total Un-Cleared Payments:					(\$58,616.35)

Un-Cleared Other

Trans. Date	Item Description	Type	Type #	Batch #	Amount
2026-06-30	CAFT	Bank Rec Adj		13481	(\$14,212.64)
Total Un-Cleared Other:					(\$14,212.64)

Bank Rec Close:	\$479,761.75
+ Un-Cleared Deposits:	\$16,273.25
+ Un-Cleared Payments:	(\$58,616.35)
+ Un-Cleared Other:	(\$14,212.64)
= Adjusted Bank Rec Total:	\$423,206.01
Bank Balance as of 2026-06-30:	\$423,206.01

Town of Bashaw



Request for Decision

Meeting:	Regular Council
Meeting Date:	July 15, 2026
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.1 Second and Third Reading Land Use Bylaw Amendment Bylaw 842 - 2026

Background/Proposal:

The Applicant has applied for a textual amendment to the Land Use Bylaw to allow for an increase in the allowable projection of site accessibility features (such as wheelchair ramps) into front yard setbacks. The provision would allow for a maximum projection of 5.0m into the front yard setback, provided it meets safety code requirements and stays within the property lines for accessibility features such as wheelchair ramps or vertical platform lifts. While this amendment would apply to the entirety of the Town of Bashaw, the reason for the proposed change is to allow the Applicant to have a legal, compliant, bylaw-conforming wheelchair ramp installed on their single-detached home.

The Bylaw amendments proposed would also remove the requirement for a development permit for accessibility features such as wheelchair ramps or vertical platform lifts in the interests of inclusivity for all abilities and to ensure the Town of Bashaw is accessible for everyone, with minimal regulatory burden, provided they comply with all other aspects of the Land Use Bylaw.

Discussion/Options/Benefits/Disadvantages:*Overall Proposed Change and Impacts:*

The proposed textual amendment would allow for wheelchair ramps and vertical platform lifts to project up to 5.0m into the front yard setback of land use districts. Provided that the accessibility features met the setbacks of the district, they would also not be required to obtain a development permit if the amendments are approved as proposed.

Administration reviewed other land use bylaws across Alberta and found that there are many examples of increased projection allowances for wheelchair ramps and “accessibility features” in their Land Use Bylaws. There are also some examples of DP exemptions given these are inherently needed for residents to continue to use their properties in many cases and an example of necessary infrastructure for the functionality of residences. In many cases, these features are required as per provincial codes for commercial, institutional and other non-residential uses. Employment law and other legislation also require these features on many buildings in order to ensure all people have access to work and utilize public services and businesses effectively. Given these higher-level legislative requirements and the Town of Bashaw’s policy objectives in the MDP to create a welcoming and inclusive community for all, Administration is supportive of the proposed amendments and feel they will advance the community for all ability levels, and not just for this particular landowner.

Site Specific Changes

The proposed request is to facilitate a wheelchair ramp addition to a single-detached dwelling at 4914 – 51st Street in Bashaw (Lots 3 & 4, Block 21, Plan 2627 AC). The proposed will result in the wheelchair ramp being located 1.42m from the property line at its closest point. As the Land Use Bylaw only allows decks to project up to 2.0m into a front yard setback, which is 6.0m, this wheelchair ramp cannot be approved. The variance percentage exceeds the maximum variance amount of 20% that the Development Authority is authorized to grant, even when considering the projection so a Land Use Bylaw Amendment is required in order for this homeowner to proceed with their project.

If these amendments are approved, the wheelchair ramp will comply with the land use bylaw.

Public Hearing consultation

Council gave first reading of the Bylaw 842-2026 Amendment to Land Use Bylaw 780-2018 on June 24, 2026. The application was circulated to adjacent neighbors and advertised in the local newspaper on July 2 and July 9, 2026, dates.

As of July 10, 2026, 12:00 pm, there has not been any responses submitted from members of the community.

Municipal Development Plan Alignment

Page 6 of the MDP notes that “It is envisioned that with increased development Bashaw will: (2) be a community inclusive and welcoming to a diversity of individuals, with opportunities for each age cohort”. This initial statement that forms part of the initial vision speaks to the MDP’s goal of building an inclusive community for all. These proposed amendments further flexibility to allow for increased accessibility Town wide which aligns with this statement.

Summary

If approved, this land use bylaw change would allow Applicants to build their wheelchair ramp on the front of their home at a distance of 1.42m from the front property line without any further development permit approvals. Overall, the proposed amendments would reduce the regulatory requirements for new accessibility features as they would not require a development permit application if they comply with the Land Use Bylaw. It would also provide greater flexibility to allow these developments to project into the front yard setback.

All necessary building and safety code legislation would continue to apply to these structures.

Costs/Source of Funding (if applicable)

No funding required.

Applicable Legislation:

MGA – Section 617.

Community Engagement Consideration:

Given the limited impact of this amendment, Administration does not recommend formal public engagement. The proposed amendments will still require building code compliance and are in line with higher levels of legislation and the overarching policies of Bashaw Council and its MDP in terms of creating an accessible and inclusive community for all residents.

Recommended Action:

Administration recommends passing the following motion(s):

MOVED BY _____ approve second reading of Bylaw 842 – 2026 amending Land Use Bylaw 780-2018 with the following changes:

1. To add to Section 3.2 Development Not Requiring a Development Permit 1(p) accessibility features such as wheelchair ramps and vertical platform lifts that otherwise comply with all regulations of this Bylaw; and,
2. To add to Section 8.16 Projections Over Yards (1)(A) Front Yard: 5.0m for accessibility features such as wheelchair ramps and vertical platform lifts

MOVED BY _____ approve third reading of Bylaw 842 – 2026 amending Land Use Bylaw 780-2018 with the following changes:

1. To add to Section 3.2 Development Not Requiring a Development Permit 1(p) accessibility features such as wheelchair ramps and vertical platform lifts that otherwise comply with all regulations of this Bylaw; and,
2. To add to Section 8.16 Projections Over Yards (1)(A) Front Yard: 5.0m for accessibility features such as wheelchair ramps and vertical platform lifts

Discussion Result:

N/A



BY-LAW 842 - 2026

A BY-LAW OF THE TOWN OF BASHAW IN THE PROVINCE OF ALBERTA

WHEREAS the Municipal Government Act R.S.A. 2000, as amended, requires a municipal Council to consider amendments to the Land Use Bylaw;

AND WHEREAS, copies of this Bylaw and related documents were made available for inspection by the public at the Town office as required by the Municipal Government Act Revised Statutes of Alberta 2000, Chapter M-26;

NOW, THEREFORE, THE COUNCIL OF THE TOWN OF BASHAW DULY ASSEMBLED,
ENACTS AS FOLLOWS:

1. This Bylaw may be cited as Bylaw 842 - 2026
2. Schedule "A" outlines the proposed textual amendments to Section 3.2 and Section 8.16 of the Land Use Bylaw.
3. Bylaw 842 - 2026 which amends the Town of Bashaw Land Use Bylaw to amend Section 3.2 and Section 8.16 " is hereby adopted.
4. This Bylaw may be amended by Bylaw in accordance with the Municipal Government Act, as amended.
5. This Bylaw shall come into effect on the date of the third and final reading.

This Bylaw comes into force on the day it is finally passed.

RECEIVED FIRST READING THIS
24th DAY OF June, A.D. 2026
IN THE Town of Bashaw, IN THE
PROVINCE OF ALBERTA

* _____
*MAYOR
* _____
* _____

*ADMINISTRATOR

RECEIVED SECOND READING THIS
DAY OF, AD 2026
IN THE Town of Bashaw, IN THE
PROVINCE OF ALBERTA

*
*MAYOR
*
*
*ADMINISTRATOR

RECEIVED THIRD AND FINAL
READING THIS DAY OF
A.D. 2026, IN THE Town of Bashaw
IN THE PROVINCE OF ALBERTA

*
*MAYOR
*
*
*ADMINISTRATOR

SCHEDULE A

Section 3.2

(1) The following development shall not require a development permit:

(o) Accessibility features such as wheelchair ramps and vertical platform lifts provided they comply with all other regulations of the Land use Bylaw.

Section 8.16

(1) The following encroachments into required front, side and rear yard setbacks in land use districts may be permitted for canopies, balconies, eaves, box-outs, chimneys, gutters, sills, steps/stairs, and, in addition, cantilevers may be permitted to encroach into the front and rear yards only:

- a. Front Yard: 2.0 m for balconies; and 1.0 m for cantilevers, eaves, gutters, landings, and window sills (see Figure 8.17.1). 5.0m for accessibility features such as wheelchair ramps and vertical platform lifts as well as the decking surface area associated with them.

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	July 15, 2026
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.2 Development Permit Consideration for Approval within DC-3 (DP2026-08)

Background/Proposal:

The Applicant has applied for a discretionary development permit for an Accessory Building (12.2m x 2.4m portable storage container) at NW-33-41-21-W4M (5004-45 Ave) which is designated Direct Control (DC-3) District. As it is a Direct Control (DC) District, Council is the Development Authority and must decide whether to approve or refuse the proposed development permit application. There is no appeal for a decision of Council on a development permit in a Direct Control (DC) District.

Discussion/Options/Benefits/Disadvantages:

Overall Proposal and Site Review:

The proposed discretionary development application is for an accessory building (portable storage container) within NW-33-41-21-W4M (5004-45 Ave) which is designated DC-3 District. As per the Bashaw LUB, portable storage containers are classified as accessory buildings and as such, this application was reviewed against the DC-3 District and the Accessory Buildings section of the Land Use Bylaw.

Municipal Development Plan Considerations:

This development furthers residential enjoyment of their property and is generally in alignment with the MDP. The proposed accessory building is buffered from adjacent uses and located internally within the site so as to not cause nuisance impacts on adjacent properties. Overall, from an overall high-level land use planning standpoint, Administration is not concerned that this application contravenes any of the high-level policies of the MDP.

Land Use Bylaw Considerations:

Reviewing DC-3 and the overall Land Use Bylaw, this application is in alignment with the rules and regulations of the Land Use Bylaw. It meets the lot coverage, setback requirements, height and general accessory building regulations of the Land Use Bylaw.

Recommended Action:

Administration recommends that Council deem Development Permit 2026-08 complete and direct administration to send a complete letter.

Administration recommends that Council approve Development Permit 2026-08 subject to the conditions outlined in the below motion:

MOVED BY _____ that Council approve Development Permit 2026-08 for an Accessory Building ((12.2m x 2.4m portable storage container) within Direct Control (DC-3) District One at NW-33-41-21-W4M (5004-45 Ave) subject to compliance with the Land use Bylaw 780-2018, applicable Municipal Bylaws and Policies, and the following conditions:

1. This Development Permit Authorizes the Development in accordance with the following:
 - a) Application and materials dated June 9th, 2026.
2. This approval is for a 12.2m x 2.4m accessory building (portable storage container). In the event that the Applicant places a smaller accessory building (portable storage container) on the parcel, the permit is still valid provided it does not reduce the setbacks or contravene any other conditions issued through this approval.
3. It is the Developer's responsibility to locate all underground utilities and rights of way prior to construction or excavation. Contact ALBERTA ONE-CALL at 1-800-242-3447 or online at <http://www.alberta1call.com>.
4. The Development shall not be built on any utility right-of-ways or easements registered on title. Development within a utility right-of-way or easement voids the validity of this permit.
5. The Accessory Building shall be a maximum of 3.0m in height and be kept in clean and a well-maintained condition. As a portable storage container that functions as an accessory building, it shall be maintained in a well-painted condition that complements the overall site and other buildings on the parcel.
6. It is the Developer's responsibility to obtain and comply with all required safety codes permits from the Town of Bashaw Approved Authority; The Inspections Group Inc. and to schedule inspections for Building Permit/Gas/Plumbing/Electrical/Fire as required.
7. The Developer must develop the lands as described in the application; any changes to the submitted plan require a new development permit.
8. The Developer is responsible for ensuring site suitability prior to construction.
9. The accessory building shall not be built on any utility right-of-ways or easements in accordance with 8.1(6) of the Land Use Bylaw. Location on a utility right-of-way or easement voids the validity of this permit.
10. During the construction of the Development, the applicant shall keep the development site in a safe, neat, and orderly manner and shall undertake the work in a way that creates a minimum amount of dust and noise.
11. The lot must be positively graded away from proposed or existing structures, with a typical grade of no less than 2%.
12. Stormwater must be managed on site and/or directed to Town stormwater systems. No

stormwater can be directed to adjacent properties.

13. The Applicant shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents, or contractors, to any public or private property.
14. The Developer is responsible for obtaining and complying with all required provincial and federal approvals as applicable.
15. The Developer is responsible to comply with all required Town of Bashaw bylaws and policies as applicable.

NOTE: Have this Development Permit with you when applying for any of the above Permits.

1. A Development Permit issued in accordance with the Notice of Decision is valid for a period of twelve (12) months from the date of issue. If, at the expiry of this period, development has not commenced or been carried out with reasonable diligence, this Permit shall be null and void.

NOTE: This permit does not excuse violation of any Regulation, Bylaw, Act or Agreement which may affect the proposed

Administration notes that there is no ability for anyone to appeal a decision of Council for a development permit decision within a Direct Control (DC) District in accordance with the provisions of the *Municipal Government Act*.

Discussion Result:

N/A

Attachments:

1. Site Plan
2. Draft Development Permit 2026-08 (Pending Council Approval)

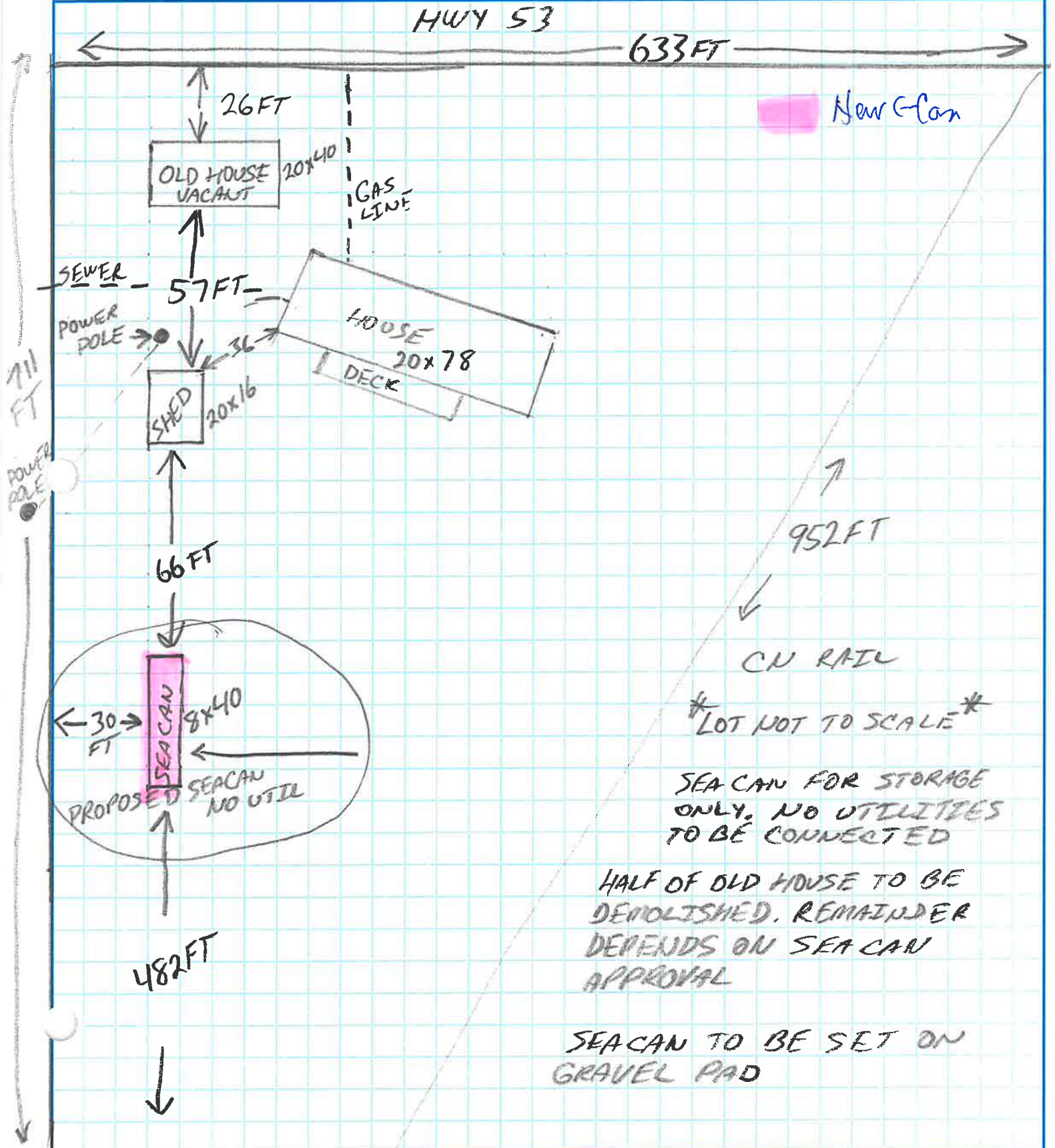


App# 2026-08.

CALCULATIONS SKETCHES

C-Lan place ment.

SHEET	
DATE	
JOB NO.	
BY	CHKD.





Box 510, 5011 – 52 Avenue,
Bashaw, AB T0B 0H0
Phone: 780.372.3911 Fax: 780.372.2335
Email: cao@townofbashaw.com

Bashaw Development Permit

Roll 001910

Application #: 2026-08

Legal:	NW-33-41-21-W4M		
Physical Location:	5004-45 Ave,	Bashaw, AB, T0B0H0	Zoning: Direct Control (DC-3) District

You are hereby notified that Development Permit Application No. 2026-08 for the purpose of

Accessory Building (12.2m x 2.4m Portable Storage Container)

has been **CONDITIONALLY APPROVED** subject to compliance with the Land Use Bylaw 780 - 2018, applicable Municipal Bylaws and Policies, and the following conditions:

1. This Development Permit Authorizes the Development in accordance with the following:
 - a) Application and materials dated June 9th, 2026.
2. This approval is for a 12.2m x 2.4m accessory building (portable storage container). In the event that the Applicant places a smaller accessory building (portable storage container) on the parcel, the permit is still valid provided it does not reduce the setbacks or contravene any other conditions issued through this approval.
3. It is the Developer's responsibility to locate all underground utilities and rights of way prior to construction or excavation. Contact ALBERTA ONE-CALL at 1-800-242-3447 or online at <http://www.alberta1call.com>.
4. The Development shall not be built on any utility right-of-ways or easements registered on title. Development within a utility right-of-way or easement voids the validity of this permit.
5. The Accessory Building shall be a maximum of 3.0m in height and be kept in clean and a well-maintained condition. As a portable storage container that functions as an accessory building, it shall be maintained in a well-painted condition that complements the overall site and other buildings on the parcel.
6. It is the Developer's responsibility to obtain and comply with all required safety codes permits from the Town of Bashaw Approved Authority; The Inspections Group Inc. and to schedule inspections for Building Permit/Gas/Plumbing/Electrical/Fire as required.
7. The Developer must develop the lands as described in the application; any changes to the submitted plan require a new development permit.
8. The Developer is responsible for ensuring site suitability prior to construction.
9. The accessory building shall not be built on any utility right-of-ways or easements in accordance with 8.1(6) of the Land Use Bylaw. Location on a utility right-of-way or easement voids the validity of this permit.
10. During the construction of the Development, the applicant shall keep the development site in a safe, neat, and orderly manner and shall undertake the work in a way that creates a minimum amount of dust and noise.
11. The lot must be positively graded away from proposed or existing structures, with a typical grade of no less than 2%.
12. Stormwater must be managed on site and/or directed to Town stormwater systems. No stormwater can be directed to adjacent properties.
13. The Applicant shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents, or contractors, to any public or private property.
14. The Developer is responsible for obtaining and complying with all required provincial and federal approvals as applicable.
15. The Developer is responsible to comply with all required Town of Bashaw bylaws and policies as applicable.

NOTE: Have this Development Permit with you when applying for any of the above Permits.

1. A Development Permit issued in accordance with the Notice of Decision is valid for a period of twelve (12) months from the date of issue. If, at the expiry of this period, development has not commenced or been carried out with reasonable diligence, this Permit shall be null and void.

NOTE: This permit does not excuse violation of any Regulation, Bylaw, Act or Agreement which may affect the proposed

Administration notes that there is no ability for anyone to appeal a decision of Council for a development permit decision within a Direct Control (DC) District in accordance with the provisions of the *Municipal Government Act*.

Date of Decision:	July 15, 2026
Date of Issue of Development Permit:	July 15, 2026
Effective Date:	July 15, 2026 – July 15, 2027

Date: _____

Development Authority, Council
(Mayor on Behalf of Council)

Town of Bashaw



Request for Decision

Meeting:	Regular Council
Meeting Date:	July 15, 2026
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.3 Development Permit Consideration for Approval within DC-3 (DP2026-09)

Background/Proposal:

The Applicant has applied for a development permit for demolition of a portion of a residential dwelling at NW-33-41-21-W4M (5004-45 Ave) which is designated Direct Control (DC-3) District. As it is a Direct Control (DC) District, Council is the Development Authority and must decide whether to approve or refuse the proposed development permit application. There is no appeal for a decision of Council on a development permit in a Direct Control (DC) District.

Discussion/Options/Benefits/Disadvantages:

Overall Proposal and Site Review:

The proposed development application is for partial demolition of the east portion of the vacant residential dwelling on the parcel.

Municipal Development Plan Considerations:

The MDP provides no further direction on demolition development permits. Overall, the MDP's focus is on quality of life, business opportunity and creating a strong governance framework for the overall Town of Bashaw. As this demolition does not contravene any of these focus areas, Administration considers it to be in alignment with the MDP.

Land Use Bylaw Considerations:

Reviewing DC-3 and the overall Land Use Bylaw, this application is in alignment with the rules and regulations of the Land Use Bylaw. It does not impact existing minimum setback requirements and there are no minimum dwelling sizes in the DC-3 district that this application would contravene. Overall, the development permit is in alignment with the LUB.

Recommended Action:

Administration recommends that Council deem Development Permit 2026-09 complete and direct administration to send a complete letter.

Administration recommends that Council approve Development Permit 2026-09 subject to the conditions outlined in the below motion:

MOVED BY _____ that Council approve Development Permit 2026-09 for a demolition permit within Direct Control (DC-3) District One at NW-33-41-21-W4M (5004-45 Ave) subject to compliance with the Land use Bylaw 780-2018, applicable Municipal Bylaws and Policies, and the following conditions:

1. This Development Permit Authorizes the Development in accordance with the following:
 - a) Application and materials dated June 9th and June 21st, 2026.
2. During demolition, safety measures must be in place to ensure the safety of workers and public.
3. Contact all utilities to be disconnected prior to demolition:
 - a) Fortis Alberta 310-9473
 - b) Atco Gas 403-357-520
 - c) Town of Bashaw Utilities 780-781-4786
 - d) Telus Communications 310-2255
4. After demolition is complete, should construction of the new primary building not be approved through a new development permit and started within 6 months the following conditions shall apply:
 - a) Lot grading shall be reinstated to original condition and to be completed to encourage positive drainage.
 - b) Demolition material removed.
 - c) Landscaping of the entire site shall be reinstated to a minimum of grass.
5. It is the Developer's responsibility to locate all underground utilities and rights of way prior to construction or excavation. Contact ALBERTA ONE-CALL at 1-800-242-3447 or online at <http://www.alberta1call.com>.
6. It is the Developer's responsibility to obtain and comply with all required safety codes permits from the Town of Bashaw Approved Authority; The Inspections Group Inc. and to schedule inspections for Building Permit/Gas/Plumbing/Electrical/Fire as required.
7. The Developer must develop the lands as described in the application; any changes to the submitted plan require a new development permit.
8. The Developer is responsible for ensuring site suitability prior to construction.
9. The Applicant shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents, or contractors, to any public or private property.
10. The Developer is responsible for obtaining and complying with all required provincial and federal approvals as applicable.
11. The Developer is responsible to comply with all required Town of Bashaw bylaws and policies as applicable.

NOTE: Have this Development Permit with you when applying for any of the above Permits.

A Development Permit issued in accordance with the Notice of Decision is valid for a period of twelve (12) months from the date of issue. If, at the expiry of this period, development has not commenced or been carried out with reasonable diligence, this Permit shall be null and void.

NOTE: This permit does not excuse violation of any Regulation, Bylaw, Act or Agreement which may affect the proposed

Administration notes that there is no ability for anyone to appeal a decision of Council for a development permit decision within a Direct Control (DC) District in accordance with the provisions of the *Municipal Government Act*.

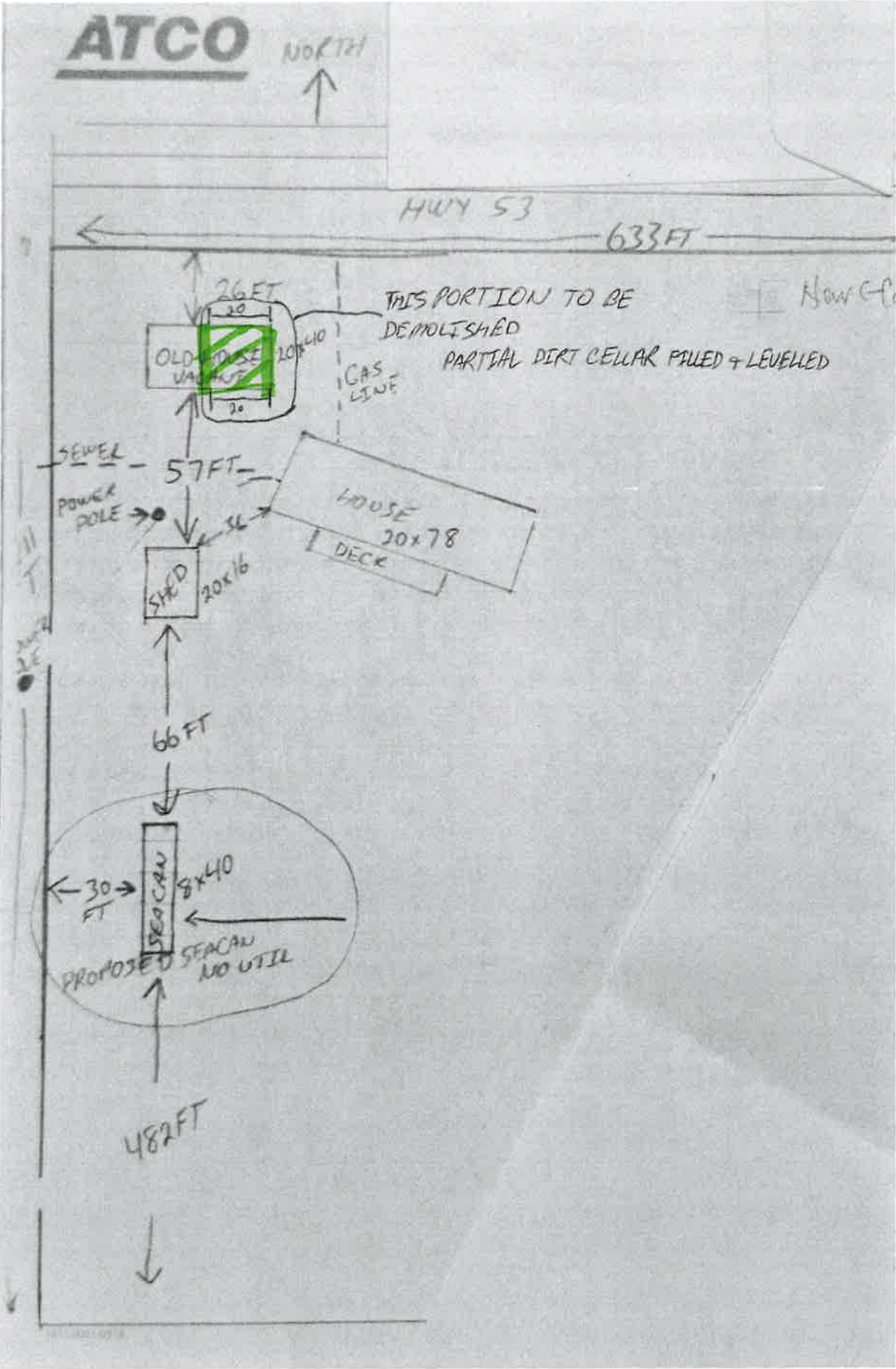
Discussion Result:

N/A

Attachments:

1. Site Plan
2. Photograph of Demolition Area
3. Draft Development Permit 2026-09 (Pending Council Approval)

Diagram submission June 19, 2026. Demonstrating the portion of the house to be demolished.
DP Application 2026-09



Demolition application: 2026- 09 Photo of section of house to be demolished.
Received June 18, 2026





Box 510, 5011 – 52 Avenue,
Bashaw, AB T0B 0H0
Phone: 780.372.3911 Fax: 780.372.2335
Email: cao@townofbashaw.com

Bashaw Development Permit

Roll 001910

Application #: 2026-09

Legal:	NW-33-41-21-W4M		
Physical Location:	5004-45 Ave,	Bashaw, AB, T0B0H0	Zoning: Direct Control (DC-3) District

You are hereby notified that Development Permit Application No. 2026-09 for the purpose of

Demolition (Portion of Dwelling Unit)

has been **CONDITIONALLY APPROVED** subject to compliance with the Land Use Bylaw 780 - 2018, applicable Municipal Bylaws and Policies, and the following conditions:

1. This Development Permit Authorizes the Development in accordance with the following:
 - a) Application and materials dated June 9th and June 21st, 2026.
2. During demolition, safety measures must be in place to ensure the safety of workers and public.
3. Contact all utilities to be disconnected prior to demolition:
 - a) Fortis Alberta 310-9473
 - b) Atco Gas 403-357-520
 - c) Town of Bashaw Utilities 780-781-4786
 - d) Telus Communications 310-2255
4. After demolition is complete, should construction of the new primary building not be approved through a new development permit and started within 6 months the following conditions shall apply:
 - a) Lot grading shall be reinstated to original condition and to be completed to encourage positive drainage.
 - b) Demolition material removed.
 - c) Landscaping of the entire site shall be reinstated to a minimum of grass.
5. It is the Developer's responsibility to locate all underground utilities and rights of way prior to construction or excavation. Contact ALBERTA ONE-CALL at 1-800-242-3447 or online at <http://www.alberta1call.com>.
6. It is the Developer's responsibility to obtain and comply with all required safety codes permits from the Town of Bashaw Approved Authority; The Inspections Group Inc. and to schedule inspections for Building Permit/Gas/Plumbing/Electrical/Fire as required.
7. The Developer must develop the lands as described in the application; any changes to the submitted plan require a new development permit.
8. The Developer is responsible for ensuring site suitability prior to construction.
9. The Applicant shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents, or contractors, to any public or private property.
10. The Developer is responsible for obtaining and complying with all required provincial and federal approvals as applicable.
11. The Developer is responsible to comply with all required Town of Bashaw bylaws and policies as applicable.

NOTE: Have this Development Permit with you when applying for any of the above Permits.

A Development Permit issued in accordance with the Notice of Decision is valid for a period of twelve (12) months from the date of issue. If, at the expiry of this period, development has not commenced or been carried out with reasonable diligence, this Permit shall be null and void.

NOTE: This permit does not excuse violation of any Regulation, Bylaw, Act or Agreement which may affect the proposed

Administration notes that there is no ability for anyone to appeal a decision of Council for a development permit decision within a Direct Control (DC) District in accordance with the provisions of the Municipal Government Act. *project*.

Date of Decision:	July 15, 2026
Date of Issue of Development Permit:	July 15, 2026
Effective Date:	July 15, 2026 – July 15, 2027

Development Authority, Council
(Mayor on Behalf of Council)

Date: _____

Approved: yes /no Motion # _____

Account Code: _____

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	July 15, 2026
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.6 Library Trustee motions change request

Background/Proposal:

The following motions were passed:

MOVED BY Deputy Mayor McIntosh to appoint Rob Dann to the Bashaw Library board effective until April 26, 2029, for his second 3 year term.

Motion 045-2026

MOVED BY Deputy Mayor McIntosh 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.

Motion 054-2026

The Alberta Library Legislative advisor had some concerns with the motions. We are unable to retroactively approve a trustee.

However, the individuals we appointed by motion to be trustees, and to rescind the motions may present a risk to the organization.

Administration is recommending keeping the existing motions, and adding the additional recommended motions as per the Albert Library Legislative advisor recommendations.

Discussion/Options/Benefits/Disadvantages:

Change the motions as requested.

Costs/Source of Funding (if applicable)

Not applicable

Applicable Legislation:

Libraries Act

Community Engagement Consideration:

The administration is willing to proceed as the council's request.

Recommended Action:

Proceed with the following motion:

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

MOVED BY _____ to appoint the following individuals to the Town of
Bashaw Library Board for the specified terms:

- Councillor Masyk – term expiry July 15, 2029.
- Rob Dann – term expiry April 26, 2029.

Or motion of Council determination.

Discussion Result:

Additional research Requested:

Approved: yes /no Motion # _____

Account Code: _____

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	July 15, 2026
Originated by:	Council Request to CAO
Agenda Item:	7.7 Council Meeting Video Costs

Background/Proposal:

Council has requested administration provide a cost breakdown to videoing the council meetings and having them available for viewing from the town website.

Discussion/Options/Benefits/Disadvantages:

Pros – Access to the videos is beneficial to residents, as they can view the videos if they are unable to attend the meetings.

- Serves as an accountability tool to the residents
- Video record of discussions and decisions

Cons – Staff time and some resources to implement

- Costs for adding to the website.
- Current electronic conferencing technology may not present the most flattering viewing experience.
- Possibility of segments of videos being accessed for other purposes than intended.

It may be advisable to record a meeting for viewing, prior to deciding. That way council can determine the quality and value of the viewing experience.

Costs/Source of Funding (if applicable)

Website additions - \$ 500.00

Staff time – Roughly about an hour a month to upload the video - \$100.00 (\$100.00 X 12 = \$1,200.00 annually)

Additional tech costs, not sure. It would depend on how elaborate we wanted the setup to be.

Applicable Legislation:

MGA – Currently, there is no legislated requirement to video and post videos of council meetings.

The current procedure bylaw covers most references/requirements for electronic meetings and hearings.

Recommended Action:

Administration is willing to proceed on Council's direction.

MOVED BY _____ to direct administration to proceed with recording and making Bashaw Town Council meeting videos available on the Town of Bashaw's website.

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

Community Engagement Consideration:

Administration is willing to proceed as per council request.

Discussion Result:

Additional research Requested:

7.8 Council Facilities Tour – Facilities to Tour:

Community Hall

Campground Sani Dump

Fire Hall, station and Potable water fill

Lift Station – By Tennis Court, and Tennis/pickle ball court

Cemetery

Parks?

Ball Diamonds?

Happy Gang Centre

Museum

Town Building behind Museum

Arena and Curling Rink?

Heritage Park and Washrooms?



Approved: yes /no Motion # _____

Account Code: _____

Town of Bashaw

Request for Decision

Meeting:	Regular Council
Meeting Date:	July 15, 2026
Originated by:	Council Request to CAO
Agenda Item:	7.9 Curling Club Lease Renewal

Background/Proposal:

The Curling Club lease has auto renewal features, with no explicit timeline notification for a review.

There are several provisions that may require consideration, compared to other local stakeholder organizations.

Discussion/Options/Benefits/Disadvantages:

Does council require a review of this lease, and how would they like to proceed?

It has been done several different ways, CAO contacts them and begins the discussion, or a council member interacts with them to start the process.

Costs/Source of Funding (if applicable)

Currently the Curling club contributes to the annual insurance costs, and a portion of plant operation expenses.

Applicable Legislation:

MGA – Section 11

Recommended Action:

Administration is willing to proceed on Council's direction.

Community Engagement Consideration:

Administration is willing to proceed as per council request.

Discussion Result:

Additional research Requested:

January 17, 2019

This Lease Agreement made this 1st day of March, 2019.

Between: The Town of Bashaw
 Box 510
 Bashaw, AB T0B 0H0
 (hereinafter referred to as the "Town") Of the First Part

And

 The Bashaw Curling Club
 Box 691
 Bashaw, AB T0B 0H0
 (hereinafter referred to as the "Club") Of the Second Part

Agreement

Whereas the Town is the Registered owner of part of Lot A in Plan of Subdivision No. 928 E.O.
(hereinafter referred to as the "property") on which is located the Bashaw Curling Rink, and;

Whereas the Club wishes to lease the said property under a long-term agreement, as herein described;

Now therefore the parties agree as follows:

That the Town shall provide the following:

1. The property, as now established, on the site as described, with basic maintenance of existing structure.
2. The right of the club to insure the property under the blanket insurance policy of the Town.
3. Road maintenance, and construction, as included in the regular budget of the Town.
4. Water, and sewer services, specific to the services only. To exclude the club from the flat rates and consumption charges.
5. Ice plant operation, annual maintenance and repairs as required, and all costs associated with.

That the Town shall not assign, sell or cancel this lease without first consulting with the club.

That the Club shall:

1. Pay to the Town those annual charges for property insurance as determined by the Town, which are contained in the Town's blanket policy.
2. Maintain the building as per all regulations, which from time to time may demand certain improvements.
3. Pay all utilities pertaining to the building proper, and

January 17, 2019

4. Pay 30% of the utilities of the Ice Plant.
5. Maintain, and/or replace any equipment contained in the property, as required,
6. Provide tenant insurance policy to cover any property of the Club contained in the property,
and

That the Club shall not assign, sell or attempt to cancel this lease without first consulting the Town.

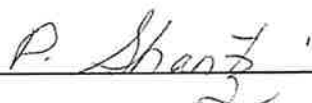
Term of Agreement: The Term of this agreement shall come into effect on the date that this agreement is signed and shall continue for five (5) years, with an auto renewal. The autorenewal will remain, unless either party requests a review.

Whereas the Parties hereby agree to all conditions contained herein,

Now therefore, in consideration of the sum of \$10.00 to be paid by the Club to the Town, the Parties affix hereto the signatures and/or seals of their respective executive members, to seal this agreement.

Town of Bashaw

Bashaw Curling club



Mayor, Penny Shantz



Print Name & Position, Bashaw Curling Club



CAO, Theresa Fuller



Signature, Bashaw Curling Club

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	July 15, 2026
Originated by:	Council Request to CAO
Agenda Item:	7.10 Water Reservoir Feasibility Study

Background/Proposal:

Staff have been evaluating the situation at the Water Treatment plant. The replacement fire pump has been approved; however, the replacement is not just a simple removal and replacement.

Once this was discovered, staff realized that the project could increase in scope and cost. We have not able to get a quote just for a replacement. Contractors are informing us that there will be fuel source changes, and additional adaptations that may be involved.

We decided to approach the town engineer for some recommendations. They have evaluated the site and have recommended a feasibility study.

Discussion/Options/Benefits/Disadvantages:

The feasibility report would assess the current condition and restrictions of the pump house, compares and contrasts design options for the rehabilitation of the water reservoir, and replacement of the existing emergency pump. Cost estimates for the various options and provide recommendation based on the balance of utility, value to the town, risk mitigation, and construction cost to the town of Bashaw.

The scope will investigate the following items:

- Emergency Pump and engine replacement
 - Natural gas vs. Diesel generator, or direct engine driven
 - Identify current power service restrictions
 - Explore upgrades/replacement of the existing generator and electrical service equipment
- Water Reservoir and Pump station
 - Assess scale of replacements required for pumps, valves, fittings, electrical and other infrastructure
 - Assess options for complete or partial bypass of water reservoir during rehabilitation
 - Assess the water model to verify pumping requirements
 - Verify reservoir storage meets requirements under present and future conditions.

The cost of the feasibility study is \$19, 622.04.

Costs/Source of Funding (if applicable)

Local Government Fiscal Framework Capital Funding – we anticipate having funds accessible.

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

Applicable Legislation:

MGA –

Recommended Action:

Administration recommends the following motion:

MOVED BY _____ to approve funding of \$20,000 for a Water Reservoir Feasibility study to be completed by Tagish Engineering, to be funded by the Local Government Fiscal Framework Capital funding.

Community Engagement Consideration:

Administration is willing to proceed as per council request.

Discussion Result:

Additional research Requested: