



**REGULAR MEETING OF COUNCIL
A G E N D A**

**Wednesday, August 12, 2026, 6:00 pm
Council Chamber & Zoom Access**

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. PUBLIC HEARINGS
4. DELEGATIONS
 - 4.1 Candidly Presentation – Jackson McDonough & Noah McDonough
5. APPROVAL OF MINUTES
 - 5.1 Minutes of July 15, 2026, Land Use Bylaw Amendment Bylaw #842-2026
 - 5.2 Minutes of July 15, 2026, Regular Meeting Bashaw Town Council
6. CONSENT AGENDA
 - 6.1 Council Committee Report
 - 6.2 CAO Report
 - 6.3 Foreman Report
 - 6.4 Water Reconciliation Report
 - 6.5 National Police Federation – Signing the Call To Action
7. NEW & UNFINISHED BUSINESS
 - 7.1 Candidly Proposal Discussion
 - 7.2 Bylaw Amendment – Master Rates & Schedules 760-2014 – Bylaw 843-2026 – remove arena fees & adjust photocopying fees
 - 7.3 Rebook Part 2 – Council Facilities Tour
 - 7.4 Library Trustee Motions Approval – Still in discussion with Advisor
 - 7.5 Grants In Place of Taxes – Request to Write off Roll 000515
 - 7.6 DC 2026 – 11 – Residential Solar Panel Installation (information to come August 11, 2026)
 - 7.7 Intermunicipal Collaboration Framework – Draft from Camrose County
 - 7.8 2026 Hometown Days Parade Route approval
8. CELEBRATORY CORRESPONDENCE FROM COUNCIL
 - 8.1 Jessalyn Schneider – Gold Medal in Softball
 - 8.2 Luke Pierson – made the short list for Team Alberta in Hockey
9. CLOSED MEETING OF COUNCIL
 - 9.1 Insurance – ATIA section 29
 - 9.2 Airport Hangar Leases – ATIA section 28
10. NOTICES OF MOTION

11. NEXT MEETING: – September 2 & 16, 2026, 6:00 pm

- Discussion regarding September meetings, CAO out of the office for the last two weeks of August.

12. ADJOURNMENT

PROPOSAL AND BUSINESS CASE

Every Voice in Bashaw

Town of Bashaw

July 2026

PREPARED BY





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Executive Summary

Bashaw calls itself the small town that does big things, and it has the record to prove it: a school and gymnasium the community raised the money to build, a community-owned medical clinic that is the first of its kind in Alberta, and a volunteer culture that shows up when something needs doing. Decisions about where the town goes next deserve input from that whole community, not only from the residents who are able to attend a meeting or comfortable speaking in a room full of neighbours.

The town has been deliberate about listening. Part one of the strategic planning process drew strong community attendance and produced a full picture of Bashaw's strengths, weaknesses, opportunities and threats, from housing and growth to keeping young families to protecting the small-town identity residents value. Part two, turning what the community raised into clear priorities, is planned for this fall. This proposal sets out a single, focused engagement that completes that work: residents call a dedicated phone number at whatever time suits them, have a natural ten-minute conversation about what matters most for Bashaw's future, and council receives a themed, evidence-led report in residents' own words, in time to shape fall planning and the 2027 budget.

The investment is \$4,400 CAD plus GST, Bashaw's founding-municipality price, reflecting a substantial discount in exchange for Bashaw serving as our founding municipal case study. There is no subscription, no long-term contract, and no per-call charge, and the engagement runs on fully Canadian infrastructure built for the privacy standards a municipal office is accountable to.



The Engagement at a Glance

PARTICIPANTS

Residents of the Town of Bashaw and surrounding county neighbours who call Bashaw home

FOCUS

Strategic planning part two: turning the input the community raised in part one into clear, evidence-led priorities for council

REACH

As many residents as want to be heard, with capacity for every resident at no added cost

TIMELINE

Presentation to council August 12; line live in September; findings in council's hands ahead of fall planning

DELIVERABLE

A themed findings report with residents' own words, plus full transcripts and recordings

SUPPORT

Done with administration, not handed to it: question design, promotion materials, and a named Canadian point of contact throughout

LANGUAGE

English, with French available

ANONYMITY

Residents are anonymized so they can speak openly

BRANDING

Town of Bashaw branding available, so residents hear their town, co-branded by default

INVESTMENT

\$4,400 CAD plus GST, Bashaw's founding-municipality price, with no lock-in and no subscription



The Opportunity This Addresses

Every council knows the pattern. The same engaged residents attend meetings, phone the office, and post online, and their input matters. But most of a community never appears in any of those places. Some residents are happy and quiet. Some have real concerns they would never raise publicly in a town where everyone knows everyone. Some simply cannot make a Wednesday evening. Their views exist; there has just never been a practical way to gather them.

Surveys reach further but stay shallow: a checkbox cannot ask why, and building, distributing, and analyzing one is real work for a small administrative team. One-on-one interviews have the depth but cannot scale past a handful of voices. Part one put the big questions on the table: how Bashaw grows when housing is the constraint, how it attracts and keeps young families, how it maintains aging infrastructure while keeping taxes affordable, and how it does all of that without losing the small-town identity that makes it work. What council needs next is exactly what part two is for: knowing which of these matter most to the whole community, and why, in residents' own words.

This engagement answers those questions at the scale of the whole community, in residents' own words, without adding a single task to the town office's workload.



Provincially, this kind of resident consultation supports the intent of Section 216.1 of the Alberta Municipal Government Act, and every call is handled under POPA-aligned privacy practices, with no resident data processed outside Canada.



How it Works

The town shares one phone number through the channels it already uses. When it suits them, residents call. Candidly AI answers, explains the purpose in plain language, and has a real conversation, listening, asking thoughtful follow-up questions grounded in what each person says, and letting people speak their mind rather than pick from a list. Calls are inbound only: Candidly AI never calls anyone, and residents reach out when they are ready.

Everyone knows how to make a phone call. There is no app, no login, no form, and no password, which means the engagement reaches the residents a web survey never will, including the seniors who are the heart of many Bashaw institutions. Once the window closes, every conversation is transcribed and reviewed, and the findings are organized into clear themes with real quotes behind each one. Council receives a polished report it can read in an afternoon and use directly in planning.





How This Advances Bashaw's Vision

Council has already committed to this direction. It chose to open strategic planning to the community rather than write the plan behind closed doors, and the community answered, with part one drawing one of the strongest turnouts the town has seen for a planning session. The principle underneath that choice is simple: the people of Bashaw should shape the plan for Bashaw. This engagement carries that principle the rest of the way, reaching the residents no evening session ever will, over the phone, on their own time, with no one asked to stand up in front of their neighbours.

It also reflects both halves of the community Bashaw serves. The town's facilities and services are valued by town residents and by surrounding county neighbours who consider Bashaw home. The findings report reflects both perspectives, giving council concrete, current evidence for planning and for its ongoing conversations with neighbouring municipalities about shared services.

And there is a leadership story here. Bashaw would be among the first municipalities in Alberta to give every resident this kind of voice, a fitting next chapter for the small town that does big things, and one that other communities will look to.



Reach

This engagement puts no ceiling on participation. The platform comfortably handles a conversation with every resident who wants one, at no additional cost, so reach is limited only by how widely the town shares the number, never by the technology or the price. The goal is simple: hear from as many residents as are willing to give their feedback, including the many who would never attend a session or speak in a room full of neighbours. Part one showed the appetite is there; the phone removes the limits of a single evening, a single room, and a single date on the calendar.

There are no interviewer hours to schedule and no calendars to coordinate. Residents call after supper, on a lunch break, or on a Sunday afternoon, and every conversation gets the same careful attention. The result is a report council can trust, because it rests not on the voices that happened to be available one evening, but on the community that chose to pick up the phone.



24/7

Always On

Residents call whenever suits them



No Cap

On Participation

Every caller gets the same attention



Zero

Added Workload

For the town office



Proposed Timeline

The engagement is built to move at the town's pace and land ahead of fall planning. From a yes to insights in council's hands in about three weeks.



August 12: Presentation to Bashaw Town Council, including a live demonstration of what residents would experience.



Late August: Questions finalized with administration, built from the themes of strategic planning part one. Promotion begins through the town's existing channels, so residents know the number before the line opens.



September, Monday to Sunday: The calling window opens. Residents call at their convenience, any time of day.



Late September: Themed findings report delivered to council, with full transcripts and recordings available on the platform, ahead of strategic planning part two.

Our participation commitment: if resident participation is still building at the end of the calling week, we extend the window at no additional cost. The engagement is complete when the community has been heard, not when the calendar says so.



What This Engagement Delivers

01

A themed findings report identifying what residents value, what concerns them, and where they want the town to focus, backed by real resident quotes and written for the council table.

02

Evidence-led input council can use directly in strategic planning part two and the 2027 budget, reflecting both town and county perspectives.

03

A clear test of the model and the resident experience, so council can decide whether community listening becomes a standing practice for future priorities.



Investment

The investment is **\$4,400 CAD plus GST**, Bashaw's **founding-municipality price**, reflecting a substantial discount from standard engagement pricing in exchange for Bashaw serving as a named case study and reference for other Alberta municipalities. Standard pricing is scoped to each engagement based on community size, caller volume, and reporting depth. There is no lock-in and no ongoing commitment. Everything below is included in that single price, with no token, usage, or seat fees:

- ✓ **Initial Scoping**
We propose a first draft of the conversation built from the themes of strategic planning part one, and work with administration to finalize the questions. Council and administration approve every question before launch.
- ✓ **Agent Build-out**
A voice agent configured for Bashaw, with a dedicated Canadian phone number provisioned and ready to go.
- ✓ **Unlimited Calling**
No per-call or per-minute charges. Every resident who wants to call, can, at any hour of any day in the window.
- ✓ **Dynamic Interviewing**
Every call adapts in real time, asking follow-up questions grounded in what each resident actually says, so each conversation yields the depth a survey cannot reach.
- ✓ **Resident Communications**
Ready-to-use promotion materials for the town's existing channels: Facebook, the Voyant alert system, utility bill inserts, posters, and the post office bulletin board.
- ✓ **Transcription and QA**
Every recording transcribed and corrected through our quality-assurance process, so the record is clean and accurate, not raw machine text.
- ✓ **Report Generation and QA**
A consultant-grade themed report with verbatim resident quotes, reviewed for quality and written for the council table. Every caller is represented. No caller is identified.



Transcripts and Recordings

Every conversation transcript and recording downloadable from the platform, retained for ninety days and then permanently deleted unless the town chooses otherwise.



Canadian Client Success

A named Canadian point of contact working alongside administration from kickoff to delivery, so the engagement adds no burden to a three-person office.



Infrastructure and Security

Fully Canadian data residency, SOC 2 Audited and ISO 27001 Certified, included at no additional cost.

Delivering the same depth the traditional way, designing the approach, conducting dozens of one-on-one interviews, transcribing them, and synthesizing a themed report, would typically cost \$20,000 or more through a consulting or research firm and take months rather than weeks. This engagement does more, in a fraction of the time, at a price built for a town of Bashaw's size.



Path to Scale

Strategic planning is the right place to start, because it is the work already on council's agenda. The same approach extends naturally from there, one focused engagement at a time, on whatever council brings forward:



Housing and Growth

Understand what residents and prospective residents need as the town plans for development.



Annual Budget Input

Give every resident a simple way to weigh in before budget deliberations each year.



Community Services and Institutions

Document, in residents' own words, what Bashaw's community-built services mean to the people who rely on them.



Recreation and Facilities

Hear from families, user groups, and volunteers as council weighs facility priorities and investments.

Each of these is a future conversation, run only if and when council sees the value. This first engagement proves the model on the work that matters most right now.



Compliance and Procurement



Candidly AI is built for the privacy questions a municipal office is accountable to. All resident data remains in Canada on fully Canadian infrastructure at all times, and no third-party AI services ever touch resident information. The platform is SOC 2 Audited and ISO 27001 Certified, and we provide the documentation that supports the town's privacy impact assessment, so procurement and FOIP questions are handled up front rather than mid-engagement. Residents are anonymized in the report and everywhere else: no name is ever attached to what a caller says. Transcripts and recordings are retained for ninety days and then permanently deleted unless the town chooses otherwise. As a single engagement with no lock-in, the commitment stays minimal while the model proves itself.



Get in Touch

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TOWN OF BASHAW

PUBLIC HEARING MINUTES

Land Use Bylaw Amendment Bylaw #842 - 2026

Accessibility

Wednesday, July 15, 2026

1. Open Hearing

Deputy Mayor McIntosh opened the hearing at 6:00 pm.

2. Record of those Present

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

Press: (Zoom) Kevin Sabo

Public: Debra Roorda, Lexi Roorda

3. Staff Report

CAO Fuller presented the report to council.

4. Present Written Submissions

No written submissions were received.

5. Ask for Verbal Submissions

No verbal submissions were received.

6. Opportunity of Council to Ask Questions

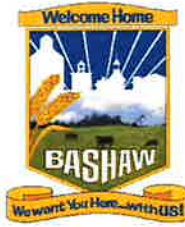
Council had questions and discussion transpired.

7. Close Hearing

Deputy Mayor McIntosh closed the hearing at 6:08 pm.

DEPUTY MAYOR

CHIEF ADMINISTRATIVE OFFICER



**REGULAR MEETING OF COUNCIL
MINUTES**

**July 15, 2026, 6:00 pm
Council Chambers & Zoom Access**

In Person: CAO Fuller (5:30pm), Deputy Mayor McIntosh (5:42pm), Councillor Masyk (5:35pm), Councillor Kohlman (5:36pm), Councillor Meger (5:29pm)

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

Absent with notice: Mayor Orom

Recording Secretary: CAO Fuller

Public: Debra Roorda, Lexi Roorda (6:00 pm) Kevin Bernhardt (5:29 pm)

Public Zoom:

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

1. CALL TO ORDER by Deputy Mayor McIntosh (6:00pm)

2. ADOPTION OF AGENDA

MOVED by Councillor Meger to approve the July 15, 2026, Regular Meeting of Council agenda with the addition of 7.11 Council Conference Attendance, 7.12 Rural Community Clinic – Alberta Municipalities Resolution, and 7.13 Items to Discuss with Minister Dan Williams meeting.

MOTION #129-2026

CARRIED

3. PUBLIC HEARINGS

3.1 Land Use Bylaw Amendment Bylaw 842-2026, Wheelchair accessibility features.

The hearing concluded at 6:08 pm.

4. DELEGATIONS

4.1 MCS Net, Tower Request – Kevin Bernhardt

Mr. Bernhardt began his presentation at 6:09 pm. He shared information regarding MCS Net as a company and what they would propose in Bashaw.

Kevin Bernhardt left the meeting at 6:24 pm.

4.2 The Bethany Group – Korrine Kohlman – Request to access Community Hall in event of Emergency

Korrine Kohlman arrived at 6:45 pm. Ms. Kohlman shared with council the request on behalf of the Bethany Group.

Korrine Kohlman left the meeting at 7:13 pm.

5. APPROVAL OF MINUTES

5.1 Minutes of June 24, 2026, Public Hearing Land Use Bylaw Amendment 841-2026

MOVED by Councillor Masyk to approve the minutes from the June 24, 2026, Public Hearing Land Use Bylaw Amendment 841-2026.

MOTION #130-2026

CARRIED

5.2 Minutes of June 24, 2026, Regular Meeting of Council

MOVED by Councillor Kohlman to approve the minutes from the June 24, 2026, Regular Meeting of Council.

MOTION #131-2026

CARRIED

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

MOVED by Councillor Kohlman to 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; 5.0 m for accessibility features such as wheelchair ramps and vertical platform lifts.

MOTION #132-2026

CARRIED

MOVED by Councillor Masyk to 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; 5.0 m for accessibility features such as wheelchair ramps and vertical platform lifts.

MOTION #133-2026

CARRIED

7.2 Development Permit Consideration for Approval within DC-3 (DP2026-08)

MOVED BY Councillor Masyk 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*.

MOTION #134-2026

CARRIED

7.3 Development Permit Consideration for Approval within DC-3 (DP2026-09)

MOVED BY Councillor Masyk 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:
 1. 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:
 1. Fortis Alberta 310-9473
 2. Atco Gas 403-357-520
 3. Town of Bashaw Utilities 780-781-4786
 4. 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:
 1. Lot grading shall be reinstated to original condition and to be completed to encourage positive drainage.
 2. Demolition material removed.
 3. 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*.

MOTION #135-2026

CARRIED

7.4 MCS Net – Tower Installation request

MOVED by Councillor Masyk to approve CAO Fuller to enter into negotiations with MCS net for a tower installation in the town of Bashaw.

MOTION #136-2026

CARRIED

MOVED by Councillor Masyk to accept MCS Net tower presentation as information at the July 15, 2026, regular meeting of Bashaw town council.

MOTION #137-2026

CARRIED

7.5 The Bethany Group – Request to access Community Hall in event of Emergency

MOVED by Councillor Masyk to direct CAO Fuller to move forward with a Memorandum of understanding with the Bethany Group for access to the Community Hall in the event of an emergency; and engage in legal due diligence at administration's discretion.

MOTION #138-2026

CARRIED

7.6 Library Trustee motions change request

MOVED by Councillor Masyk to table the Bashaw Municipal Library Trustee motions change request to the next regular meeting of Bashaw Town Council.

MOTION #139-2026

CARRIED

7.7 Council Meeting Video Costs

MOVED by Councillor Masyk to direct administration to proceed with a pilot project of recording and making the Bashaw Town Council meeting videos available on the Town of Bashaw's website for 6 months.

MOTION #140-2026

CARRIED

7.8 Book Date for Part 2 - Bashaw Council Facilities Tour

MOVED by Councillor Kohlman to book Part 2 – Bashaw Council Town Facilities tour for July 22, 2026, at 3:30 pm.

MOTION #141-2026

CARRIED

A break was taken at 7:41 pm, Council meeting resumed at 7:46 pm.

7.9 Curling Rink Lease Agreement Renewal

MOVED by Councillor Masyk to leave the Bashaw Curling club lease agreement in place as it is.

MOTION #142-2026

CARRIED

7.10 Water Reservoir Feasibility Study

MOVED by Councillor Kohlman 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.

MOTION #143-2026

CARRIED

7.11 Alberta Municipalities Council member Conference Attendance

MOVED by Councillor Masyk to approve Councillor Amber Kohlman to attend the Alberta Municipalities Conference on behalf of the Town of Bashaw Council.

MOTION #144-2026

CARRIED

7.12 Rural Community Clinic – Alberta Municipalities Resolution

MOVED by Councillor Meger to direct administration to draft and submit a resolution supporting the Bashaw Rural Community Health Clinic and petition the government for sustainable funding; to Alberta Municipalities.

MOTION #145-2026

CARRIED

7.13 Meeting with Municipal Affairs Minister Dan Williams

In preparation for the meeting with Municipal Affairs Minister Dan Williams, council discussed the following items, to be shared with the Minister:

1. Rural Wellness Model – Canada wide model
2. Economic Impact we require rural support
3. Supports wellness and Safe Healthy Communities
4. 12/21 Water Commission – Investigating water license reduction and sharing the negative impact on rural communities
5. Intermunicipal Collaboration Framework - Recreation

Deputy Mayor McIntosh and CAO Fuller were scheduled to meet with Minister Williams on July 23, 2026.

Brayden Paget arrived at the meeting at 7:41 pm.

8. CELEBRATORY CORRESPONDENCE FROM COUNCIL

Council requested Jessalyn Schneider – Gold Medal in Softball, and Luke Pierson made the short list for Team Alberta for the 2027 Canada Winter games in Quebec; recognition to be added to the next agenda.

MOVED by Councillor Kohlman to move into Closed Meeting of Bashaw Town Council to discuss; 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, and Town Building Lease – ATIA section 32 at 8:26 pm.

MOTION #146-2026

CARRIED

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

Brayden Paget left the meeting at 8:52 pm.

MOVED by Councillor Kohlman to move out of Closed Meeting of council at 9:55 pm.

MOTION #147-2026

CARRIED

MOVED by Deputy Mayor McIntosh to direct administration to contact the Member of Parliament regarding the concerns with the land access situation.

MOTION #148-2026

CARRIED

MOVED by Deputy Mayor McIntosh to direct administration to do the activity as requested in Closed Meeting of Council.

MOTION #149-2026

CARRIED

MOVED by Councillor Kohlman to direct Administration to obtain a quote for a Real Property Report for the Town of Bashaw Airport.

MOTION #150-2026

CARRIED

MOVED by Councillor Kohlman to direct administration to proceed with Option 1 as per discussion in closed meeting of council, regarding Insurance – ATIA Section 29.

MOTION #151-2026

CARRIED

MOVED by Councillor Kohlman to direct administration to book the Bashaw Agricultural Society as a delegation at the next Regular Meeting of Bashaw Town Council.

MOTION #152-2026

CARRIED

MOVED by Deputy Mayor McIntosh to suspend the rule of the house to extend the July 15, 2026, regular meeting of Bashaw Town council to 10:05 pm.

MOTION #153-2026

CARRIED

MOVED by Deputy Mayor McIntosh to direct administration to communicate the building lease legal opinion to the Buffalo Lake Golden Age Club.

MOTION #154-2026

CARRIED

MOVED by Councillor Masyk to direct administration to create a letter of understanding addressed to the Buffalo Lake Golden Age club stating that the Town of Bashaw would be responsible for the furnace and frame of the Happy Gang center building.

MOTION #155-2026

CARRIED

10. NOTICES OF MOTION – none

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

12. ADJOURNMENT – Councillor Kohlman adjourned the meeting at 10:02 pm.

MAYOR, Cindy Orom

CHIEF ADMINISTRATIVE OFFICER, Theresa Fuller

August 12, 2026,

Council Committee Reports

Mayor Cindy Orom

July 2nd - hosted MP Poilievre alongside Deputy Mayor McIntosh, Councillor Masyk, and CAO Fuller. Quick introductions with local fire department. Toured local businesses and spoke about local economic development.

July 22nd - CFCW radio interview alongside Deputy Mayor McIntosh and Georgina Gaudet focusing on community events, benefits of community including local businesses, K-12 school, health model / clinic.

Deputy Mayor Kyle McIntosh

June 30 - Alberta Emergency Alert training (8 hours)

July 2nd - hosted MP Poilievre alongside Mayor Orom, Councillor Masyk, and CAO Fuller. Quick introductions with local fire department. Toured local businesses and spoke about local economic development.

July 10th - Hwy 12/21 Water Commission (fill in for Mayor Orom). Toured Stettler Water Treatment Plant and other regional facilities. Discussed importance of preserving regional water allocations.

July 15th - Regional wellness model update. Concerns over lack of RCMP participation. Youth justice numbers rising. Some big updates coming involving partners in creating sustainability.

July 15th - Chaired Council meeting on behalf of Mayor Orom.

July 22nd - CFCW radio interview alongside Mayor Orom and Georgina Gaudet focusing on community events, benefits of community including local businesses, K-12 school, health model / clinic.

July 23rd - Meeting with Minister Williams and MLA Lovely with CAO Fuller in Camrose County offices. Discussed with other regional partners a range of topics including Next Gen 911, rural cell service, health model, opportunities for growth / rural sustainability, and RCMP detachment concerns.

August long weekend - volunteered with Community Resource Centre at BVJ

Ongoing - discussions with residents about GIO cars and legality / safety, business opportunities in the region, policing concerns, speed limits in town, lack of affordable housing. Working with MP's office to locate medals for fire service. Regional economic development discussion with area counterpart, policing discussion with local chief elected official. Preparing to advance summer consultation around upcoming Notices of Motion (NOMs) based on community feedback from past months.

Councillor Reina Masyk

July 2nd - hosted MP Poilievre alongside Mayor Orom, Councillor Masyk, and CAO Fuller. Quick introductions with local fire department. Toured local businesses and spoke about local economic development.

Councillor Ambyr Kohlman

No meetings to report.

Councillor Carman Meger

No meetings to report.



CHIEF ADMINISTRATOR'S REPORT
Submitted for August 12, 2026, Regular Meeting of Council

1. Meetings, training

- July 20, 2026 – Candidly presentation
- July 22, 2026 – Blanket Exercise in Maskwacis
- July 22, 2026 – Meeting with Deputy DEM Dennis Jones – Emergency preparedness
- July 23, 2026 – Meeting with Recycled Rubber products Grant advisor
- July 23, 2026 – Camrose County – Meeting with Minister of Municipal Affairs – Dan Williams
- July 24, 2026 – Personal appointment in am
- July 27 – 31, 2026 – CAO vacation
- August 5, 2026 – Personal appointment in am
- August 6, 2026 – Personal appointment in am
- August 11, 2026 – Privacy Management Policy Cohort meeting
- August 12, 2026 – Access E11 presentation
- August 12, 2026 – Annual Review with Alberta Emergency Management

2. Ongoing follow up of Council assigned tasks.
3. Agenda and minutes preparation for this meeting.
4. Working with current Development applications on file, interacting with applicants to obtain requirements. Received 4 development permits to process
5. Primacy Management Policy Cohort – Completed GAP assessment in preparation for first cohort meeting.
6. Additional File research for a Law Firm request for 5 property titles.
7. Generate new agreement with an existing tower lease.
8. Ordered new traffic control signs as requested by Council.
9. Generate Action list for the items from the previous council meeting.
10. Follow up communication – email and phone calls.

Town of Bashaw
Council Direction Tracking Report August 12, 2026

Status

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. They were looking to add some changes . Awaiting update.
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 #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.	Copy of lease shared with Council.
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 #108-2026	MOVED by Deputy Mayor McIntosh to direct administration to book a presentation from Nordic Managing systems.	Anticipated to be scheduled for September.
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.	Shawna chatted with CAO Fuller, she no longer requires a presentation to council.
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

Town of Bashaw
Council Direction Tracking Report August 12, 2026

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.
MOTION #136-2026	MOVED by Councillor Masyk to approve CAO Fuller to enter into negotiations with MCS net for a tower installation in the town of Bashaw.	In process
MOTION #138-2026	MOVED by Councillor Masyk to direct CAO Fuller to move forward with a Memorandum of understanding with the Bethany Group for access to the Community Hall in the event of an emergency; and engage in legal due diligence at administration's discretion.	Incomplete
MOTION #140-2026	MOVED by Councillor Masyk to direct administration to proceed with a pilot project of recording and making the Bashaw Town Council meeting videos available on the Town of Bashaw's website for 6 months.	In Process
MOTION #141-2026	MOVED by Councillor Kohlman to book Part 2 – Bashaw Council Town Facilities tour for July 22, 2026, at 3:30 pm.	Booked and then had to reschedule
MOTION #145-2026	MOVED by Councillor Meger to direct administration to draft and submit a resolution supporting the Bashaw Rural Community Health Clinic and petition the government for sustainable funding; to Alberta Municipalities.	Incomplete
MOTION #148-2026	MOVED by Deputy Mayor McIntosh to direct administration to contact the Member of Parliament regarding the concerns with the land access situation.	Incomplete
MOTION #149-2026	MOVED by Deputy Mayor McIntosh to direct administration to do the activity as requested in Closed Meeting of Council.	In process
MOTION #150-2026	MOVED by Councillor Kohlman to direct Administration to obtain a quote for a Real Property Report for the Town of Bashaw Airport.	In process
MOTION #152-2026	MOVED by Councillor Kohlman to direct administration to book the Bashaw Agricultural Society as a delegation at the next Regular Meeting of Bashaw Town Council.	Booked to attend.
MOTION #154-2026	MOVED by Deputy Mayor McIntosh to direct administration to communicate the building lease legal opinion to the Buffalo Lake Golden Age Club.	Incomplete
MOTION #155-2026	MOVED by Councillor Masyk to direct administration to create a letter of understanding addressed to the Buffalo Lake Golden Age club stating that the Town of Bashaw would be responsible for the furnace and frame of the Happy Gang center building.	Incomplete



FOREMAN'S REPORT

PUBLIC WORKS DEPARTMENT

REPORTING PERIOD: JUNE – AUGUST 2026

COMPLETED PROJECTS & ONGOING WORK

Over the reporting period, Public Works completed or continued work in the following areas:

- Completed the annual hydrant flushing program to help maintain water quality and ensure fire hydrants are operating properly.
- Continued improvements and maintenance at the campground.
- Carried out alley repairs and ongoing maintenance as needed.
- Repaired potholes throughout town as they were identified.
- Completed tree trimming and removed fallen or hazardous trees.
- Performed repairs and painting at the lift station.
- Continued grading gravel roads and applying dust control where required.
- Completed regular cemetery maintenance and grounds upkeep.
- Replaced water meters as part of the ongoing infrastructure maintenance program.
- Completed repairs and maintenance on Public Works equipment to keep it in good working order.
- Installed new stop signs at designated intersections to improve traffic safety.
- Completed the 49th Street project.
- Carried out repairs at the municipal well.
- Continued weed control throughout municipal properties.

UPCOMING PROJECTS & FUTURE PLANS

The department will be focusing on the following projects in the coming months:

- Rebuild and improve pathways throughout town.
- Repair damaged concrete curbs.
- Repair the town clock on Main Street.
- Continue focusing on alley maintenance and improvements.
- Begin a tree root management program to help reduce damage to sidewalks and underground infrastructure.
- Investigate the storm sewer system and develop recommendations to assist with planning next year's budget.
- Carry out ongoing maintenance and improvements to the Public Works shop building.

Lindy Black
Public Works Foreman
Town of Bashaw

Date: _____

Water Reconciliation 2026

Billed WTP
HWY 12 2 TOWN

	CUBES	CUBES	DIFF	Metered	DIFF	Total Loss	Daily Ave WTP	Water Loss/Break Commentary
JAN	7784	7739	45	6705	1034	1079	369	Discovered water break by fire hall
FEB	7216	7101	115	5340	1761	1876	374	
MAR	8255	8302	-47	5494	2808	2761	377	
APR	8018	7879	139	7023	856	995	394	
MAY	9189	8877	312	7205	1672	1984	444	
JUN	9357	9123	234	6946	2177	2411	415	
JUL			0		0	0		
AUG			0		0	0		
SEP			0		0	0		
OCT			0		0	0		
NOV			0		0	0		
DEC			0		0	0		
	49819	49021	798	38713		11106		
			1.627874			22.655597		

CAO

From: Admin
Sent: July 14, 2026 11:36 AM
To: CAO
Subject: FW: Call to Action: Strengthening Public Safety in Alberta | Polling Results
Attachments: Call to Action to the Government of Alberta_2026.pdf; NPF Alberta W9 .pdf

From: Melissa Barnes >
Sent: Tuesday, July 14, 2026 10:15 AM
To: Admin <admin@townofbashaw.com>
Cc: Admin <admin@townofbashaw.com>
Subject: Call to Action: Strengthening Public Safety in Alberta | Polling Results



IRONSCALES couldn't recognize this email as this is the first time you received an email from this sender

You don't often get email from mbarnes@npf-fpn.com. [Learn why this is important](#)

Dear Mayor Cindy Orom and Town of Bashaw Council,

On behalf of the National Police Federation,

As the Government of Alberta continues to consider changes to policing and public safety across the province, municipalities have an important opportunity to speak with a unified voice on issues that directly affect their communities.

The National Police Federation (NPF) proudly represents nearly 20,000 RCMP Members serving across Canada and internationally, including over 3,100 who serve in Alberta. We are inviting municipalities and stakeholder groups to support the attached Call to Action. It urges the Government of Alberta to pause further investment in an Alberta Sheriffs Police Service (ASPS) until a comprehensive, independent, and publicly available feasibility study is completed. It also calls for evidence-based investments in policing, the justice system, mental health and addiction support, and community-based crime prevention.

Also attached is our latest public opinion polling, which confirmed once again that 76% of Albertans are satisfied with the RCMP and 67% feel they have not been adequately consulted by creating an Alberta Sheriffs Police Service. The polling also indicates that most Albertans do not support replacing the RCMP and believe the province should prioritize other public safety needs.

If your municipality or stakeholder group is interested in signing onto the Call to Action, please reply to this email and include your municipality's logo no later than **September 30th, 2026**. Your logo will be included alongside the other participating organizations in the final public release.

Should you have any questions or wish to discuss the initiative further, we would be pleased to set up a presentation or meeting time with you or members of your Council.

Thank you for your time and consideration. We hope the Town of Bashaw will join us in advocating for transparent decision-making and practical investments that strengthen public safety for all Albertans.

Sincerely,

Melissa Barnes, Government Relations Advisor

Melissa Barnes

Government Relations Advisor | Conseiller, relations gouvernementales

National Police Federation | Fédération de la Police Nationale

+1 (613) 212-7883

npf-fpn.com

**NATIONAL
POLICE
FEDERATION**



**FÉDÉRATION
DE LA POLICE
NATIONALE** TM



The mission of the National Police Federation is to provide strong, professional, fair and progressive representation to promote and enhance the rights of RCMP Members. La mission de la Fédération de la police nationale est de fournir une représentation forte, professionnelle, juste et progressive afin de promouvoir et faire avancer les droits des Membres de la GRC.

This email may contain PRIVILEGED AND/OR CONFIDENTIAL INFORMATION intended only for the use of the addressee. If you are not the addressee or the person responsible for delivering it to the person to whom it was addressed, you may not copy or deliver this to anyone else. If you receive this email by mistake, please immediately notify us.

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CALL TO ACTION TO THE GOVERNMENT OF ALBERTA

Dear Premier,

Albertans deserve safe and healthy communities where residents can rely on essential public safety, health, social, and justice systems. Provincial and municipal governments share responsibility for achieving these outcomes, and municipalities expect the Government of Alberta to be a transparent, accountable, and reliable partner in delivering them.

Municipalities are on the front lines of community safety, working closely with residents, businesses, and law enforcement partners every day. Despite this, municipalities have not been provided with a clear, transparent, and evidence-based plan outlining the full financial, operational, and public safety implications of establishing an Alberta Sheriffs Police Service (ASPS) or transitioning policing responsibilities away from the RCMP. No comprehensive feasibility study, detailed costing model, or long-term funding framework has been made available to inform municipal decision-making or public understanding.

At the same time, Alberta's existing policing and public safety systems are under increasing pressure. Challenges related to rural crime, mental health and addictions, and violent repeat offenders require immediate and sustained investment. Rather than diverting significant public funds towards the creation of a new police service, the Government of Alberta should prioritize strengthening and properly resourcing the systems already in place.

Policing reform must be guided by evidence, transparency, and public confidence. Decisions of this magnitude, affecting community safety, municipal budgets, and taxpayer dollars, must be made in partnership with municipalities and with the clear support of Albertans.

We, the undersigned, call on the Government of Alberta to:

- Cease further investment in and advancement of the Alberta Sheriffs Police Service as a replacement for RCMP municipal policing.
- Release a comprehensive, independent, and publicly available feasibility study, including full lifecycle costing, governance structures, and operational impacts of any proposed policing model changes.
- Seek explicit public support before proceeding with any plan to replace or significantly restructure policing in Alberta.
- Strengthen Alberta's existing policing model by:
 - Increasing RCMP officer levels and resources in communities, while ensuring sustainable and predictable funding; and
 - Invest in the Alberta Sheriffs' existing mandate as a complementary public safety service, including targeted enforcement, rural crime initiatives, and court security.
- Strengthen the justice system by addressing bail reform challenges and repeat violent offending; increasing the number of Crown prosecutors and Provincial Court judges; and ensuring timely access to justice.
- Expand integrated public safety approaches, including police and mental health crisis teams, addiction supports, and community-based crime prevention initiatives that address root causes of crime.

Town of Bashaw



Request for Decision

Meeting:	Regular Council
Meeting Date:	August 12, 2026
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.1 Candidly Proposal

Background/Proposal:

Candidly AI has proposed a one-time, phone-based community engagement campaign to support the next phase of Bashaw's strategic planning.

Residents would call a dedicated number during the engagement window and answer guided questions about the Town's future priorities. Candidly AI would provide Council with a themed findings report, transcripts, and recordings.

The cost is \$4,400.00 plus GST, with no subscription, long-term contract, or per-call fee.

Discussion/Options/Benefits/Disadvantages:

Current feedback is generally received through Council members, office contact, staff conversations, email, and social media monitoring. The proposal offers an additional method intended to reach residents who may not use those channels.

Pros:

- May reach residents who do not attend meetings, complete surveys, or provide feedback publicly.
- Simple phone-based access with no app, login, or online form.
- Provides a themed report to support strategic planning and budget discussions.
- Reduces staff workload for question design, transcription, analysis, and reporting.

Cons:

- Creates a new discretionary cost for one engagement campaign.
- Participation may not be fully representative because residents must choose to call in.
- Some residents may be uncomfortable with an AI-based process.
- Council may want more clarity on privacy, data retention, ownership, and reporting methodology.

Costs/Source of Funding (if applicable)

The proposed cost is \$4,400.00 plus GST for one campaign. Funding would need to come from the approved operating budget or another source determined by Council.

Applicable Legislation:

Municipal Government Act, including public participation considerations under Section 216.1. Privacy and records management obligations may also apply.

Community Engagement Consideration:

The proposal could broaden resident input for strategic planning but should be weighed against cost, privacy considerations, and whether an AI-based tool is appropriate for Bashaw's public engagement needs.

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

Recommended Action:

That Council consider whether to proceed with the Candidly AI proposal for a one-time community engagement campaign.

MOVED BY _____ that Council approve the Candidly AI one-time engagement campaign at a cost of \$4,400.00 plus GST, with funding source to be confirmed;
OR receive the proposal for information and direct Administration as discussed.

Discussion Result:

Additional research Requested:

Town of Bashaw



Request for Decision

Meeting:	Regular Council
Meeting Date:	August 12, 2026
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.2 Bylaw Amendment – Master Rates & Schedules 760-2026 – Bylaw 843-2026 – Remove arena fees and adjust photocopying fees

Background/Proposal:

Administration has prepared Bylaw 843-2026 to amend the Town of Bashaw Master Rates and Schedules Bylaw No. 760-2014.

The amendment removes arena user fees, arena advertising fees, and related references to arena advertising and the Recreation Advertising Policy. These changes are required because the Bashaw Agricultural Society assumed operation and management of the arena effective April 1, 2026.

The proposed bylaw also updates photocopying fees under Office Fees, Section 2, Administrative Appendix A, by adding black and white copies at \$0.10 per copy and colour copies at \$0.20 per copy.

Discussion/Options/Benefits/Disadvantages:

With the arena now operated and managed by the Bashaw Agricultural Society, the Town should remove arena-related rates and advertising provisions from its Master Rates and Schedules Bylaw to avoid confusion about which organization is responsible for arena bookings, user fees, advertising opportunities, and related charges.

Pros:

- Aligns the Master Rates and Schedules Bylaw with the current operating arrangement for the arena.
- Reduces public confusion by removing Town-established arena rates that are no longer administered by the Town.
- Removes arena advertising references, including scoreboard, wall signage, room sponsorships, dressing room sponsorships, dining area sponsorships, and related charges.
- Maintains non-arena advertising fees, such as seasonal ball diamond advertising, unless otherwise amended by Council.

Cons:

- The Town will no longer list arena rates in its bylaw, so residents and users may need to be directed to the Agricultural Society for current arena fees and advertising arrangements.
- Communication may be required to ensure community members understand the change in arena operations and management.
- Administration should ensure remaining recreation and advertising fee references are clear and do not unintentionally capture arena-related services.

Costs/Source of Funding (if applicable)

There is no direct expenditure associated with passing the amending bylaw. Removing arena-related fees may reduce Town-administered revenue categories; however, this aligns with the Agricultural Society now operating and managing the arena.

Updated photocopying fees will apply to applicable administrative copy requests.

Applicable Legislation:

Municipal Government Act, RSA 2000, c M-26, including Council's authority to pass bylaws and establish fees, rates, and charges for municipal services. (Section 7)

Community Engagement Consideration:

No formal public engagement is required for this administrative amendment. Communication may be helpful to clarify that arena operations, user fees, and arena advertising inquiries should be directed to the Bashaw Agricultural Society effective April 1, 2026.

Recommended Action:

That Council give the required readings to Bylaw 843-2026, being a bylaw to amend Master Rates and Schedules Bylaw No. 760-2014 by removing arena user fees, arena advertising fees, and related arena advertising references, and by updating photocopying fees under Office Fees.

MOVED BY _____ that Council give first reading to Bylaw 843-2026, a bylaw to amend the Master Rates and Schedules Bylaw No. 760-2014 to remove arena fees, arena advertising fees, and related arena advertising references due to the Bashaw Agricultural Society operating and managing the arena effective April 1, 2026, and to update photocopying fees under Office Fees.

Discussion Result:

Additional research Requested:



TOWN OF BASHAW
MASTER RATES AND SCHEDULES BYLAW 760-2014

TITLE: RECREATION ADVERTISING FEES
SECTION: 4 RECREATION **APPENDIX:** A
REFERENCE MOTION # 485-2016 **DATE:** September 15, 2016

PURPOSE: To establish and set down a fee schedule for advertising in the arena and at the ball diamonds in accordance to the Town of Bashaw Recreation Advertising Policy 24.20.

ADVERTISING FEES (includes GST)

1. Seasonal Ball Diamond Advertising Fees \$ 78.75
2. Arena Advertising for the Scoreboard, Zamboni, and/or Wall Signs:
 1. Annual \$ 210.00
 2. Three-year term \$ 525.00

NOTE: Temporary Tournament Advertising Fees will be determined by the host team
3. Room Sponsorship
 - A. Dining Area (paid in full at start of term) \$2500.00 1 year/\$6000.00 3 year
 - B. Dressing Room (paid in full at the start of term) \$2000.00 1 year/\$5000.00 3 year
4. Event Sponsorship \$ 100.00/hr.
(Based on Length of Event)
5. Naming of the sports facilities, sites and areas as per Policy or Motion



TOWN OF BASHAW MASTER RATES AND SCHEDULES BYLAW 760-2014

TITLE: RECREATION ADVERTISING POLICY

SECTION: 4 RECREATION APPENDIX: A

REFERENCE MOTION # & POLICY #: 484-2016 & 24-20 DATE: SEPT 15, 2016

POLICY STATEMENT:

The Town of Bashaw sets down this policy to regulate advertising in the recreation facilities and areas and ensure quality standards are met. The Town of Bashaw determines advertising fee schedules within the Master Rates and Schedules Bylaw.

PROCEDURES:

1. All advertising in the recreation facilities and areas must meet the approval of the town.
2. Manufacturing costs are the responsibility of the advertiser and the advertiser shall retain full ownership.
3. Maintenance of the sign is the responsibility of the advertiser; signs falling into disrepair or that become unsightly shall be upgraded or replaced at the expense of the advertiser as soon as possible; neglected signs shall be removed at the discretion of administration.
4. Special event advertising or other temporary promotions
 - a. For Tournaments, sport festivals, trade shows, dances, beer gardens, etc. shall not displace paid advertising already in place.
 - b. Shall be taken down and removed by the host event Association or Team after the event is completed and the site returned to its original state and to the satisfaction of administration.
 - c. Any proceeds or funds acquired from this type of advertising only may remain the property of the host event Association or Team.
5. Advertising designations and opportunities shall be determined by the Town.
6. Arena Wall applications:
 - a. Signage shall be constructed from coroplast or any other proposed material approved by administration.
 - b. Signage recommended size, 3 feet by 6 feet in size, or to be reviewed for suitability by administration.
7. Electronic Scoreboard (one sign):
 - a. The electronic scoreboard opportunity shall be provided on a first come first paid basis for a set term.
 - b. Approved decal must be 18" by 46" in size.
8. Zamboni Hopper Advertising (one sign on either side for a total of two signs):
 - a. The Zamboni Hopper opportunity shall be provided on a first come first paid basis over a set term.
 - b. Approved decal must be 24" by 48" in size.
9. Baseball Fences:
 - a. Signage may be constructed from wood, plastic, metal, coroplast, or fiberglass material
 - b. Signage must be a minimum of 36" by 48" and a maximum of 36" by 120" in size.



10. Advertisers will be requested to pay in advance for a set advertising term.



**TOWN OF BASHAW
MASTER RATES AND SCHEDULES BYLAW 760-2014**

TITLE: ARENA USER FEES
SECTION: 4 RECREATION APPENDIX: A
REFERENCE MOTION # 170 – 2017, 060-2019,154-2024 DATE SEPT.18, 2024

SECTION 1: ARENA FEES (all fees include GST)

A. School Program	NO CHARGE *
B. Public Skate	NO CHARGE
C. Ice Rental	
i. Youth Organizations (18 & under)	\$ 90.00 per hour
ii. Adult Organizations (19 & older)	\$ 110.00 per hour
iii. Non Local Youth User Group (18 & under)	\$ 120.00 per hour
iv. Non Local Adult Sport Organization (19 & older)	\$ 140.00 per hour
D. Drop In Shinny / Pick-up Hockey	NO CHARGE
E. Skate Sharpening	
i. Per pair	\$ 5.00
ii. Pass for 12 sharpening services	\$ 50.00
F. Off Season Floor Rental – no ice	\$ 30.00 per hour
G. Event Rental (banquets, dances, rallies, etc.) – no ice	
i. Adult	\$ 450.00
ii. Youth	\$ 360.00
iii. Security Deposit	50% of fee charged
H. Concession Rental	as per Contract
I. Encana Dining Hall Rental	\$ 25.00 per hour
J. Centennial Room Rental	
i. Patrons with Arena User Agmt. & BARB	NO CHARGE
<i>(Patrons paying the hourly rate will be priority booking, unless tournaments/special events.)</i>	
ii. Hourly Rate	\$ 20.00
iii. Daily Rate (after four hours)	\$ 80.00

***NOTE:**

Skaters and Helpers Attending School Program, during school hours as part of the school curriculum - FREE



BY-LAW NO. 843 - 2026

BY-LAW NO. 843 - 2026 A By-law of the Town of Bashaw in the Province of Alberta, introduced for the purpose of amending Master Rates and Schedules By-law No. 760 - 2014 to remove arena fees and arena advertising fees, amend references to the Recreation Advertising Policy, and amend photocopy fees under Office Fees, Section 2, Administrative Appendix A.

WHEREAS Bashaw Town Council chose to amend the Master Rates and Schedules Bylaw by removing; arena fees, arena advertising fees, references to the Recreation Advertising Policy No. 24-20, and by updating photocopying fees.

NOW THEREFORE Pursuant to the Municipal Government Act, Section 42, the Council of the Town of Bashaw duly assembled, hereby enacts as follows:

That By-law No. #760 – 2014 be amended as follows:

1. Section 2, Administrative Appendix A, Office Fees, Section 1: Administration, is amended by adding the following photocopying fees in addition to the existing bylaw:
 - a. Black and white copies: \$0.10 per copy
Colour copies: \$0.20 per copy
2. Section 4, Recreation Appendix A, Recreation Advertising Fees, and the Recreation Advertising Policy, Reference Motion #484-2016 and Policy #24-20, are amended by deleting arena advertising fees and related arena advertising references, including references to arena scoreboard advertising, arena wall signage, arena room sponsorships, dressing room sponsorships, dining area sponsorships, and related arena advertising charges.
Seasonal Ball Diamond Advertising Fees and other non-arena advertising fees shall remain in effect unless otherwise amended by Council.
3. Section 4, Recreation Appendix A, Arena User Fees, Section 1: Arena Fees, is amended by deleting all Section 1 Arena Fees in their entirety.

RECEIVED FIRST READING THIS
12th DAY OF August, A.D. 2026
IN THE TOWN OF BASHAW, IN THE
PROVINCE OF ALBERTA

* _____
*MAYOR
* _____
* _____
*CAO

RECEIVED SECOND READING THIS
____ DAY OF _____, AD 2026
IN THE TOWN OF BASHAW, IN THE
PROVINCE OF ALBERTA

* _____
*MAYOR
* _____
* _____
*CAO

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

* _____
*MAYOR
* _____
* _____
*CAO

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

* _____
*MAYOR
* _____
* _____
*CAO

7.3 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?

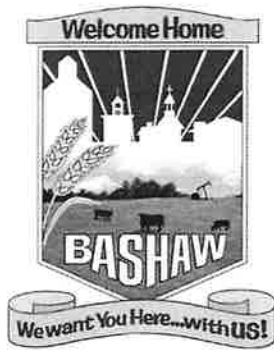
Happy Gang Centre

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:	August 12, 2026
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.5 Grants in Place of Taxes – Request to Write off.

Background/Proposal:

The province used to pay the full amount of taxes on their provincially owned buildings. The term they use for these payments is Grants in place of Taxes. The provincial building is an example of a provincially owned property. 2018 was the last year they paid the Grant in place of taxes – in full. Every year subsequently, they request we invoice for the full amount, and they pay a portion of it. Within the budget we plan for the unpaid portion as an expense.

The full balance owing is \$ 12, 249.59. We are not certain how much the province will pay.

If a portion is not written off as uncollected taxes, it increases the town's percentage of uncollected taxes. This is a benchmark that the province monitors.

Discussion/Options/Benefits/Disadvantages:

The administration is requesting to write off the budgeted expense of \$ 2,626.63. This is what was budgeted to be written off on this account.

Costs/Source of Funding (if applicable)

Annual operating budget.

Applicable Legislation:

MGA, Sections 366 and 380.

Community Engagement Consideration:

The administration is willing to proceed as council requests.

Recommended Action:

Administration requests the following motion:

MOVED BY _____ to write off \$ 2,626.63; off Roll # 000515, Alberta Municipal Affairs, Grants in Place of taxes for the 2026 tax year.

Discussion Result:

Additional research Requested:



Town of Bashaw
Box 510 5011 52 Avenue
BASHAW AB T0B 0H0
(780) 372-3911

TAX & ASSESSMENT NOTICE 2026

Civic Address	4915 50 STREET
Subdivision	Size 0.00
Legal Address	Lot: 15 - 20 Block: 5 Plan: 2627 AC
	Qtr: Sec: Twp: Range: Mer:
Mortgage	Mortgage#: Company:

Roll Number	000515
Date of Mailing	2026-05-28
Notice of Assessment	2026-06-05
Final Complaint Date	2026-08-04
Payment Due Date	2026-08-04

Owner(s) on Title:	
HIS MAJESTY THE KING IN RIGHT OF ALBERTA	
ALBERTA MUNICIPAL AFFAIRS	
PENALTY INFORMATION	
A PENALTY OF 12% WILL BE ADDED TO CURRENT TAXES UNPAID AFTER AUGUST 4, 2026	
A PENALTY OF 12% WILL BE ADDED TO ALL TAXES (CURRENT AND ARREARS) UNPAID AFTER DECEMBER 31, 2026	
TAX INSTALLMENT PAYMENT PLAN	
By joining the payment program, your monthly payments could be as low as	\$801.91
For Comparison, the prior year total tax was	\$9,386.02
IMPORTANT INFORMATION	
PLEASE SEE REVERSE FOR DETAILS ON PROPERTY ASSESSMENT, COMPLAINT PROCESS AND METHODS OF PAYMENT.	
CONTACT THE TOWN OFFICE IF THE INFORMATION ON YOUR TAX NOTICE IS NOT CORRECT.	
EMAIL BILLING IS AVAILABLE FOR TAX NOTICES. PLEASE CONTACT THE TOWN OFFICE TO SIGN UP.	

Property Assessment			
Description	2025 Total	2026 Total	
Commercial	\$25,810	\$26,100	
Grants in Lieu Municipal	\$852,910	\$861,900	
Exempt Non Residential	\$248,700	\$251,440	
Total Assessment:	\$1,127,420	\$1,139,440	
	Exempt:	\$251,440	
	Taxable:	\$888,000	
Municipal Taxes	Tax Rate	% of Total	Tax Amount
NON-RESIDENTIAL	0.0107180	2.91%	\$279.74
NON-RESIDENTIAL - GILT	0.0107180	96.00%	\$9,237.84
EXEMPT - Non-Residential			\$0.00
Total 2026 Municipal Taxes			\$9,517.58
Education Taxes	Tax Rate	% of Total	Tax Amount
ASFF - Non-Residential	0.0040060	1.09%	\$104.56
ASFF GIL Sup Exempt			\$0.00
Total 2026 Education Taxes			\$104.56
Camrose and Area Lodge Authority	Tax Rate	% of Total	Tax Amount
CALA - Non-Residential	0.0000313	0.01%	\$0.82
Total 2026 Camrose and Area Lodge Authority			\$0.82
Total 2026 Taxes			\$9,622.96
Current Outstanding Balance			\$2,626.63
Total Current Taxes Payable for 2026			\$12,249.59

Budgeted to write off.



Town of Bashaw
Box 510 5011 52 Avenue
BASHAW AB T0B 0H0
(780) 372-3911

TAX & ASSESSMENT NOTICE 2026

Arrears or Credit	Current Taxes	Net Amount Due
\$2,626.63	\$9,622.96	\$12,249.59

Roll Number	000515
Last Date Before Penalty	2026-08-04
Amount Due	\$12,249.59
Amount Paid	

Please submit this portion when making payment. Thank you.

HIS MAJESTY THE KING IN RIGHT OF ALBERTA
ALBERTA MUNICIPAL AFFAIRS
C/O PROPERTIES DIVISION
3RD FLOOR
6950- 113 STREET
EDMONTON AB T6H 5V7
Canada



Month	Date	Amount	Balance	Description	Customer #	Ref Type	Reference	Type	Batch #
2026-03	2026-03-17	(\$6,759.39)	\$2,626.63	Property Tax Payment	2360	Cash Receipt	88605	RC	12679
2026-05	2026-05-28	\$0.82	\$2,627.45	CALA - Non-Residential	2101	Tax Notice	799	TB	13108
2026-05	2026-05-28	\$279.74	\$2,907.19	NON-RESIDENTIAL	2101	Tax Notice	799	TB	13108
2026-05	2026-05-28	\$9,237.84	\$12,145.03	NON-RESIDENTIAL - GILT	2101	Tax Notice	799	TB	13108
2026-05	2026-05-28	\$104.56	\$12,249.59	ASFF - Non-Residential	2101	Tax Notice	799	TB	13108

Transaction Year: 2026
Opening Balance: \$9,386.02
Closing Balance: \$12,249.59

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	August 12, 2026
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.6 - 2026-11 Development Permit Consideration for Approval within DC-2

Background/Proposal:

The Applicant has applied for a development permit for Solar Collectors at Block G, Plan 4350 HW which is designated Direct Control (DC-2) 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 proposal is for rooftop solar panels. They are a discretionary use in the DC-2 district.

Municipal Development Plan Considerations:

There are no relevant policies in the MDP that speak to this application. Given its minor nature, this is expected and Administration's review focused on the Land Use Bylaw regulations.

Land Use Bylaw Considerations:

Section 9.7 of the Land Use Bylaw speaks to regulations for Solar Collectors. This section provides limits on how much solar collectors can project from a roof depending on the roof pitch and that they must not extend beyond the outermost edge of the roof. As a condition of development permit approval, prior to occupancy, the Applicant will be required to provide proof that the development fully aligns with Section 9.7 of the LUB.

Costs/Source of Funding (if applicable)

No funding required.

Applicable Legislation:

MGA – Section 617.

Community Engagement Consideration:

Given the minor nature of this development permit application, no community engagement was required by the Applicant.

Recommended Action:

Administration recommends that Council deem Development Permit 2026-11 complete and direct administration to send a complete letter.

Administration recommends that Council approve Development Permit 2026-11 subject to the conditions outlined in the below motion:

MOVED BY _____ that Council approve Development Permit 2026-11 for Solar Collectors within Direct Control (DC-2) District Two at Block G, Plan 4350 HW 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 discretionary Development in accordance with the following:
 - a) Application dated July 8th, 2026
 - b) Supporting details, diagrams and information provided July 20th, 2026
2. Prior to construction of the panels, the Applicant is required to provide confirmation and diagrams/details showing that the development will align with Section 9.7 of LUB 780-2018.
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. 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.
5. The Developer must develop the lands as described in the application; any changes to the submitted plan require a new development permit.
6. The Developer is responsible for ensuring site suitability prior to construction.
7. 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.
8. The Developer is responsible for obtaining and complying with all required provincial and federal approvals as applicable.
9. 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,

Approved: yes /no Motion # _____

Account Code: _____

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. Application and Diagrams/Details of the Development

LETTER OF REVIEW

Project: Byron & Connie Haryung Residence
Certification Date: 2026-07-20
Certification No. 26-S002-024-01
Applicable Code: NBC (AE) 2023, CSA O86-19
Client: Phase 3 Electric Ponoka Ltd.

Rus-Tec Engineering (RTE) was approached by Phase 3 Electric Ponoka Ltd. to review the residential light framed roof at 5007 54 Ave, Bashaw AB. The review included verifying that the structure is suitable to support the load imposed by the new solar system.

- Installation of sixteen (16) JA Solar 500 W modules on residence
- Installation to follow attached manufactured specifications and instructions
- To impose no more than 4 psf on the existing roof
- The solar system is to be mounted as per Phase 3 Electric Ponoka drawing layout

The existing roof has been inspected and has been deemed sufficient for the installation of the above-mentioned solar system.

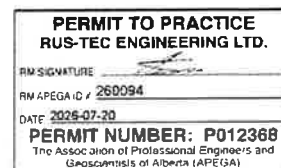
Statement of Compliance

As a professional engineer, I hereby confirm that the above-described solar system can be installed to the existing roof structure without additions or modifications. Please contact the undersigned if there are any questions.

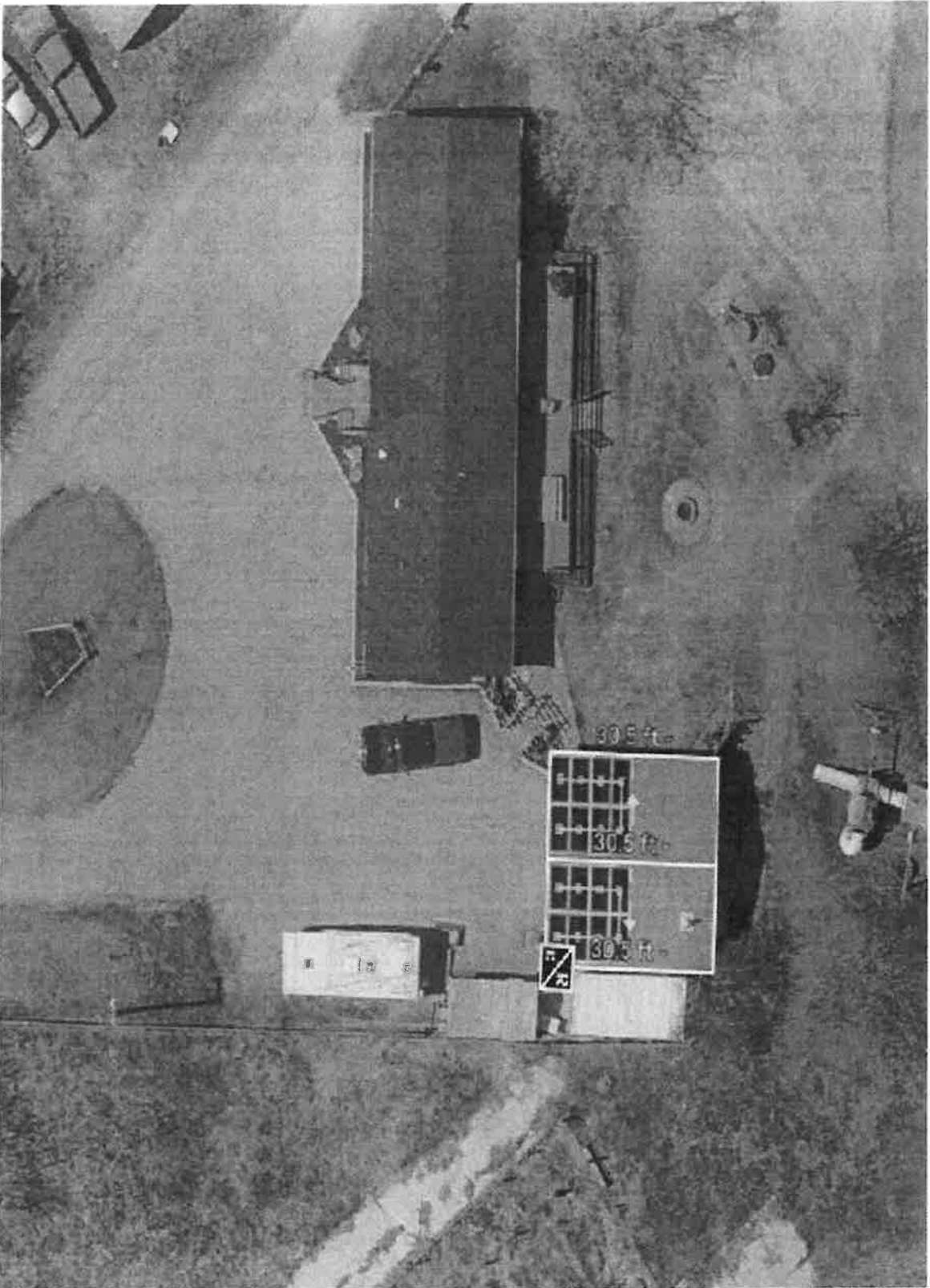
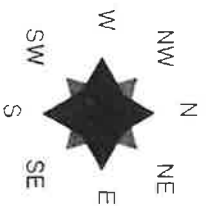
Sincerely,

Andrew J. Kitchener, P.Eng
Rus-Tec Engineering Ltd.
P-12368

Certified on: 2026-07 20



Site Plan



Byron + Connie Haryung
5007 54 Ave
Bashaw, AB T0B 0H0

Designer Talyn M
Date 10-Jun-2026
Scale N/A



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# 001009	Application #: 2026-11
Legal:	Block G Plan 4350 HW	
Physical Location:	5007 – 54 Avenue, Bashaw, AB, T0B0H0	Zoning: Direct Control (DC-2) District

You are hereby notified that Development Permit Application No. 2026-11 for the purpose of

Accessory Building (Solar Collectors, Roof Mounted)

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 discretionary Development in accordance with the following:
 - a) Application dated July 8th, 2026
 - b) Supporting details, diagrams and information provided July 20th, 2026
2. Prior to construction of the panels, the Applicant is required to provide confirmation and diagrams/details showing that the development will align with Section 9.7 of Land Use Bylaw 780-2018.
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. 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.
5. The Developer must develop the lands as described in the application; any changes to the submitted plan require a new development permit.
6. The Developer is responsible for ensuring site suitability prior to construction.
7. 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.
8. The Developer is responsible for obtaining and complying with all required provincial and federal approvals as applicable.
9. 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.

10. 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: August 12, 2026
Date of Issue of Development Permit: August 12, 2026
Effective Date: August 12, 2026 – August 12, 2027

Date: _____

Development Authority, Council
(Mayor on Behalf of Council)

Town of Bashaw

Request for Decision



Meeting:	Regular Council
Meeting Date:	August 12, 2026
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.7 Intermunicipal Collaboration Framework Draft from Camrose County

Background/Proposal:

Attached is the most recent draft of the Intermunicipal Collaboration Framework from Camrose County.

Discussion/Options/Benefits/Disadvantages:

It is a generic document with minimal commitments. It appears that the commitments would be included in the actual agreements.

Recreation services does not refer to the annual recreation contribution, and there is no agreement in writing regarding the annual contribution.

Does the dispute resolution process provide adequate binding framework to resolve disputes?

Section 3.e references Recreation services; second bullet;

These facilities are available to be used by residents and ratepayers of the County and the Town on an equal access basis.

Fourth Bullet;

Funding of municipally owned facilities will be the responsibility of the municipality that owns the facility.

The Recreation section falls short of any obligations for any funding references. This may be an area where additional discussion is required. The arena; for example, is utilized by a significant number of County residents. The user fees in the past were significantly subsidized by the Town.

Camrose County has contributed \$30,000 plus gst to the town for Arena operations. Recent conversations with the CAO reflected their commitment to continue the contributions. However, with the recent transition of arena operations to the Bashaw Agricultural society, and the town continuing to subsidize maintaining the facility, and paying half the gas and power; we remain uncertain if there will be changes.

Costs/Source of Funding (if applicable)

Arena Operations – Annual Operating Budget

Fire – based on a funding formula; within our agreement.

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

Applicable Legislation:

MGA – 708.27

Community Engagement Consideration:

Administration is willing to proceed as per council request.

Recommended Action:

Council may want to have a dedicated meeting to discuss details of what they would like the Intermunicipal Collaboration Framework with Camrose County to include.

Or a motion of Council determination.

Discussion Result:

Additional research Requested:

Intermunicipal Collaboration Framework Agreement

Intermunicipal Collaboration Framework Between:

Camrose County

and the

Town of Bashaw

In accordance with Section 708.28 of the Municipal Government Act, municipalities that have common boundaries must create an Intermunicipal Collaboration Framework.

1. Term and Review

This Intermunicipal Collaboration Framework shall come into force effective October 31, 2026.

- a) This framework may be amended by mutual consent of both municipalities.
- b) In accordance with the Municipal Government Act Section 708.32, this Intermunicipal Collaboration Framework must be reviewed once every five years, or sooner if requested by either municipality.

2. Intermunicipal Cooperation

The purpose of an Intermunicipal Collaboration Framework as outlined in the MGA section 708.27 is as follows:

- a) To provide for the integrated and strategic planning delivery and funding of intermunicipal services,
- b) To steward scarce resources efficiently in providing local services, and
- c) To ensure municipalities contribute funding to services that benefit their residents.

3. Shared Services

The Municipalities share a history of intermunicipal collaboration by providing shared services through established agreements. The municipalities agree to equitable service delivery. Where shared services are provided, residents and ratepayers of both municipalities will be afforded, as far as practical, the same services at the same costs, including user fees for the services provided by either municipality.

The following shared services are provided to residents and ratepayers of Camrose County and the Town of Bashaw:

- a) Transportation:
 - The County and the Town mutually agree that there is no need or benefit for shared transportation services between the Town of Bashaw and Camrose County.
- b) Water & Wastewater:
 - The County and the Town mutually agree that there is no need or benefit for shared water and wastewater services between the Town of Bashaw and Camrose County.
- c) Emergency Services:
 - Fire Services – provided by agreement, namely the *Town of Bashaw Fire Agreement* which also includes the municipalities of Ponoka County and Lacombe County.

- Dispatch Services – provided by agreement, namely the *Emergency Fire Dispatch Services Agreement between Camrose County, Lacombe County, Ponoka County and the Town of Bashaw*.
- d) Solid Waste Services:
 - The County and the Town mutually agree that there is no need or benefit for shared solid waste services between the Town of Bashaw and Camrose County.
- e) Recreation Services
 - Many recreational facilities and opportunities are provided within both municipalities, including campgrounds, parks, environmental reserves, playgrounds, sports fields, arenas, and community halls.
 - These facilities are available to be used by residents and ratepayers of the County and the Town on an equal access basis.
 - The County is the lead municipality for facilities owned by the County and the Town is the lead municipality for facilities owned by the Town.
 - Funding of municipally owned facilities will be the responsibility of the municipality that owns the facility.

The municipalities have reviewed the aforementioned agreements and have determined that these are the most appropriate municipal services to be conducted in a shared manner. The terms of each individual agreement will supersede the terms of this collaboration framework agreement. For clarity, the expiry dates within the individual agreements determine the actual expiry date of the agreement in question.

4. Dispute Resolution

If any dispute arises between the parties regarding the interpretation, implementation or application of any agreement identified in this Framework, or any alleged contravention of this Framework, the dispute will be resolved through the process and provisions outlined in the specific agreement, or if no dispute process is included in the individual agreement then the process will be as outlined below:

- a) Notification of a dispute will be given by written notice to the Council's via the municipality's CAOs.
- b) The dispute resolution process will include negotiation, mediation, and arbitration as progressive steps available to the parties in their efforts to resolve a dispute. If desired, an ad hoc negotiation committee may be formed by the Councils to facilitate the dispute resolution.
- c) Choosing a mediator will be based on a short list of two options provided by each municipality. These options will be discussed by the municipalities and chosen based on availability, cost, and municipal dispute resolution experience. In the event that the municipalities cannot agree on a mediator from the proposed suggestions, one option from each municipality will be submitted and chosen by a random draw.
- d) Costs of the mediation process will be shared equally between the municipalities.
- e) Choosing an arbitrator will be based on a short list of two options provided by each municipality. These options will be discussed by the municipalities and chosen based on availability, cost, and municipal dispute resolution experience. In the event that the municipalities cannot agree on an arbitrator from the proposed suggestions, the Minister of Municipal Affairs will choose as per the MGA 708.35(2).
- f) If a dispute proceeds to arbitration, the municipalities will adhere to the process and regulations outlined in MGA Section 708.34 to Section 708.43.

5. Correspondence

Notices related to this agreement may be sent in written or electronic form and shall be addressed as follows:

- a) Notices to Camrose County:

Camrose County
c/o Chief Administrative Officer
3755-43 Avenue
Camrose, AB T4V 3S8
cao@county.camrose.ab.ca

b) Notices to the Town of Bashaw:

Town of Bashaw
c/o Chief Administrative Officer
5011-52 Ave, Box 510
Bashaw, AB T0B 0H0
admin@townofbashaw.com

- c) Where the municipal address or primary contact email listed above has changed, the notice shall be provided to the current municipal address, or primary contact email of their respective municipality.

Camrose County

Town of Bashaw

Reeve

Mayor

County Administrator

Chief Administrative Officer

Intermunicipal Collaboration Framework Agreement

Memorandum of Agreement Between:

Camrose County

and the

Town of Bashaw

1. Term and Review

- 1.1 In accordance with the *Municipal Government Act*, this intermunicipal collaboration framework shall come into force effective September 6, 2023.
- 1.2 This framework may be amended by mutual consent of both municipalities unless specified otherwise in this framework.
- 1.3 In accordance with the *Municipal Government Act*, this intermunicipal collaboration framework must be reviewed once every five years, or sooner if requested by either municipality.

2. Intermunicipal Cooperation

- 2.1 This intermunicipal collaboration framework identifies the services provided by each municipality, the services which are best provided on an intermunicipal basis, and how services to be provided on an intermunicipal basis will be delivered and funded.
- 2.2 The municipalities agree to equitable service delivery. Where shared services are provided, residents and ratepayers of both municipalities be afforded, as far as practical, the same services at the same costs, including user fees for the services provided by either municipality.

3. Intermunicipal Committee

- 3.1 The municipalities agree to create a joint committee known as the Intermunicipal Committee.
 - 3.1.1. The Committee will meet on an "as required" basis and will develop recommendations to the Councils on matters of intermunicipal strategic direction and cooperation affecting County and Town residents and ratepayers, including at a minimum:
 - 3.1.1.1 long-term strategic growth plans as may be reflected in the Intermunicipal Development Plan, Municipal Development Plans, Area Structure Plans or other growth plans, strategic plans or studies;
 - 3.1.1.2 intermunicipal and regional transportation issues, including transportation and utility corridors and truck routes;
 - 3.1.1.3. prompt circulation and review of major land use, subdivision and development proposals in either municipality which may impact the other municipality;
 - 3.1.1.4. the review of intermunicipal or multi-jurisdictional issues in lieu of a regional planning system;

- 3.1.1.5. periodic review of this Intermunicipal Collaboration Framework as required under 1.3;
 - 3.1.1.6. periodic review of the Intermunicipal Development Plan as required under 4.2, and;
 - 3.1.1.7 existing shared intermunicipal services, or the potential for new shared intermunicipal services.
- 3.1.2. The Committee shall consist of four members, being two Councillors from each municipality.
- 3.1.3 The Chief Administrative Officer, and/or designate from each municipality will serve as advisory staff to the Committee, be responsible to provide background information and recommendations on all matters before the Committee, prepare agenda, record the recommendations of the Committee, and for forwarding all recommendations from the Committee to their respective Councils.

4. Intermunicipal Development Plan

- 4.1 The municipalities have adopted an Intermunicipal Development Plan, by bylaw, in accordance with the *Municipal Government Act*.
- 4.2 The Intermunicipal Development Plan will be reviewed a minimum of every five years, at the request of one or both of the municipalities, or in conjunction with the review of the Intermunicipal Collaborative Framework.

5. Framework for Municipal Services

Both municipalities have reviewed the services offered to ratepayers. Each municipality will continue to provide the following services to their residents and ratepayers independently using internal forces or contracted services:

5.1 Camrose County

5.1.1. Municipal Administration

- Financial Management
- Purchasing/Procurement Services
- HR Services
- Information Technology
- Assessment Services

5.1.2. Transportation Services

- Roadway and Right-of-Way Maintenance
- Bridge and Culvert Maintenance

5.1.3. Water and Wastewater

- Water supply is provided to some areas of the County through various agreements, water commissions, or County maintained wells
- Water storage is provided to some areas of the County through various water commissions or County forces
- Water distribution is provided to some areas of the County through various agreements, water commissions or by County forces.
- Wastewater collection is provided in some areas of the County
- Wastewater treatment is provided in some areas of the County by agreement or by County forces

5.1.4. Solid Waste

- Transfer Stations

- Recycling stations

5.1.5. Emergency and Protective Services

- Peace Officer Services
- Animal Control – provided by third party contractor as required
- Policing Services are provided by the RCMP
- Emergency Management

5.1.6. Agricultural Services

- Crop Management
- Pest and Disease Control
- Seed Cleaning Plant
- Trees and Horticulture
- Weed Control
- Turf Management
- Extension (Education Programs)

5.2 The Town of Bashaw

5.2.1 Municipal Administration

- Financial Management
- Purchasing/Procurement Services
- HR Services
- Information Technology
- Assessment Services – provided by third party under contract

5.2.2 Transportation Services

- Roadway and Right-of-Way Maintenance
- Public Transit provided by the Bashaw Bus Society
- Municipal Airport

5.2.3 Water and Wastewater

- Water supply is provided under agreement by the Highway 12/21 Water Services Commission of which the Town of Bashaw is a member.
- Water Storage and Distribution
- Wastewater Collection
- Wastewater Treatment
- Storm Water Collection

5.2.4 Solid Waste

- Waste Disposal – provided under agreement with the West Dried Meat Lake Regional Landfill Authority of a fee-for-service basis
- Residential and Commercial Curb side Waste Collection provided under agreement by third party contractor

5.2.5 Emergency and Protective Services

- Bylaw Enforcement – provided under agreement by Camrose County as a contracted service
- Animal Control – provided by third party contractor, as required
- Police Services – provided by the RCMP
- Emergency Management

5.3 Shared Services

The Municipalities have a history of intermunicipal collaboration by providing shared services. The following shared services are provided directly or indirectly to their residents and ratepayers:

5.3.1 Emergency and Protective Services

5.3.1.1. Fire Service

Fire Services are provided on a regional, shared service basis, to the Bashaw Fire District, within the County, which includes the Town of Bashaw, by the Bashaw Fire Department, under an agreement between the Town of Bashaw, Camrose County, Ponoka County and Lacombe County.

- a. The Town of Bashaw is the lead municipality.
- b. The funding of the Fire Service is provided by shared municipal contributions and user fees as specified by the agreement.

5.3.2 Community Services

Family and Community Support Services

The Town of Bashaw is a partner in an agreement with the Province for the provision of Bashaw and District Support Services (BDSS), one of several hundred programs facilitated by the province under Family and Community Support Services (FCSS) which operates under the Ministry of Community and Social Services as mandated by the Family and Community Support Services Act and Regulations. BDSS is a shared service for the residents of the Town of Bashaw and the surrounding region of the County.

- a) The Town of Bashaw is the lead municipality.
- b) Funding from the Town of Bashaw is regulated by the province, with the province and the Town contributing funding based on a formula established in the agreement.
- c) Camrose County contributes funding based on a formula established in a Memorandum of Understanding between the Town and Camrose County.

5.3.3 Recreation Services

Many recreational facilities and opportunities are provided within both the municipality, including Campgrounds, Parks, Environmental Reserves, Playgrounds, Sports Fields, Arenas, Curling Rinks, Golf Courses and Community Centres. These facilities are available to be used by residents and ratepayers of the County and the Town on an equal access basis.

- a) In general, the County is the lead municipality for facilities located within the County and the Town is the lead municipality for facilities within the Town; however, in some cases the lead is taken by organizations such as an Agricultural Society or Recreation Society rather than the municipality.
- b) Funding of these facilities is provided by a combination of:
 - User fees;
 - Municipal contributions established by agreement;
 - Municipal contributions based on requests from organizations;
 - Fundraising by organizations; and
 - Grants.

5.4 The municipalities acknowledge that in addition to the shared service agreements in place between the municipalities, they each have independent agreements with other regional partners.

5.5 The municipalities have reviewed the aforementioned existing agreements and have determined that these are the most appropriate municipal services to be conducted in a shared manner.

6. Future Projects, Shared Services and Agreements

6.1 In the event that either municipality initiates the development of a new project or service that may require a new cost-sharing agreement, the initiating municipality will provide notice to the other municipality in writing.

6.2 The initial notification will include a general description of the project, estimated costs and timing of expenditures. The receiving municipality will

advise the initiating municipality if they support or object in principle to providing funding for the project and provide reasons.

- 6.3 The Intermunicipal Committee will meet to discuss the project within 30 days, if requested by either municipality, and may schedule subsequent meetings as needed.
- 6.4 The Following criteria will be used when assessing the desirability of funding of new projects or services:
 - 6.4.1 the relationship of the proposed project or service to the Intermunicipal Development Plan and to any other municipal planning document prepared and adopted by either municipality;
 - 6.4.2 the level of community support;
 - 6.4.3 the nature of the project or service;
 - 6.4.4 the demonstrated effort by volunteers to support, raise funds or obtain grants for the project or service
 - 6.4.5 the projected ongoing operating costs related to the project or service;
 - 6.4.6 the municipal debt limit of either municipality
 - 6.4.7 the projected use and benefit of the project or service to the residents and ratepayers of both municipalities.
- 6.5 Where the initiating municipality is considering the development of a new capital project which will require a capital contribution and an on-going operational cost contribution from the other municipality, the capital contribution to the project will be negotiated independently of the negotiation for any new or updated cost sharing agreement between the municipalities for the on-going operational costs related to the project.
- 6.6 The Intermunicipal Committee will review, and negotiate, the terms related to the project or new shared service, including the cost sharing arrangement of the project or service. The Intermunicipal Committee will provide a recommendation for approval to the councils of the partner municipalities.
- 6.7 In the event that the Intermunicipal Committee or municipal councils are unable to reach an agreement, within 90 days, and do not jointly agree to extend the time period, then any unresolved issues shall be dealt with through the dispute resolution process as referenced in this bylaw. If urgency is needed, the initiating municipality must not this in the initial notice, and the receiving municipality will make best efforts to accommodate a compressed timeframe.

7. Implementation Plan

- 7.1 Any change to the shared services provided by the municipalities will include a schedule for implementation of the change. This will include the following:
 - 7.1.1. the start date that the change will take effect;
 - 7.1.2. A plan to phase out the existing service delivery and to initiate the new service delivery methods;
 - 7.1.3. A plan for the phasing in or out of cost sharing, or other arrangements;
 - 7.1.4. a review date to evaluate the efficiency of the shared service delivery and funding strategy.

8. Dispute Resolution

- 8.1 If any dispute arises between the parties regarding the interpretation, implementation or application of any agreement identified in this Framework, including the Intermunicipal Development Plan, or any alleged contravention of this Framework or IDP, the dispute will be resolved through

the process and provisions outlined in the "Model Default Dispute Resolution Provisions" Schedule of the Intermunicipal Collaboration Framework Regulation AR 191/2017 and the *Municipal Government Act*, as amended from time to time.

- 8.2 The dispute resolution process will include negotiation, mediation, and arbitration as progressive steps available to the parties in their efforts to resolve a dispute. If a dispute proceeds to arbitration, the arbitrator's order will be considered final and binding up the parties, subject to a judicial review on a question of jurisdiction only.
- 8.3 The municipalities are committed to resolving any disputes in a timely, non-adversarial, and cost effective manner.
- 8.4 If the municipalities become involved in a dispute resolution process, they each shall continue to perform their obligations described in this Framework until the dispute resolution process is complete, and subsequently, will comply with the agreed resolution or arbitration order.
- 8.5 Upon the issuance of an arbitrator's order, or upon a negotiated or mediated agreement, both municipalities will promptly update their respective intermunicipal collaboration framework and/or intermunicipal development plan to reflect any necessary changes, including an implementation plan.

9. Correspondence

- 9.1 Notices related to this agreement may be sent in written or electronic for and shall be addressed as follows:

9.1.1 Notices to Camrose County:

Camrose County
c/o Chief Administrative Officer
3755-43 Avenue
Camrose, AB T4V 3S8
administration@county.camrose.ab.ca

9.1.2 Notices to the Town of Bashaw:

Town of Bashaw
c/o Chief Administrative Officer
5011-52 Ave., Box 510
Bashaw, AB T0B 0H0
admin@townofbashaw.com

- 9.1.3 Where the municipal address or primary contact email listed in 9.1.1 or 9.1.2 has changed, the notice shall be provided to the current municipal address, or primary contact email of their respective municipality.

Camrose County


Reeve


County Administrator

Town of Bashaw


Mayor


Chief Administrative Officer

7.8

On Mon, Aug 10, 2026 at 11:52 AM Kyle McIntosh <hello@betterbashaw.com> wrote:

Hello—

Please consider a Main Street Closure during Hometown Days from noon til 3:30 pm for the purpose of a Main Street car show. Servus corner to post office corner.

No other Main Street activities are in place beyond the parade to my knowledge.

Kyle

Re: Street Closure, Hometown days street closure requirements



Jackie Northey

To: Kyle McIntosh

Cc: Cindy Orom; CAO; bashaweats@gmail.com; Chrstine Buelow

 This sender northeyjackie@gmail.com is from outside your organization.

 Summarize



 Reply



Reply All



Forward



Mon 2026-08-10 1:37 PM

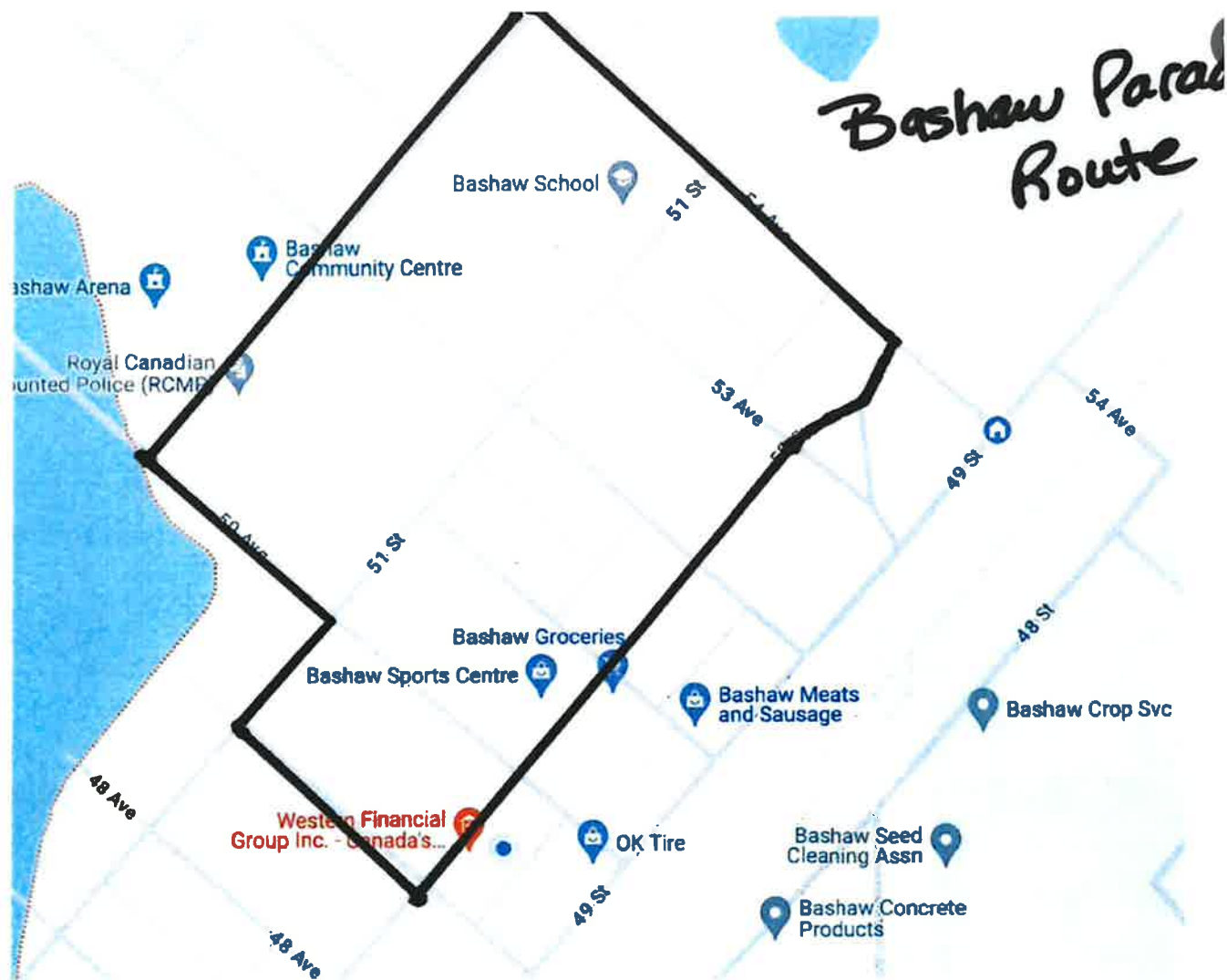
Good Afternoon,

I know that Bashaw Meats is having a lunch and the seniors are having pie and coffee. We have the mobile van coming to main street after the parade as well. Perhaps we should ask for closure from Servus corner to Happy Gang corner as well.

Cheers

Jackie

7.8



Congratulations!

TO

JESSALYN
Schneider ♥

ON YOUR

GOLD MEDAL

★ IN SOFTBALL ★

in Alberta!



Your hard work,
dedication and team spirit
have made your achievement
something to be proud of!



WELL DONE, CHAMPION!

FROM

BASHAW TOWN COUNCIL

Congratulations!
★ TO ★
LUKE PIERSON

FOR MAKING THE
SHORT LIST

FOR
**TEAM ALBERTA
★ HOCKEY ★**

FOR THE
2027
**CANADA
WINTER GAMES**



*Your hard work, dedication
and passion for the game
continue to make
us proud!*



**BEST OF LUCK AS YOU CONTINUE
WORKING TOWARDS YOUR GOAL!**

Go Luke!

★ FROM ★
BASHAW TOWN COUNCIL

