REGULAR MEETING OF COUNCIL
A G E N D A
Wednesday, September 23, 2026, 6:00 pm
Council Chamber & Zoom Access

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. PUBLIC HEARINGS

4. DELEGATIONS
   4.1 Nordic Managing Systems – Allison Dennis & David Church
   4.2 RCMP – Detachment Commander; Cpl Grant Glasier, & Central Alberta District; S/Sgt. Carolyn LLOY
   4.3 Care Lives Here Campaign – Executive Director Christine Buelow

5. APPROVAL OF MINUTES
   5.1 Minutes of September 9, 2026, Regular Meeting Bashaw Town Council

6. CONSENT AGENDA
   6.1 Proclamation Request – National Depression Screening Day – October 8, 2026
   6.2 Council Committee Reports
   6.3 Town of Bashaw – August 31, 2026, Monthly Statement
   6.4 Water Reconciliation Quarterly report
   6.5 Foreman's Report
   6.6 Safety Smarts – Request for Contribution
   6.7 CAO Report

7. NEW & UNFINISHED BUSINESS
   7.1 Care Lives Here Campaign – Requests for Support
   7.2 Emergency Services Mutual Aid Agreement – Bashaw & Lacombe County
   7.3 Correct Capital Purchase Request – 2016 – John Deere 1025R
   7.4 49 Street Paving Project Preliminary Design
   7.5 First Reading Land Use Bylaw Amendment Bylaw 845-2026 Redistrict from MHP to R1
   7.6 Awards Policy – 6.10

8. CELEBRATORY CORRESPONDENCE FROM COUNCIL

9. CLOSED MEETING OF COUNCIL
   9.1 Legal – Privileged & Confidential - ATIA Section 32
   9.2 Land – Airport – ATIA Section 28
   9.3 Land – Developer – ATIA Section 19
   9.4 Personnel – Staff – ATIA Section 20

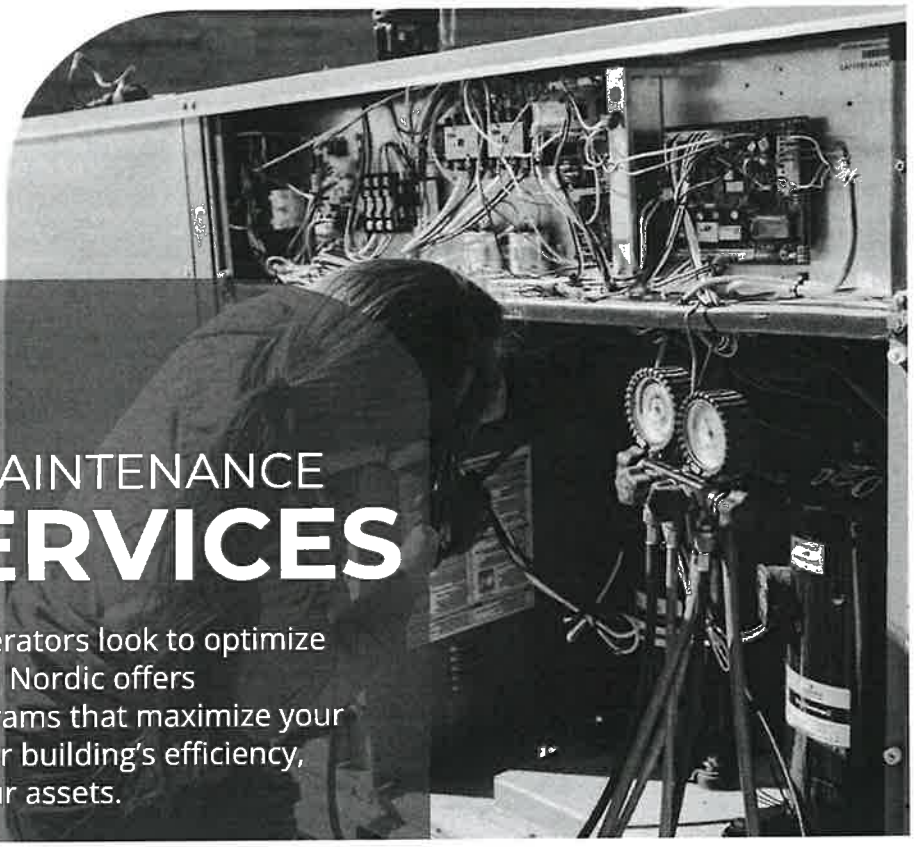
10. NOTICES OF MOTION

11. NEXT MEETING: – October 7 & October 21, 2026 – 6:00 pm

12. ADJOURNMENT

4.1

NORDIC
MANAGING BUILDING SYSTEMS



PREVENTATIVE MAINTENANCE

HVAC SERVICES

As businesses and building operators look to optimize performance and reduce costs, Nordic offers customized maintenance programs that maximize your operating budget, increase your building's efficiency, and help prolong the life of your assets.

When it comes to protecting your equipment and helping it run effortlessly and efficiently all year round, you need a strategic partner you can rely on. Benefits of partnering with Nordic:

Capacity

100+ Service Professionals: With over 100 certified technicians across HVAC, plumbing, electrical, and refrigeration, we have the workforce to handle projects of any scale.

Expertise

30+ Years' Experience: Our team brings deep technical knowledge and a wide range of certifications to every job, ensuring high-quality service across all mechanical systems.

Responsive

2 Hour Response Time: We guarantee front of line service to all our partners, making your emergencies our priority.

Choose Us

Nordic is here to help. We work with over 1,000 facilities across Alberta to help reduce their owning and operating costs while making their buildings more efficient, safe, and sustainable. We understand the challenges you face, and provide unique and proven solutions that align with your goals.

"We share a similar culture in providing value and putting the customer first. There's a level of confidence that things will be done right, professionally, and consistently. One less thing to worry about."

Bob Georgoulas, Manager, Facilities & Office Services, Spartan Controls

Ready to Reduce Costs and Improve Efficiency? Contact Nordic Today!

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Edmonton, Alberta T6B 2N3

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NORDIC
MANAGING BUILDING SYSTEMS

NORDIC BLENDED RATES

(Rates are subject to change in accordance with our new fiscal year, commencing on October 1)

Agreement Clients – Preferred Rates		Non-Agreement Clients – Standards Rates	
Regular Time	$128.50/hr	Regular Time	$141.50/hr
Overtime	$192.75/hr	Overtime	$209.75/hr
Mileage	$2.45/KM	Mileage	$2.45/KM
No minimum charge out (Truck, travel, and supplies included)		No minimum charge out (Truck, travel, and supplies included)	

NORDIC CAPABILITY SUMMARY

Years in business	**30+ Years**
# of HVAC Technicians 'Service Professionals'	100+
# of Plumbers	**12**
# of Electricians	10
# of Employees	**180**
# of Service Technicians that work on controls	18
# of Vehicles designated to technicians	**100+**
Response time – regular hours	2 Hours (averaging 41 minutes)
Response time – after hours	**2 Hours**
Hours of operation	24/7/365
Union vs Non-Union	**Non-Union Association**

NORDIC SINGLE SOURCE CAPABILITIES

HVAC-R



BUILDING RETROFITS & UPGRADES



COMMERCIAL PLUMBING SERVICES



BUILDING SECURITY



ENERGY AUDIT / Bundled Energy Solutions



BUILDING MANAGEMENT SYSTEMS (BMS)



LIGHTING RETROFITS & UPGRADES



403.343.3384

48 Burnt Lake Crescent
Red Deer, AB T4S 0K6

nordicsystems.ca

Apr - Jun '26 QPR



Prepared For

Town of Bashaw

Address

Town of Bashaw
5020 52 Street
Bashaw, AB T0B 0H0

Performed By

Allison Dennis

Reporting Period

Quarterly Period

Apr 2026 – Jun 2026

Tracking Savings

SavingsTracker is used to track and report PM & project-specific energy costs savings versus a designated baseline period (Jan 2022 - Nov 2023). SavingsTracker uses ambient temperature regression models to minimize the effects of weather variations and increase the accuracy of measured savings. Energy savings are measured by comparing the post-implementation consumption vs. the model's prediction of energy consumption if no change was made. This allows us to verify the savings generated from the implementation efforts in the facility. This method of measuring savings is recommended by the International Performance, Measurements and Verification Protocols (IPMVP), the Federal Energy Management Program (FEMP) Measurement and Verification Guidelines and ASHRAE Guideline 14.

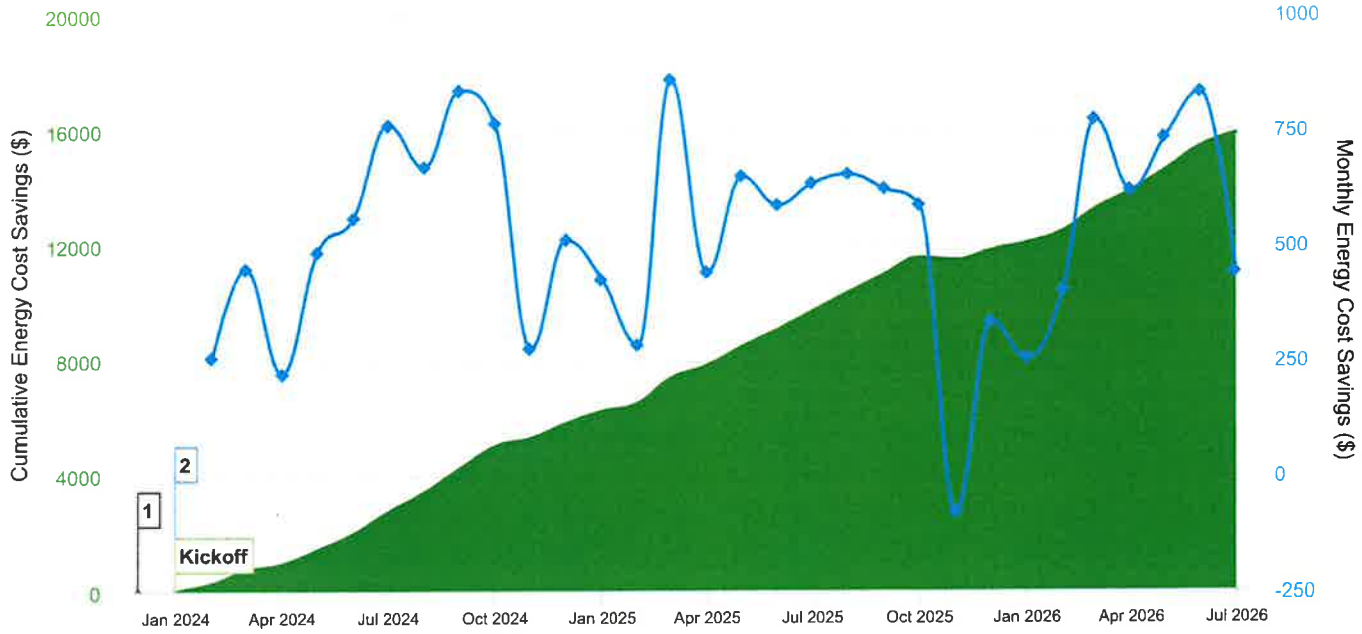
Cumulative Savings

Predicted Cost	Prorated Actual Cost	Savings ($)	Savings (%)
$73,376	$57,496	$15,880	21.6

The building evaluated has a gross floor area of 1,254 square meters and an annual energy spend of $21,680.38 or $17.29 per square meter.

The Cumulative Savings shown here is normalized for weather comparing the post preventative maintenance (PM) period to what we would have expected the building to use had no actions been taken.

Looking at the graph, we can clearly see that the cumulative savings trend is currently positive. Accounting for the 1 negative month and 29 positive months since kick-off results in the cumulative savings of $15,880 or a 21.6% reduction in energy spend. The positive savings from work performed is evident.



Actions Performed

1) Baseline End *Nov 2023*

This is the last month of the baseline period we are using for weather normalization and prediction of your expected energy consumption. From this month forward we will be tracking cost savings in the implementation period.

2) Kickoff *Jan 2024*

This is the kickoff date for the Project in your facility that we are tracking savings for. This date started the post implementation period and reflects the start of our energy savings work.

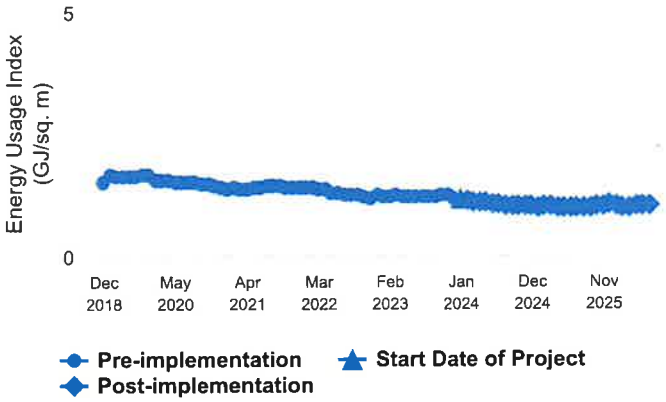
Building Performance Trends

The building performance trends are highlighted here for Energy Use Intensity, financial impact since the preventative maintenance started, and also how weather and cost trends on a daily basis.

Energy Trend

The Energy Usage Index (EUI) is derived by dividing 12 months of electric and fuel consumption by the building area. This metric is used to compare Pre- and Post-Implementation consumption. The goal is to drive the EUI as low as possible, as a decrease in EUI relates to a reduction in energy consumption.

The score at this facility has been on the decline since kick-off. Following energy saving work performed, the EUI is currently 0.2 GJ per square meter less than it was at kick-off.





Percentage Change Trend

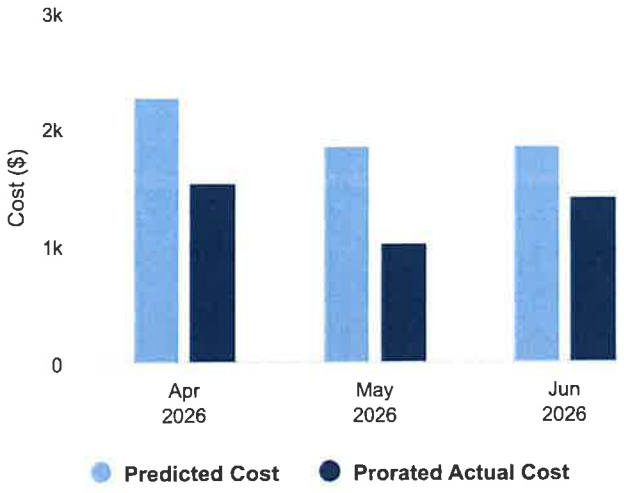
The percentage change in monthly cost trend since the kick-off is illustrated. A positive value is indicative of energy cost savings while a negative indicates added energy spend. The goal is to push this number as high as possible and at the bare minimum keep it positive.

Following the kick-off of SavingsTracker, the "Percentage Change Trend" has ranged from a low of -3.9% to a high of 44.8%. Accounting for the gains and losses seen to date equates to an average 21.6% decrease in total energy spend.

Month Over Month Comparison

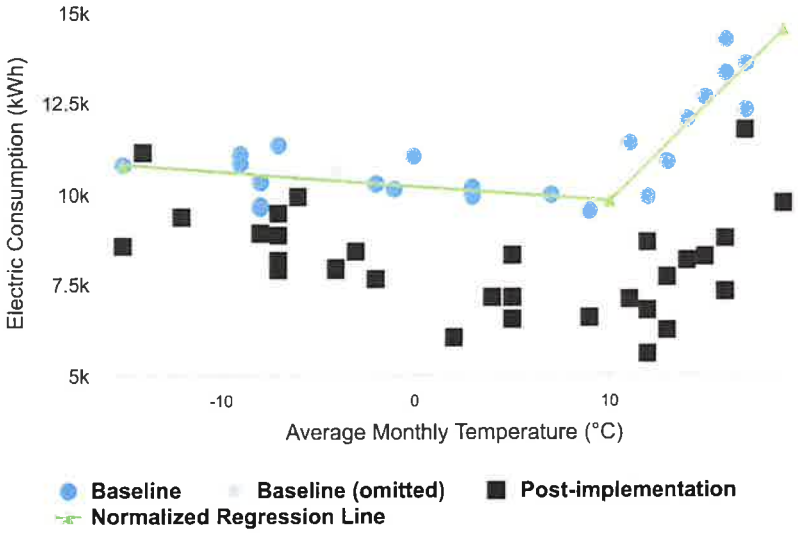
The normalized baseline cost versus the actual cost is shown here for each month since kick-off. This illustrates the magnitude of the change in cost on a month-by-month basis.

Month	Predicted Cost	Prorated Cost	Total Savings
April	$2,278	$1,543	$735
May	$1,860	$1,027	$833
June	$1,854	$1,411	$442



Electric Performance

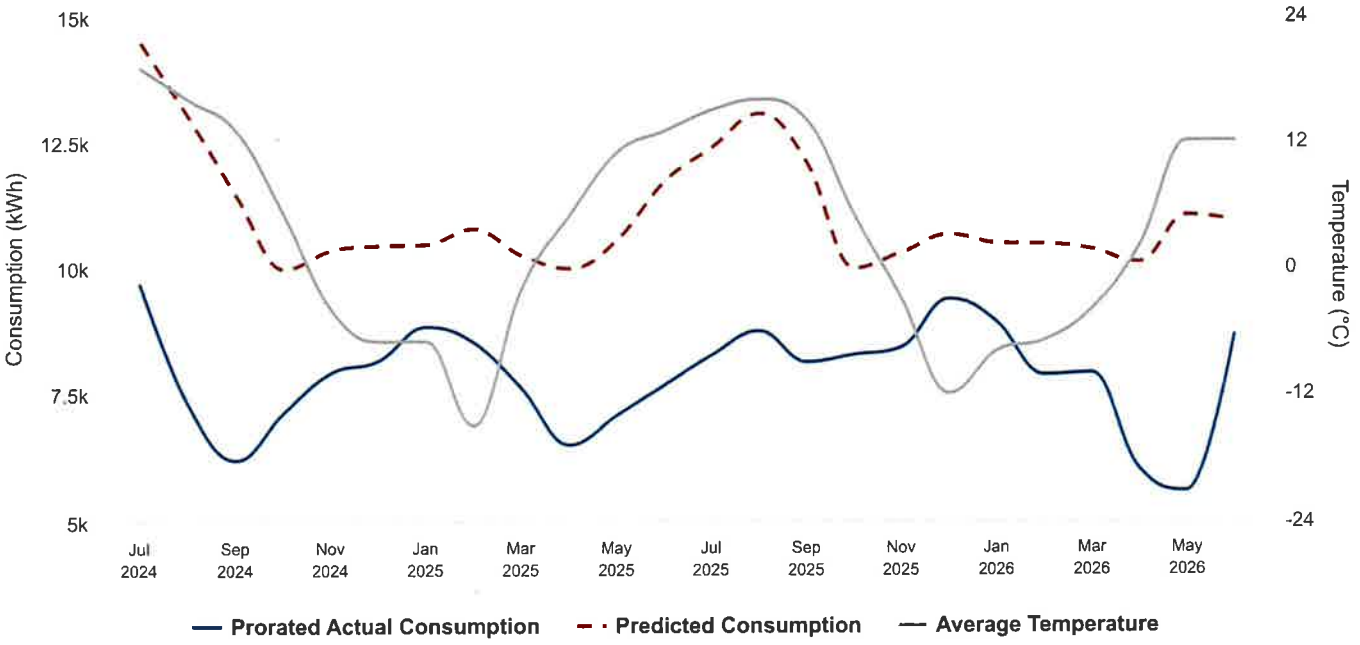
The information on this page highlights the electrical performance from a consumption and savings perspective.



Electric Consumption vs. Outside Temperatures

Monthly electric consumption is shown here versus the average outside temperature, illustrating the relationship between heating/cooling demand and consumption.

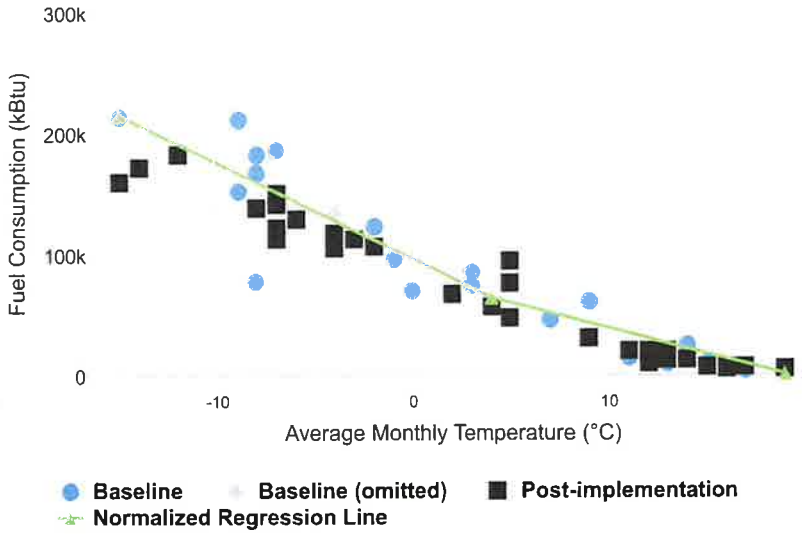
Prorated vs Predicted Electric Consumption



The Electric consumption for the building is shown here for the baseline period and the implementation period to allow for visual comparison versus outside weather. Once implementation has occurred, then we track and compare what we expect the Electric consumption to have been had nothing changed, versus what it actually is.

Fuel Performance

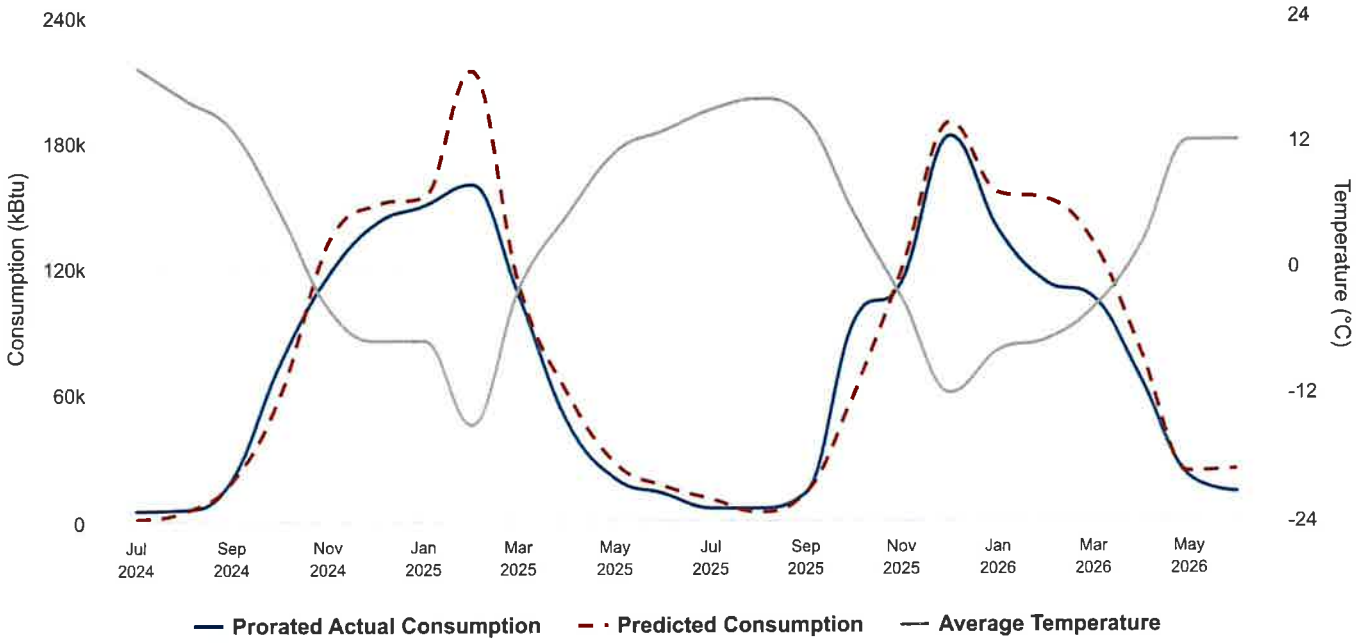
The information on this page highlights the combination of all Fuel types, and their overall performance from a consumption and savings perspective.



Fuel Consumption vs. Outside Temperatures

Monthly fuel consumption is shown here versus the average outside temperature, illustrating the relationship between heating consumption and outdoor air temperature.

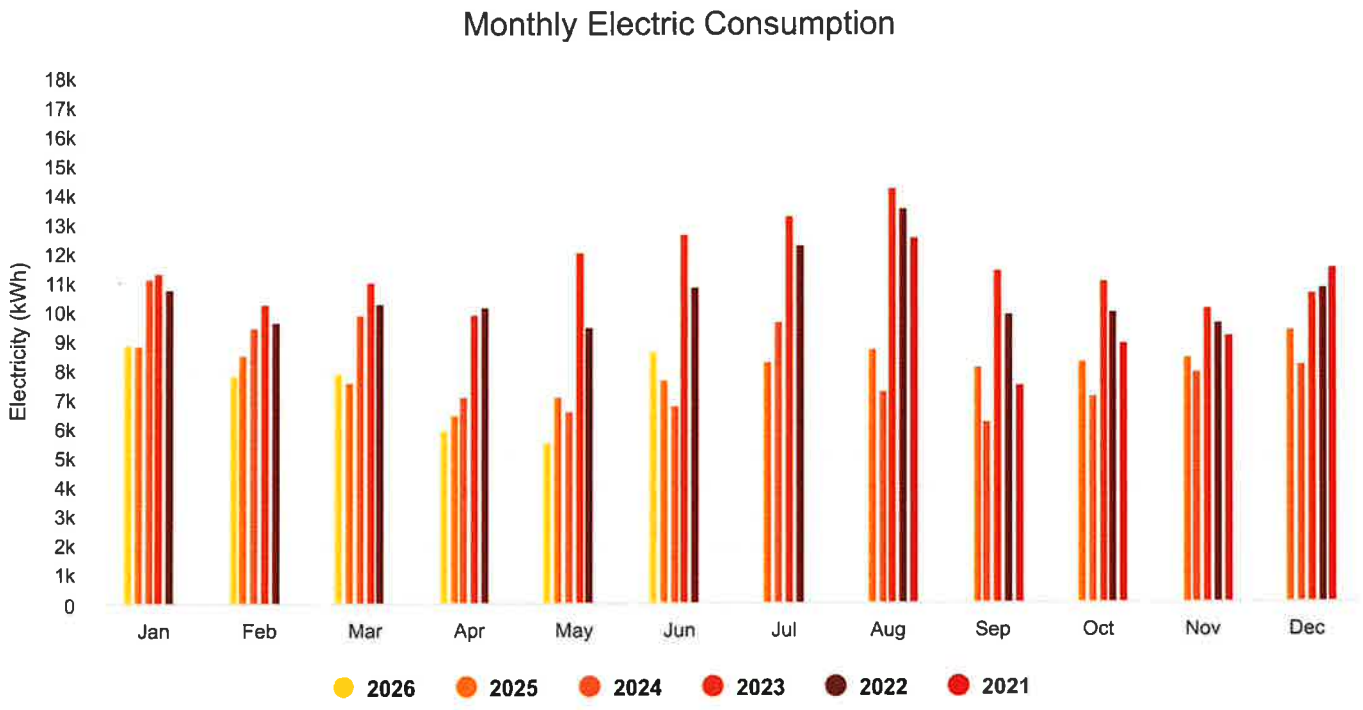
Prorated vs Predicted Fuel Consumption

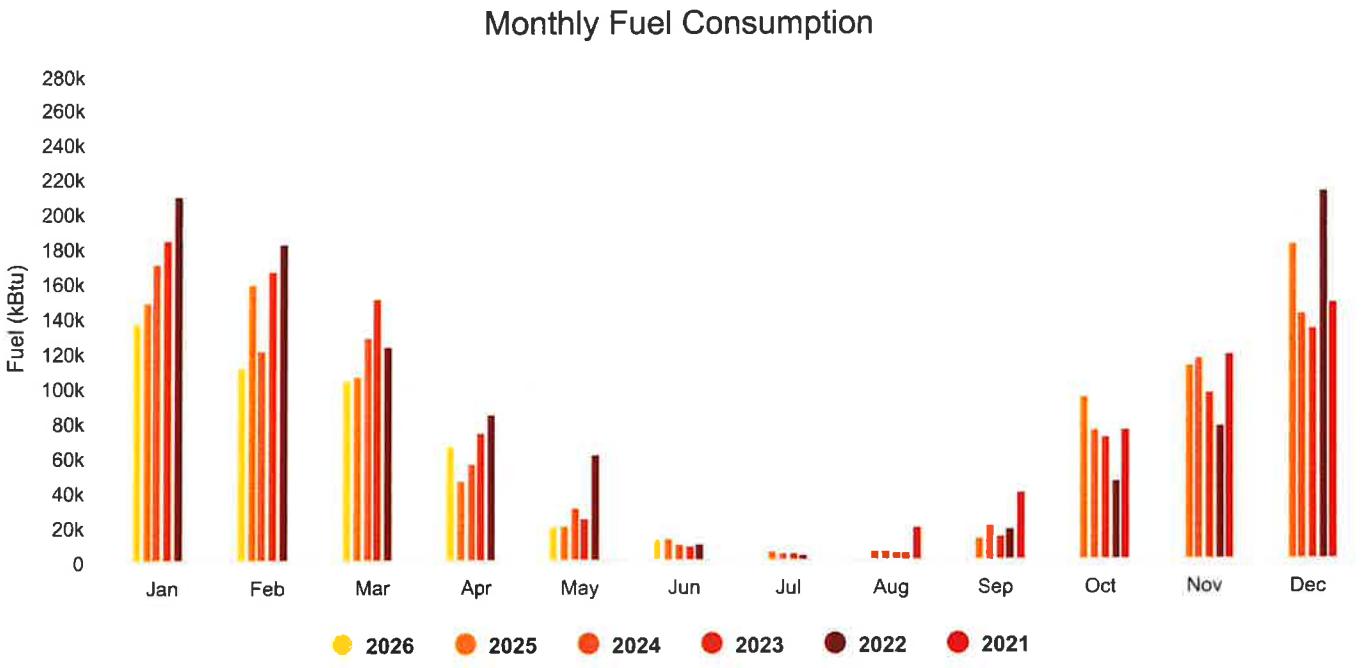


The Fuel consumption for the building is shown here for the baseline period and the implementation period to allow for visual comparison versus outside weather. Once implementation has occurred, then we track and compare what we expect the Fuel consumption to have been had nothing changed, versus what it actually is.

Energy Consumption Trends

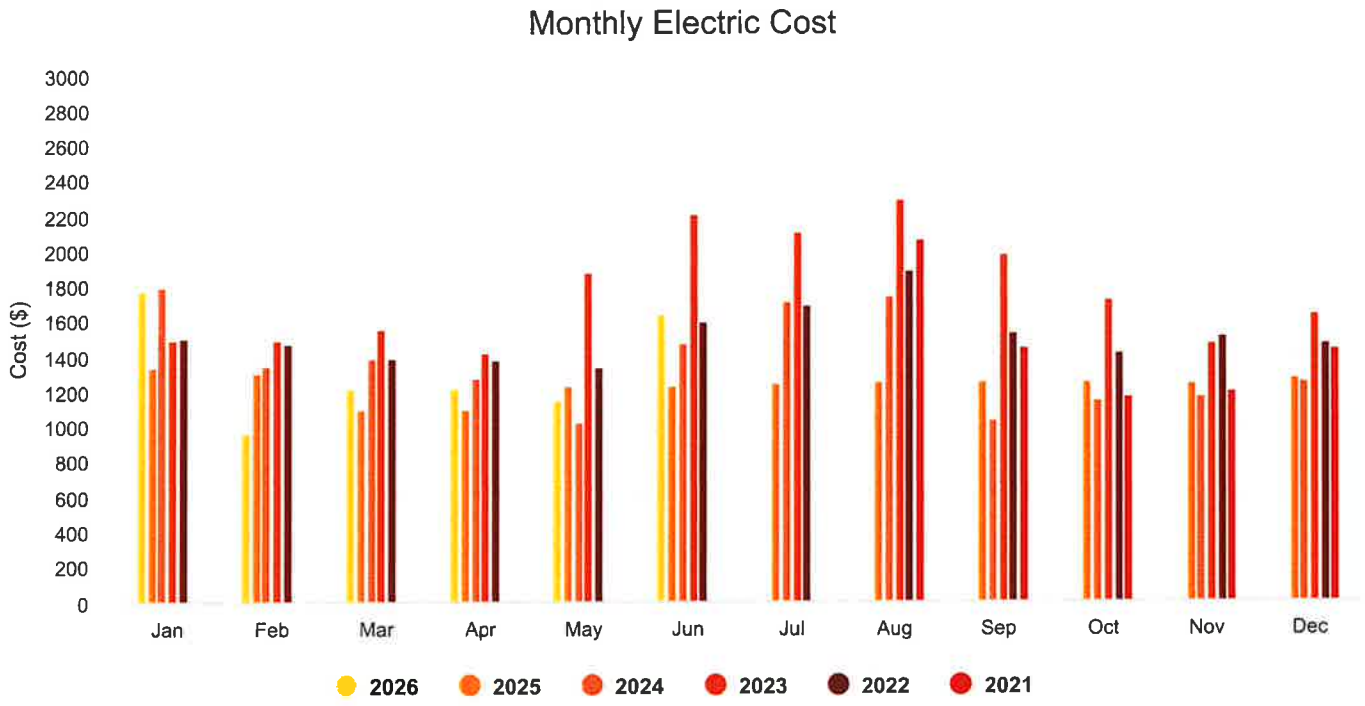
The historical monthly energy consumption trends are presented year over year to allow for pattern analysis. These are prorated values derived from the actual utility bills and have not been normalized for weather. They are presented here by energy type. The historical bar graphs show up to 5 years of consumption data from the current quarter end date to highlight trends over time.

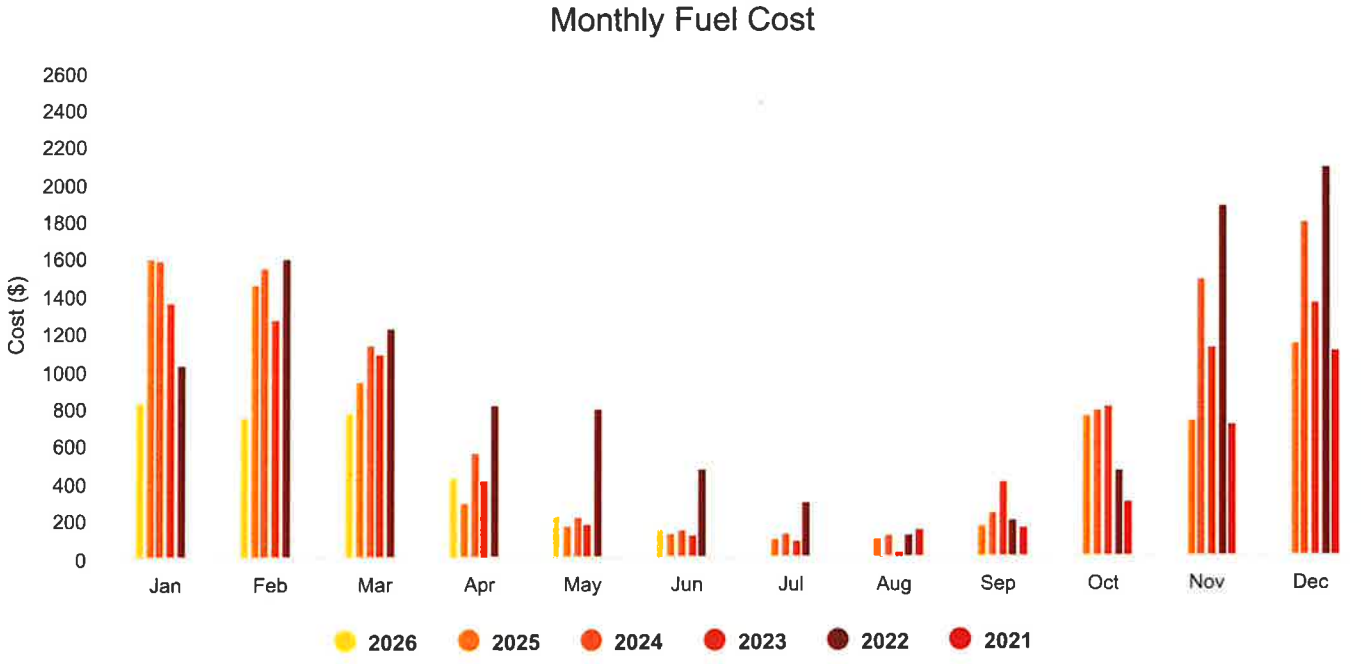




Energy Cost Trends

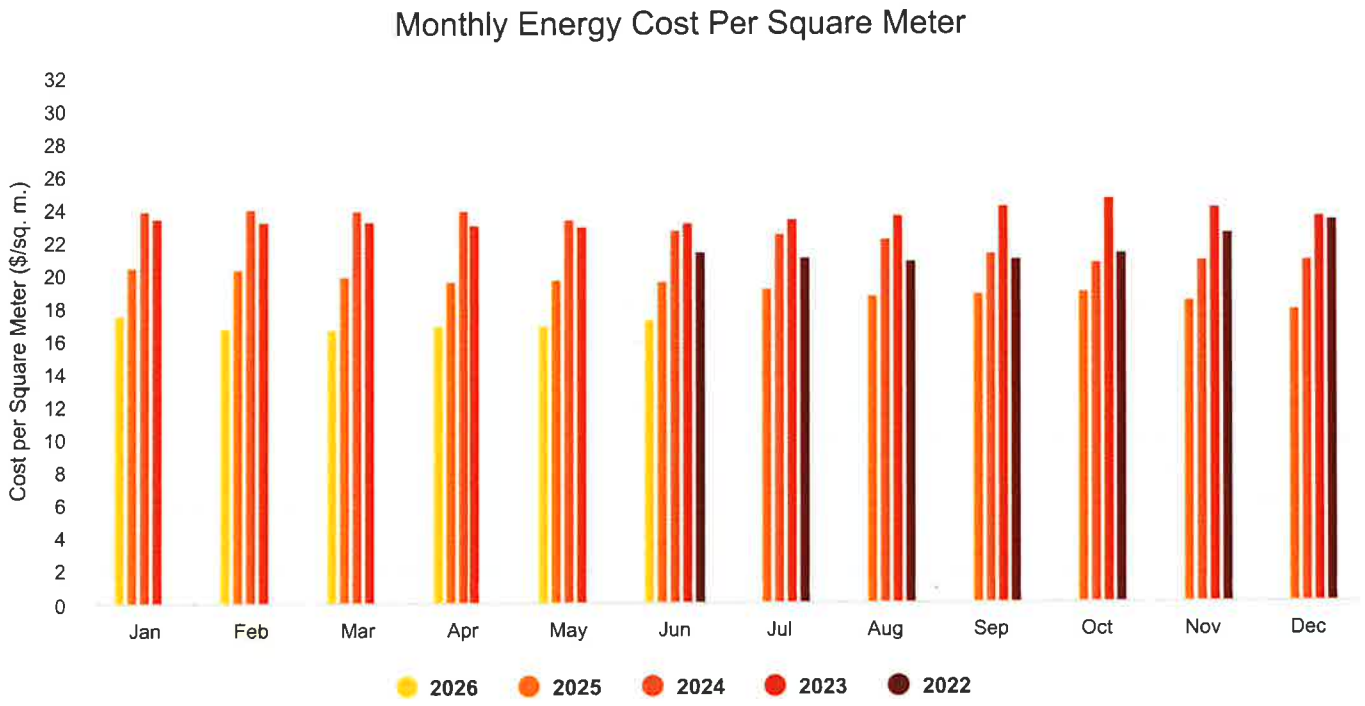
The historical monthly energy cost trends are presented year over year to allow for pattern analysis. These are prorated values derived from the actual utility bills and have not been normalized for weather. They are presented here by energy type. The historical bar graphs show up to 5 years of cost data from the current quarter end date to highlight trends over time.





Energy Cost Per Square Meter Trends

The historical monthly energy cost per square meter trends are presented year over year to allow for pattern analysis. The cost per square meter is calculated annually, so each month/year on the graph reflects 12 months of bills. These are prorated values derived from the actual utility bills and have not been normalized for weather. The historical bar graphs show up to 5 years of cost per square meter data from the current quarter end date to highlight trends over time.



Town of Bashaw Buildings

Building	Town Office	Library/ Community Centre	Arena/ Curling Rink	Water Treatment Plant
Equipment	1 x Furnace 1 x Condensing Unit All Filters Not Listed 1 x Hot Water Tank 2 x Exhaust Fans	2 x Make Up Air Units 3 x Roof Top Units 1 x Furnace 1 x Condensing Unit 2 x Exhaust Fans 1 x Entrance Heater 1 x Hot Water Tank All Filters Controls Building Advice	1 x Chiller 1 x Boiler 5 x Furnaces 5 x Condensing Units 21 x Exhaust Fans 4 x Unit Heaters 6 x Entrance Heaters 3 x Infrared Heaters 4 x Hot Water Tanks 6 x Pumps 2 x Make Up Air Units All Filters Water Treatment **Controls	1 x Make Up Air Unit 1 x Exhaust Fan 1 x Unit Heater All Filters
Program	Guaranteed Professional Maintenance (GPM) Program	Guaranteed Professional Maintenance (GPM) Program	Guaranteed Professional Maintenance (GPM) Program	Guaranteed Professional Maintenance (GPM) Program
Agreement Cost	Included in community center agreement	$10,353.27/year (Includes Town Office)	$31,035.18	$2712.40/year
Anniversary	September – add on to the Community Centre	September	July	April

Bashaw Detachment Overview

- **Sgt. Cleavland**: Scheduled to return on October 13, 2026.
- **Cpl. Stober**: Currently on leave.
- **Cst. Marlow**: Assigned to administrative duties, with a tentative return to operational duties in mid-October.
- **Cst. Neilson**: Currently on administrative leave.
- **Cst. Sharma**: Actively working.
- **Cst. Keller**: Transferred to another posting.
- **Cst. Zens**: Participating in the Experienced Officer Program, bringing 28 years of policing experience. He is currently completing two months of field coaching in Stettler and is expected to begin duties in Bashaw on November 11, 2026.

The **K Division Relief Unit (RU)** has been supporting the Bashaw Detachment since October 2025. The Relief Unit consists of RCMP regular members who are deployed to detachments experiencing staffing shortages. Bashaw typically receives the assistance of one to two relief members each week. This support is currently scheduled to continue through December 2026 at no cost to the Bashaw Detachment or its municipal and county partners.

Reporting a Crime

1. **Emergency:** Call 911.
2. **Non-Emergency:** Call 780-372-3793.
3. **Online Reporting:** Submit a report through the Alberta RCMP Online Crime Reporting Tool or the Alberta RCMP mobile app. The process typically takes approximately 15 minutes.

After a report is submitted, a police officer will contact the complainant to determine whether attendance is required. Most reported incidents will receive follow-up by a member.

Crime Statistics

- **Crimes Against Persons:** Decreased by 27% compared to the same period last year.
- **Property Crimes:** Increased by 19%, with 96 files recorded this quarter compared to 81 during the same period last year.
- **Crime Severity Index (CSI):** Increased by 10.6% year over year, likely reflecting the overall increase in calls for service.

Calls for Service

- **September 14, 2025 – September 14, 2026:** 1,885 calls for service.
- **September 14, 2024 – September 14, 2025:** 1,705 calls for service.

This represents an increase of **180 calls for service** over the previous reporting period.

Rcmp vehicles will be getting an updated look. They will becoming black and white now. This will take several years to convert the vehicles at the end of their life expectancy

RCMP General Duty uniforms are also being updated. Shirts will be blue now and for a while you will see both blue and grey shifts.

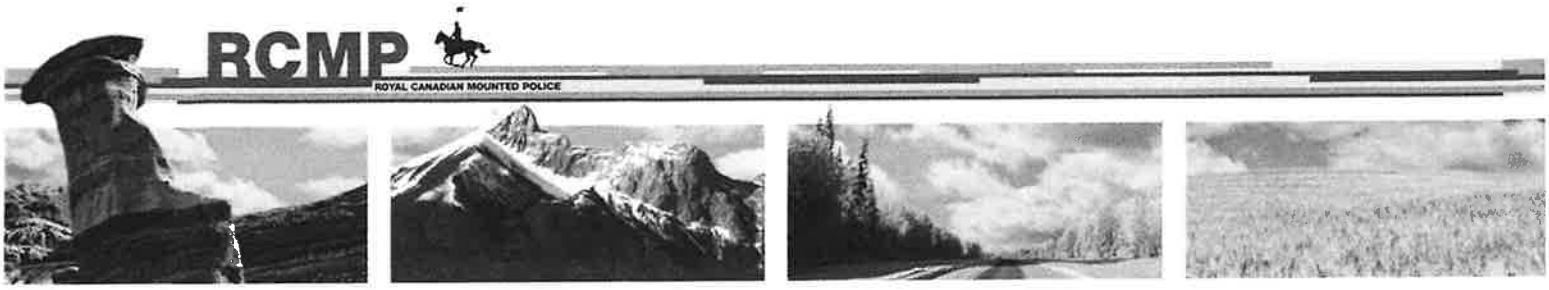
Question?

Cpl. Grant Glasier

Acting Detachment Commander.


RCMP-GRC
POLICE
CSOF 835


POLICE
POLICE
POLICE
POLICE



2026/09/10

Cpl. Grant GLASIER
Acting Detachment Commander
Bashaw, Alberta

Dear Ms FULLER,

Please find attached the quarterly Community Policing Report for the period of April 1st to June 30, 2026. This report provides an overview of human resources, financial information, and crime statistics for the Bashaw RCMP detachment, and reflects the ongoing priorities identified by the community we serve.

In addition to the information contained in the attached report, the Alberta RCMP is also advancing the rollout of the newly approved black-and-white General Duty vehicle design. This redesign is not simply cosmetic. It reflects a commitment to being a modern, professional, and approachable police service while maintaining a clear connection to the RCMP's history.

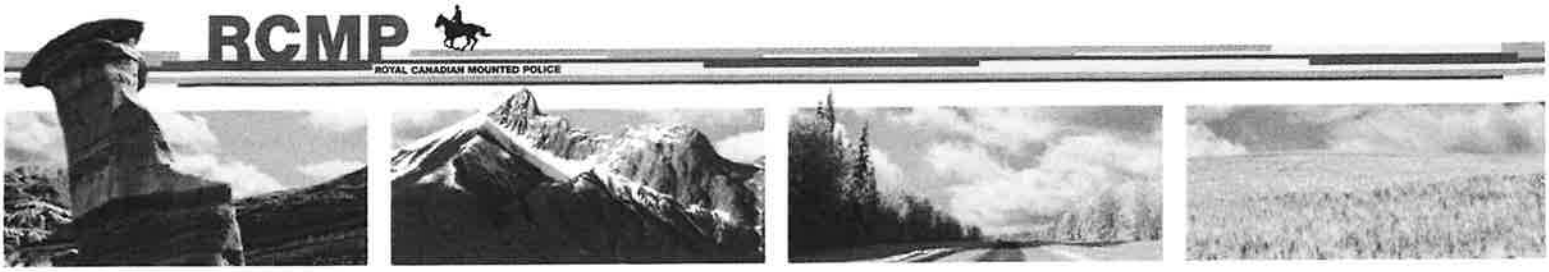
The updated look features white doors on a black base, along with high-visibility, reflective graphics to ensure the vehicles can be easily recognized in all conditions—day or night, in rural or urban settings, and across Alberta's diverse climates. This ensures RCMP vehicles are clearly identifiable as law-enforcement vehicles while remaining visually distinct as the RCMP.

Provinces, territories, and municipalities will be able to include local identifiers based on regional requirements. These variations allow for local flexibility and help demonstrate our connection with the communities we serve, while preserving a consistent, recognizable national RCMP identity.

Given the size and operational demands of the fleet, full conversion to the new design will take place gradually. Vehicles will transition to the new design as part of the natural replacement cycle, allowing older units to be retired without creating unnecessary incremental costs. This phased approach supports fleet consistency and modernization over time.

This modernization effort reflects the RCMP's ongoing commitment to ensuring members have the appropriate tools and training to serve their communities safely and effectively. Investments in equipment such as this are essential to maintaining high standards of policing and adapting to evolving operational demands.

We remain committed to transparency and to keeping our municipal partners informed of significant developments that impact policing services in your community. Should you have any questions or wish to discuss this initiative further, please do not hesitate to reach out.



Sincerely,

Cpl. Grant GLASIER
Acting Detachment Commander
Bashaw, Alberta

RCMP
ROYAL CANADIAN MOUNTED POLICE

Bashaw Provincial Detachment
Crime Statistics (Actual)
April - June: 2022 - 2026

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

July 6, 2026

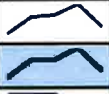
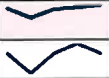
CATEGORY	Trend	2022	2023	2024	2025	2026	% Change 2022 - 2026	% Change 2025 - 2026	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		2	1	2	1	4	100%	300%	0.4
Other Sexual Offences		0	1	1	3	2	N/A	-33%	0.6
Assault		10	2	8	16	4	-60%	-75%	0.2
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		4	3	5	4	5	25%	25%	0.3
Uttering Threats		3	7	4	2	4	33%	100%	-0.3
TOTAL PERSONS		**19**	**14**	**20**	**26**	**19**	**0%**	**-27%**	**1.2**
Break & Enter		5	14	14	13	8	60%	-38%	0.5
Theft of Motor Vehicle		5	11	5	8	5	0%	-38%	-0.3
Theft Over $5,000		4	4	3	5	3	-25%	-40%	-0.1
Theft Under $5,000		14	15	20	18	17	21%	-6%	0.9
Possn Stn Goods		3	1	5	2	8	167%	300%	1.1
Fraud		13	8	9	12	14	8%	17%	0.6
Arson		0	1	1	0	0	N/A	N/A	-0.1
Mischief - Damage To Property		6	13	12	15	22	267%	47%	3.4
Mischief - Other		3	2	4	8	19	533%	138%	3.8
TOTAL PROPERTY		**53**	**69**	**73**	**81**	**96**	**81%**	**19%**	**9.8**
Offensive Weapons		1	0	1	0	0	-100%	N/A	-0.2
Disturbing the peace		0	6	6	11	4	N/A	-64%	1.3
Fail to Comply & Breaches		5	1	7	0	5	0%	N/A	-0.1
OTHER CRIMINAL CODE		3	1	3	4	12	300%	200%	2.1
TOTAL OTHER CRIMINAL CODE		**9**	**8**	**17**	**15**	**21**	**133%**	**40%**	**3.1**
TOTAL CRIMINAL CODE		81	91	110	122	136	68%	11%	14.1

RCMP
ROYAL CANADIAN MOUNTED POLICE

Bashaw Provincial Detachment
Crime Statistics (Actual)
April - June: 2022 - 2026

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

July 6, 2026

CATEGORY	Trend	2022	2023	2024	2025	2026	% Change 2022 - 2026	% Change 2025 - 2026	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		2	0	0	0	1	-50%	N/A	-0.2
Drug Enforcement - Trafficking		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		**2**	**0**	**0**	**0**	**1**	**-50%**	**N/A**	**-0.2**
Cannabis Enforcement		1	0	0	0	0	-100%	N/A	-0.2
Federal - General		6	4	13	8	5	-17%	-38%	0.2
TOTAL FEDERAL		**9**	**4**	**13**	**8**	**6**	**-33%**	**-25%**	**-0.2**
Liquor Act		1	1	2	0	1	0%	N/A	-0.1
Cannabis Act		0	1	1	0	1	N/A	N/A	0.1
Mental Health Act		15	16	16	19	20	33%	5%	1.3
Other Provincial Stats		21	22	25	13	19	-10%	46%	-1.3
Total Provincial Stats		**37**	**40**	**44**	**32**	**41**	**11%**	**28%**	**0.0**
Municipal By-laws Traffic		0	1	0	1	0	N/A	-100%	0.0
Municipal By-laws		3	12	13	19	7	133%	-63%	1.5
Total Municipal		**3**	**13**	**13**	**20**	**7**	**133%**	**-65%**	**1.5**
Fatals		1	1	1	0	0	-100%	N/A	-0.3
Injury MVC		2	3	1	1	1	-50%	0%	-0.4
Property Damage MVC (Reportable)		30	29	24	29	19	-37%	-34%	-2.2
Property Damage MVC (Non Reportable)		3	2	3	8	5	67%	-38%	1.0
TOTAL MVC		**36**	**35**	**29**	**38**	**25**	**-31%**	**-34%**	**-1.9**
Roadside Suspension - Alcohol (Prov)		5	5	5	1	1	-80%	0%	-1.2
Roadside Suspension - Drugs (Prov)		0	1	0	0	0	N/A	N/A	-0.1
Total Provincial Traffic		**191**	**302**	**147**	**136**	**249**	**30%**	**83%**	**-5.0**
Other Traffic		**10**	**7**	**0**	**6**	**1**	**-90%**	**-83%**	**-1.9**
Criminal Code Traffic		**3**	**4**	**5**	**3**	**1**	**-67%**	**-67%**	**-0.5**
Common Police Activities									
False Alarms		**2**	**5**	**4**	**4**	**3**	**50%**	**-25%**	**0.1**
False/Abandoned 911 Call and 911 Act		**0**	**0**	**0**	**4**	**6**	**N/A**	**50%**	**1.6**
Suspicious Person/Vehicle/Property		**31**	**20**	**30**	**32**	**35**	**13%**	**9%**	**2.0**
Persons Reported Missing		**2**	**0**	**2**	**3**	**2**	**0%**	**-33%**	**0.3**
Search Warrants		**0**	**0**	**1**	**0**	**0**	**N/A**	**N/A**	**0.0**
Spousal Abuse - Survey Code (Reported)		**16**	**4**	**10**	**15**	**10**	**-38%**	**-33%**	**-0.1**
Form 10 (MHA) (Reported)		**0**	**1**	**4**	**1**	**0**	**N/A**	**-100%**	**0.0**

4.3

7.1.

CAO

From: bdss.executivedirector <bdss.executivedirector@gmail.com>
Sent: September 18, 2026 2:04 PM
To: CAO
Subject: Request to attend Bashaw Town Council Meeting
Attachments: Care Lives Here Campaign Flyer Sep 2026.pdf

Good afternoon Theresa,

On behalf of the Bashaw Regional Wellness Team, I would like to request the opportunity to attend Bashaw Town Council meeting to:

1) **Provide an update** of the Bashaw Regional Wellness work
2) **Share details of the CARE LIVES HERE Campaign**
3a) **Request monetary contribution** in support of operating costs (non-public funded) associated with offering Team Based Primary Care for our region, as well as other areas for investing in Whole Person Care.
3b) **Request consideration of Promotion of Regional Wellness Activities** such as accessing the Town's Communication Protocol (ie- flyers in Water Bills, social media platforms, Voyent App, etc)
3c) **Request in-kind support** (printing material, meal costs, meeting space, etc) associated with hosting partners, sponsors, investors as we build sustainability for the Regional Wellness activities.

I have attached our 1 pager describing the CARE LIVES HERE Campaign.

Thank you for considering our request! Please advise if you have any questions.

--

Christine Buelow
Co-Chair
Bashaw Regional Wellness Initiative
Proud to be part of Bashaw & Area Community Resource Centre
4909 50 Street, Bashaw, AB T0B 0H0
Ph: 780-372-4074 Fx: 780-372-3951



Together We Built Regional Care That Belongs Here

When our rural region needed better access to care, we did not wait for someone else to solve it. We came together and built something remarkable.

The community-owned medical clinic now stands at the heart of a connected local system. Health care, social care, learning and community services work together so those who live in the region can find the right help, close to home.

One day, it may be your parent, your child, your neighbour - or you - who needs this circle of care.

Medical care remains publicly funded. Your donation helps cover the local foundation that public funding does not fully provide: operating costs for our community-owned clinic, employing other health and social care professionals, and connecting people with support before challenges become crises.

YOUR GIFT HELPS

Your gift stays close to home. It keeps the people in place, the doors open and the connections strong for the people we love - today and for generations to come.

Become a Care Lives Here donor today

SCAN TO DONATE SECURELY THROUGH ZEFFY
Built by our community. Sustained by all of us.
zeffy.com/en-CA/donation-form/donate-in-support-of-bashaw-medical-clinic
Donations are eligible for charitable tax receipts.

Brought to you by the Bashaw Regional Wellness Team

Real People. Real Challenges. Real Impact.

Bashaw Model Impacts as of July 2026

Area	Past (Clinic Closing)	Present (Clinic Open)
Clinic Workspace	Deteriorating	Clinic renovated – funded by the Community
Clinic Equipment & Furniture	Deteriorating	Upgraded (Stage 1) – funded by the Community
Patient Numbers	400 patients	1,500 patients with target to serve 2,400 patients
Operating Hours	Tuesday & Wednesday 9am – 3pm	Monday – Friday 9am – 5pm
Access to Care	2–4 weeks wait-time	Same day/next day availability
Mental Health Services	By appointment, long wait-times	By appointment, emergency/immediate support, 1–3 day wait-times
Learning Supports	5 Psych Ed Assessments	43 Psych Ed Assessments
Transportation	No local individual transportation	Local individual transportation – 7 days/wk
Clinic Staff	1 Doctor and 1 Medical Office Assistant	6 Doctors, 1 Clinical Pharmacist, Psychologist, Therapist, 2 Registered Nurses, 1 Licensed Practical Nurse, 2 Medical Office Assistants and 1 Receptionist
Collaboration	Individual	Community Collaboration Regional Collaboration

Areas of Impact



A Wide Range of Supports and Referrals



Together We Can Do More

We have committed to **seed funding** that requires us to match community donations to deliver this LOCAL CARE.



Our Goal

$750,000

Match funding to sustain the clinic and the full system of care.

$100,000

RAISED SO FAR!

REGULAR MEETING OF COUNCIL
MINUTES
September 9, 2026, 6:00 pm
Council Chambers & Zoom Access

In Person: CAO Fuller (5:30pm), Mayor Orom (5:55pm), Deputy Mayor McIntosh (5:45pm), Councillor Masyk (5:29pm), Councillor Kohlman (5:47pm), Councillor Meger (5:29pm)

Council by Zoom: none

Absent with notice: none

Recording Secretary: CAO Fuller

Public: none.

Public Zoom: Michael Miller

Press by zoom: Kevin Sabo (6:00 pm), Cheryl Bowman (6:00 pm)

1. CALL TO ORDER by Mayor Orom (6:01pm)
2. ADOPTION OF AGENDA

MOVED by Councillor Masyk to approve the September 9, 2026, Regular Meeting of Council agenda.

MOTION #175-2026 CARRIED

3. PUBLIC HEARINGS - none
4. DELEGATIONS - none
5. APPROVAL OF MINUTES

5.1 Minutes of August 12, 2026, Regular Meeting of Council

MOVED by Councillor Kohlman to approve the minutes from the August 12, 2026, Regular Meeting of Bashaw Town Council.

MOTION #176-2026 CARRIED

6. CONSENT AGENDA

6.1 Rail Safety Week Proclamation – September 21 – 27, 2026
6.2 Canadians For Safe Technology – Notification of public consultation and feedback opportunities
6.3 Town of Bashaw Monthly Statement – July 31, 2026

Deputy Mayor McIntosh requested to add 6.1 Rail Safety Week Proclamation as 7.9 on the agenda as New & Unfinished Business, and 6.2 Canadians for Safe technology as 7.10 on the agenda as New & Unfinished business.

7. NEW & UNFINISHED BUSINESS

7.1 Candidly AI Proposal Update

MOVED by Deputy Mayor McIntosh that Council approve the Candidly AI one-time engagement campaign at a cost of $2,900.00 plus GST, accessing the unrestricted cash surplus.

MOTION #177-2026 CARRIED

7.2 Deputy Mayor McIntosh – Notice of Motion – Recreation Summit for Strategic Planning

Deputy Mayor McIntosh submitted the following Notice of Motion:

RE: Recreation Summit for Strategic Planning – Deputy Mayor Kyle McIntosh

WHEREAS the purpose of the municipality pursuant to sections 3(a) and 3(b) of the *Municipal Government Act* is to provide good government AND to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality;

AND WHEREAS recreation matters, particularly around sport, have been a recurring theme of the 2025-2029 Council term, including in initial Strategic Planning meetings held with the public;

AND WHEREAS recreation encompasses a range of activities including physical, artistic, creative, social, and other endeavours;

AND WHEREAS recreation is important across all age and other demographic groups;

NOW THEREFORE, BE IT RESOLVED that Council direct administration to hold a recreation focused Strategic Planning session with the relevant stakeholder groups (Appendix I) on or before the last week of October 2026, focusing on:

A. The priorities of each stakeholder groups in the short, medium, and long term;

B. Balancing budget priorities and seeking sustainable funding pathways;

C. Seeking opportunities for alignment between groups, sharing of best practices, strategic partnerships, or other forms of collaboration;

D. Ensuring equitable access to recreation for all demographics;

E. Any other items deemed relevant by administration.

BE IT FURTHER RESOLVED that Council establish this event as a "Mayor's Summit" to convey the importance and seriousness the Council places on community input and creating viable communities.

Appendix I : Possible Stakeholder Groups (in no particular order)Bashaw Minor Ball, Bashaw Minor Hockey, Fun Hockey, Bashaw Skating Club , Majestic Theatre, Bashaw School, Bashaw Pickleball Club, Bashaw & Area Recreation Board, Bashaw Art Club, Happy Gang Centre, Bashaw Soccer Club, Town of Bashaw Library, Camrose County, Lacombe County, Stettler County, Ponoka County, Bashaw Golf & Country Club, Country 9 Golf Course Bashaw & District Agricultural Society, Bashaw Wellness Team , The Bethany Group, Bashaw Youth Centre, Bashaw Community Theatre, and Bashaw Pistol club

MOVED BY Deputy Mayor McIntosh, **NOW THEREFORE, BE IT RESOLVED** that Council direct administration to hold a recreation focused Strategic Planning session with the relevant stakeholder groups (Appendix I) on or before the last week of October 2026, focusing on:

A. The priorities of each stakeholder groups in the short, medium, and long term;

B. Balancing budget priorities and seeking sustainable funding pathways;

C. Seeking opportunities for alignment between groups, sharing of best practices, strategic partnerships, or other forms of collaboration;

D. Ensuring equitable access to recreation for all demographics;

E. Any other items deemed relevant by administration.

MOTION #178-2026 CARRIED

MOVED BY Deputy Mayor McIntosh; BE IT FURTHER RESOLVED that Council establish this event as a "Mayor's Summit" to convey the importance and seriousness the Council places on community input and creating viable communities.

MOVED BY Councillor Masyk to amend the motion; BE IT RESOLVED that Council establish this event as; from Mayor's Summit to; "Bashaw's – The Next Big Thing" to convey the importance and seriousness the council places on community input and creating viable communities.

MOTION #179-2026 CARRIED

MOVED BY Councillor Masyk; BE IT RESOLVED that Council establish this event as "Bashaw's – The Next Big Thing" to convey the importance and seriousness the council places on community input and creating viable communities.

MOTION #180-2026 CARRIED

MOVED BY Councillor Kohlman to direct administration to book the small room at the Bashaw Community Hall for October 28, 2026, at 6:30 pm to host "Bashaw's – The Next Big Thing".

MOTION #181-2026 CARRIED

7.3 Land Use Bylaw 780- 2018 Amendment — Bylaw 844-2026 – add RV Storage and eliminate requirement for Development permit for Rooftop Residential Solar Panels

MOVED BY Deputy Mayor McIntosh to approve first reading of #844-2026 amending Land Use Bylaw 780-2018 to:

1. Adding a definition for "Outdoor Storage" in Section 2.2 Definitions of the Land Use Bylaw 780-2018 as follows:

"Outdoor Storage" is as the keeping, stockpiling, or leaving of goods, materials, commodities, equipment, or vehicles in an unroofed or open area for an extended period. This includes the storage of Recreational Vehicles (RVs) including campers, trailers, boats, side-by-sides and motorhomes.

2. Adding "Outdoor Storage" as a discretionary use in Section 12.10 Highway Commercial (C2) District and Section 12.11 Industrial (M) District.

3. Amending Section 3.2 Development Not Requiring a Development Permit to permit rooftop solar panels in all districts to not require a development permit if in compliance with Section 9.7 Solar Collectors as follows:

(q) roof-top solar collectors that comply with the specific use regulations outlined in Section 9.7 Solar Collectors.

MOTION #182-2026 CARRIED

7.4 Rebook Part 2 – Council Facilities Tour

MOVED by Councillor Kohlman to book October 1, 2026 – 4:00 pm for Part 2 of the Bashaw Town Council Facilities tour.

MOTION #183-2026 CARRIED

7.5 Review Fortis Franchise Fee

MOVED by Deputy Mayor McIntosh to have the Fortis Franchise fee remain at 2%.

MOTION #184-2026 CARRIED

7.6 Review Atco Franchise Fee

MOVED by Councillor Meger to have the Atco Gas & Pipelines Ltd. Franchise fee remain at 13%.

MOTION #185-2026 CARRIED

7.7 Alberta Community Partnership Grant – Collaboration with Alix and Lacombe County.

MOVED by Deputy Mayor McIntosh that the town of Bashaw hereby resolves to support the collaborative application to the Alberta Community partnership grant for $70,000 for the purpose of completing a Community Needs Assessment, and further that the Village of Alix will be the managing municipality in partnership with the Town of Bashaw and Lacombe County on the project.

MOTION #186-2026 CARRIED

7.8 Library Trustee Motions Approval

MOVED by Councillor Kohlman to appoint the following individuals to the Town of Bashaw Library Board for the specified terms:

- Councillor Reina Masyk – Term expiry July 15, 2029
- Rob Dann – Term expiry April 26, 2029

Deputy Mayor McIntosh called Point of Order – the motion contravenes the libraries act; Councillor Masyk's term is longer than 3 years.

MOTION #187-2026 - Motion has been deemed to be out of Order.

MOVED by Deputy Mayor McIntosh to direct administration to invite the Alberta Libraries Legislative Advisor to present in person at a November Regular Meeting of Bashaw Town Council.

MOTION #188-2026 CARRIED

7.9 Rail Safety Week Proclamation – September 21 – 27, 2026.

MOVED by Deputy Mayor McIntosh whereas Rail Safety week is to be held across Canada from September 21 to 27, 2026:

Whereas, 252 railway crossing and trespassing incidents occurred in Canada in 2025; resulting in 69 avoidable fatalities and 60 avoidable serious injuries;

Whereas, educating and informing the public about rail safety (reminding the public that railway rights-of-way are private property, enhancing public awareness of the dangers associated with highway rail grade crossings, ensuring pedestrians and motorists are looking and listening while near railways, and obeying established traffic laws) will reduce the number of avoidable fatalities and injuries caused by incidents involving trains and citizens; and

Whereas Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, police services, media and others to raise rail safety awareness;

Whereas CN and Operation Lifesaver have requested town Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality.

Council direct the Mayor to proclaim September 21 -27, 2026 Rail Safety week in the town of Bashaw.

MOTION #189-2026 CARRIED

7.10 Canadians for Safe Technology – Notification of public consultation and feedback opportunities

MOVED by Deputy Mayor McIntosh to direct administration on behalf of Council to submit reply comments to the Consultation on Amendments to the Tower siting process and decision on Roaming; to reflect our concern regarding the following areas:

- The shortened timelines for approvals
- Automatic approvals
- Lack of ability to impose tower sharing

MOTION #190-2026 CARRIED

8. CELEBRATORY CORRESPONDENCE FROM COUNCIL

8.1 Jessalyn Schneider – Gold Medal In Softball

Council recognized Jessalyn Schneider for obtaining a Gold Medal in Softball. She is an inspiration to the youth in the community and area. Notice of Jessalyn's accomplishment will be circulated as per the Town of Bashaw Communication policy.

8.2 Keela Quance – Gold Medal in Softball

Council recognized Keela Quance for obtaining a Gold Medal in Softball. She is an inspiration to the youth in the community and area. Notice of Keela's accomplishment will be circulated as per the Town of Bashaw Communication policy.

8.3 Shaya Sehlstrom – Gold Medal in Softball

Council recognized Shaya Sehlstrom for obtaining a Gold Medal in Softball. She is an inspiration to the youth in the community and area. Notice of Shaya's accomplishment will be circulated as per the Town of Bashaw Communication policy.

9. CLOSED MEETING OF COUNCIL

10. NEXT MEETING: – September 23, 2026, 6:00 pm

11. ADJOURNMENT – Deputy Mayor McIntosh adjourned the meeting at 8:08 pm.

MAYOR, Cindy Orom

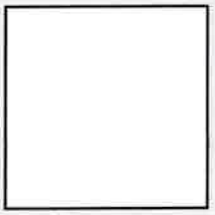
CHIEF ADMINISTRATIVE OFFICER, Theresa Fuller

CAO 6.1

From: Admin
Sent: July 21, 2026 3:34 PM
To: CAO
Subject: FW: Request for Proclamation: National Depression Screening Day – October 8, 2026

Christine Morrison
Municipal Clerk
Town of Bashaw
780-372-3911
admin@townofbashaw.com

From: Julianna Adair <julianna.adair@calgarycounselling.com>
Sent: Tuesday, July 21, 2026 2:55 PM
To: CAO <cao@townofbashaw.com>; Admin <admin@townofbashaw.com>
Subject: Request for Proclamation: National Depression Screening Day – October 8, 2026



IRONSCALES couldn't recognize this email as this is the first time you received an email from this sender julianna.adair@calgarycounselling.com

Some people who received this message don't often get email from julianna.adair@calgarycounselling.com. Learn why this is important

Dear Mayor Orom and Members of Bashaw Town Council,

I'm reaching out on behalf of Counselling Alberta to invite your municipality to proclaim **October 8, 2026 as National Depression Screening Day**.

Since 2005, Counselling Alberta and Calgary Counselling Centre have hosted National Depression Screening Day as a free public service to raise awareness about depression and the importance of checking in on our mental health. Each year for one week in October, Albertans are encouraged to visit **areyoufeelingok.com** to take a free, anonymous online screening for symptoms of depression. The screening doesn't provide a diagnosis but helps identify signs of depression and encourages people to seek support if needed.

Last year, over 2,200 Albertans used the online screening tool—and many more accessed counselling services through Counselling Alberta, including individuals from your own community. A local proclamation would help normalize conversations about mental health, reduce stigma, and encourage even more people to take that first step toward feeling better.

About Counselling Alberta
Counselling Alberta is a division of Calgary Counselling Centre, offering professional, affordable online

counselling to individuals across the province, as well as in-person services in Edmonton, Fort McMurray, Grande Prairie, Lethbridge, Medicine Hat, and Red Deer. We offer a sliding fee scale, no waitlist, and services in multiple languages to ensure support is accessible to all Albertans.

We've included a sample proclamation below for your consideration. We hope you'll join us in this province-wide effort to support mental health and make it easier for your residents to access help.

Thank you for your leadership and commitment to community well-being.

Example proclamation:

Counselling Alberta is committed to providing affordable and professional counselling services that help build better lives for Albertans. Since 2005, National Depression Screening Day (NDSD) has raised community awareness by offering a free and anonymous online screening tool for depression.

Whereas: Depression is the most treatable mental health issue, early treatment promotes faster recovery and prevents long-term effects on individuals and their families;

Whereas: In 2025, of the 2,286 Albertans who participated in the NDSD online screening test, 63 percent were recommended to seek further evaluation;

Whereas: During the week of October 5-11, 2026, Albertans are encouraged to check in on their mental health and take the free online screening test at areyoufeelingok.com

On behalf of Bashaw Town Council, I hereby proclaim October 8, 2026 as National Depression Screening Day

Thank you again for your consideration, and if you have any questions, please don't hesitate to reach out.

CALGARY counselling centre counselling ALBERTA

Calgary Counselling Centre Counselling Alberta
Suite 1000, 105 – 12 Ave SE, Calgary, AB T2G 1A1
"Living Fully" Podcast

Julianna Adair
Communications Assistant - Public Relations Student
D:

Help others learn about our services by leaving a quick Google review.

The content of this email is the confidential property of Calgary Counselling Centre and should not be copied, modified, retransmitted, or used for any purpose except with written authorization. If you are not the intended recipient, please delete all copies and notify us immediately.

Council Committee Reports – September 23, 2026

Mayor Cindy Orom:

Deputy Mayor McIntosh:

Councillor Masyk:

Bashaw Regional Health and Wellness Foundation

-Continue to Work on community support coffee group for wellness.

-Special meeting,

Discussed raffles to have online to help maintain funding operations with tickets and prizes.

Bashaw Library

-Discussion on summer programs

-Bill 28 updates

- Noted Silent auction donations for November Will be needed.

-Discussion on regular purchases for library operations

-Proposals for fall programs

-Regular Budget and GIC discussion

-Brief noting of board member full approvals being worked on at council table and possibly upcoming new board member position.

Historical Society

-Discussion on legacy project and the website to be able to read local stories in future online.

-Discussion on casino and town insurance.

-Fire truck restoration at town Entrance and fire hall museum painting upgrades noted as in progress.

Ambyr Kohlman:

Ag Society:

Arena Ice was put in successfully, opened Sept 15th -Sponsorships for interior renovations almost sold out

-wrapped up Rodeo plans and discussed getting plans started for 2027 -playground fundraising still underway, continuing to apply for grants to help cover the costs -fall supper set for October 24th to partner with Royal Purple and Elks to create a family event

Councillor Meger:

TOWN OF BASHAW
MONTHLY STATEMENT
August 31, 2026

DESCRIPTION	GENERAL ACCOUNT	TERM DEPOSIT	LGFF CAPITAL	TOTAL
BALANCE AT END OF PREV MONTH	$ 802,125.02	$ 588,748.43	$ 46.61	$ 1,390,920.06
RECEIPTS FOR THE MONTH	$ 28,146.17			$ 28,146.17
ALBERTA DIRECT DEPOSIT	$ 42,870.35			$ 42,870.35
VOID				$ -
CCUBC /ROYAL/ATB /DEBIT- PAYMENTS	$ 148,895.42			$ 148,895.42
SERVUS CREDIT UNION - INTEREST	$ 2,042.42			$ 2,042.42
TERM #56 INTEREST - ADD TO GENERAL ACCT	$ 879.04	$ -		$ 879.04
TERM #57 INTEREST - ADD TO GENERAL ACCT	$ 311.36	$ -		$ 311.36
TERM DEPOSIT		$ -		$ -
TRANSFER FROM GENERAL TO TERM		$ -		
TRANSFER FROM TERM TO GENERAL	$ -			$ -
TRANSFER FROM TAX RECOVERY TO GENERAL	$ 15,285.49			
LGFF INTEREST			$ -	
SUB-TOTAL	$ 1,040,555.27	$ 588,748.43	$ 46.61	$ 1,629,350.31
DISBURSEMENTS FOR THE MONTH	$ 196,931.63			$ 196,931.63
TRANSFER TO/FROM TERM		$ -		$ -
TRANSFER TO LGFF CAPITAL	$ (46.61)		$ (46.61)	
BANK ERROR INTEREST				$ -
				$ -
DEBIT MACHINE & TRANSACTIONS	$ 41.12			$ 41.12
BANK CONFIRMATION FEE	$ -			
SCHOOL PAYMENT	$ -			
BALANCE AT END OF MONTH	**$ 843,629.13**	**$ 588,748.43**	**$ -**	**$ 1,432,377.56**
BANK BALANCE AT MONTH END	$ 994,693.07	$ 588,748.43	$ -	$ 1,583,441.50
OUTSTANDING DAILY DEPOSITS	$ -			$ -
OUTSTANDING ONLINE/INTERAC	$ 7,766.86			$ -
OUTSTANDING DIR DEPOSITS	$ -			
SUB-TOTAL	$ 1,002,459.93	$ 588,748.43	$ -	$ 1,591,208.36
UNCLEARED PAYMENTS	$ 146,177.13			$ 146,177.13
UNCLEARED OTHER	$ 12,653.67			$ 12,653.67
BANK ERROR				
BALANCE AT END OF MONTH	**$ 843,629.13**	**$ 588,748.43**	**$ -**	**$ 1,432,377.56**

THIS STATEMENT SUBMITTED TO COUNCIL September 23, 2026

MAYOR

TOWN MANAGER

Town of Bashaw

General Ledger - Bank Reconciliation

Completed on 2026-09-14 by Darlene Tucker

Printed on: 2026-09-14
Printed by: Darlene Tucker

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

Statement Start: 2026-08-01
Statement End: 2026-08-31

Statement Open:	$919,039.70	+ Cleared Total:	$75,653.37
		+ Adjustments:	$0.00
Statement Close:	$994,693.07	= Bank Rec Close:	$994,693.07
		Proof:	$0.00

Un-Cleared Deposits

Trans. Date	Item Description	Type	Type #	Batch #	Amount
2026-08-31	Bank Deposit - OTHER	Cash Receipt		13924	$86.81
2026-08-31	Bank Deposit - OTHER	Cash Receipt		13924	$142.00
2026-08-31	Bank Deposit - OTHER	Cash Receipt		13924	$142.00
2026-08-31	Bank Deposit - OTHER	Cash Receipt		13924	$333.50
2026-08-31	Bank Deposit - OTHER	Cash Receipt		13924	$350.82
2026-08-31	Bank Deposit - OTHER	Cash Receipt		13924	$77.26
2026-08-31	Bank Deposit - OTHER	Cash Receipt		13923	$203.70
2026-08-31	Bank Deposit - CREDIT CARD	Cash Receipt		13916	$95.00
2026-08-31	Bank Deposit - OTHER	Cash Receipt		13915	$150.00
2026-08-31	Bank Deposit - OTHER	Cash Receipt		13915	$161.21
2026-08-31	Bank Deposit - CREDIT CARD	Cash Receipt		13912	$95.00
2026-08-28	Bank Deposit - CREDIT CARD	Cash Receipt		13909	$911.50
2026-08-28	Bank Deposit - OTHER	Cash Receipt		13902	$5,018.06
			Total Un-Cleared Deposits:		**$7,766.86**

Un-Cleared Payments

Trans. Date	Item Description	Type	Type #	Batch #	Amount
2026-08-31	RECEIVER GENERAL OF CANADA	AP Payment	142	13997	($4,972.07)
2026-08-31	LOCAL AUTHORITY PENSION PLAN	AP Payment	17996	13995	($2,561.47)
2026-08-27	TRANSALTA ENERGY MARKETING CORP	AP Payment	17991	13859	($14,228.58)
2026-08-27	DIRECT ENERGY BUSINESS - CURRENT NATURAL GAS SUPPLIER	AP Payment	17994	13859	($825.54)
2026-08-27	AMSC INSURANCE SERVICES LTD.	AP Payment	27067	13857	($4,118.31)
2026-08-27	HI-WAY 9 EXPRESS LTD.	AP Payment	27068	13857	($61.22)
2026-08-27	BASHAW AG SOCIETY	AP Payment	27069	13857	($33,416.00)
2026-08-27	TRINUS TECHNOLOGIES INC.	AP Payment	27070	13857	($2,893.72)
2026-08-27	HECK'S HARDWARE	AP Payment	27071	13857	($481.83)
2026-08-27	HACH SALES & SERVICE CANADA LTD	AP Payment	27072	13857	($235.19)
2026-08-27	EMBER GRAPHICS Trim & Signs Ltd	AP Payment	27073	13857	($64.58)
2026-08-27	HWY 12/21 REGIONAL WATER SERVICE COMM	AP Payment	27074	13857	($32,619.35)
2026-08-27	CANOE PROCUREMENT GROUP OF CANADA	AP Payment	27075	13857	($314.60)
2026-08-27	OK TIRE & AUTO	AP Payment	27076	13857	($593.46)
2026-08-27	TAGISH ENGINEERING LTD.	AP Payment	27077	13857	($4,878.71)
2026-08-27	WHEATSTONE ENTERPRISES LTD	AP Payment	27078	13857	($3,265.50)
2026-08-27	NORDIC MECHANICAL SERVICES LTD.	AP Payment	27079	13857	($3,858.85)
2026-08-27	EDGE MARKETING & DESIGN	AP Payment	27080	13857	($57.75)
2026-08-27	ICESOFT TECHNOLOGIES HOLDINGS LTD	AP Payment	27081	13857	($2,520.00)
2026-08-27	DIAKONIA CONSTRUCTION LTD	AP Payment	27082	13857	($3,990.00)
2026-08-27	EASTHILLS AUTOMOTIVE & TOOL SUPPLY LTD	AP Payment	27083	13857	($3.24)
2026-08-27	UNDER PRESSURE LINE JETTING INC.	AP Payment	27085	13857	($916.13)
2026-08-27	ALLIANCE BATTLE RIVER STEAM	AP Payment	27086	13857	($11,628.75)
2026-08-27	UG EXCAVATING LTD.	AP Payment	27087	13857	($13,513.04)
2026-08-27	TLC VENTURES INC.	AP Payment	27088	13857	($1,366.05)
2026-07-31	ALBERTA WASTE HANDLING	AP Payment	27046	13669	($1,470.00)
2026-07-31	MARSHALL, DAINA	AP Payment	27047	13669	($8.25)

Town of Bashaw

General Ledger - Bank Reconciliation

Completed on 2026-09-14 by Darlene Tucker

Printed on: 2026-09-14
Printed by: Darlene Tucker

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

Statement Start: 2026-08-01
Statement End: 2026-08-31

Statement Open:	$919,039.70	+ Cleared Total:	$75,653.37
		+ Adjustments:	$0.00
Statement Close:	$994,693.07	= Bank Rec Close:	$994,693.07
		Proof:	$0.00

Un-Cleared Payments

Trans. Date	Item Description	Type	Type #	Batch #	Amount
2026-07-31	BASHAW SALES AND RENTALS	AP Payment	27062	13723	($147.00)
2026-07-31	1624555 C/O 555 DESIGN STUDIOS	AP Payment	27066	13723	($95.00)
2026-07-17	BERGSTROM, RANDY	AP Payment	27041	13528	($512.94)
2026-06-30	BASHAW FIGURE SKATING CLUB	AP Payment	27006	13467	($500.00)
2026-03-18	ARKES, DOUGLAS	AP Payment	26893	12644	($30.00)
2026-02-20	LANGE, JENNIFER	AP Payment	26856	12454	($30.00)
			Total Un-Cleared Payments:		**($146,177.13)**

Un-Cleared Other

Trans. Date	Item Description	Type	Type #	Batch #	Amount
2026-08-31	CAFT	Bank Rec Adj		13992	($12,653.67)
			Total Un-Cleared Other:		**($12,653.67)**

Bank Rec Close:	$994,693.07
+ Un-Cleared Deposits:	$7,766.86
+ Un-Cleared Payments:	($146,177.13)
+ Un-Cleared Other:	($12,653.67)
= Adjusted Bank Rec Total:	$843,629.13
Bank Balance as of 2026-08-31:	$843,629.13

6.4.

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	
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	Discovered water break by fire hall
JUN	9357	9123	234	6946	2177	2411	415	
JUL	8991	8752	239	6887	1865	2104	398	
AUG	8620	8489	131	6641	1848	1979	424	
SEP			0		0	0		
OCT			0		0	0		
NOV			0		0	0		
DEC			0		0	0		
	67430	**66262**	1168	52241		15189		
			1.7627			22.92264		

FOREMAN'S REPORT 6.5

PUBLIC WORKS DEPARTMENT

REPORTING PERIOD: SEPTEMBER 2026

COMPLETED PROJECTS & ONGOING WORK

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

- Completed filling holes and repairing all alleys.
- Filled and repaired gravel 54th ring road.
- Pot holes throughout town as they were identified.
- Continued grading gravel roads.
- Maintenance on equipment in preparation for winter.
- Replaced water meters as part of the ongoing infrastructure maintenance program.
- Maintenance and cleaning of storm drains.
- Mowing and maintenance of town property.
- Raked and trimmed back gravel walkways.
- Cut back weeds and overgrowth along the metal rail of the secondary highway to improve visibility.
- Installed a new card reader for the non potable water station.
- Repairs on the walking bridge on the nature trail.

UPCOMING PROJECTS & FUTURE PLANS

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

- 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 Date: SEPT 16/26

Public Works Foreman
Town of Bashaw

6.b.

CAO

From: Jordan Jensen <j.jensen@heartlandsupport.ca>
Sent: September 16, 2026 10:57 PM
To: CAO
Subject: Safety Smarts: invitation to Town of Bashaw for 2026–2027
Attachments: School Visits by County.pdf; Safety Smarts Milestone and Evaluation Infographic - September 16 2026.pdf

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

You don't often get email from j.jensen@heartlandsupport.ca. Learn why this is important

Hello Theresa,

Municipalities play an important role in keeping rural communities safe. I'm writing to invite the Town of Bashaw to help bring practical farm safety education to rural children, including those attending schools that serve your area.

Heartland Training & Support Hub, formerly the Farm Safety Centre, delivers age-appropriate Safety Smarts lessons from Kindergarten through Grade 6. Since 1998, the program has delivered approximately **45,500 presentations during 8,800 school visits, with 921,000 student participations across school years**, 28 years of helping rural children recognize hazards and make safer choices.

Would the Town of Bashaw consider a $500 contribution toward Safety Smarts delivery in 2026–2027? We recognize the many demands on municipal budgets. Any contribution would be appreciated, and we can provide a charitable donation receipt.

Your contribution also influences the scheduling priority of schools serving your area. We review school priorities annually, taking support from Counties / MD's, municipalities, agricultural societies and other local partners into account. Your donation strengthens that local support and can raise the priority of nearby schools. With limited funds, we focus first on higher-priority schools. A donation does not guarantee a visit, but it helps put those schools in a stronger position when we plan delivery.

A few commonly asked questions about Safety Smarts

What do children learn? Practical lessons cover machinery, livestock, water and ice, chemicals, hearing protection, safe play areas and ATV safety—hazards children may encounter at home, on farms or while visiting friends and family.

Why community support? We are an independent nonprofit and registered charity. Grants help, but do not cover the full cost of ongoing delivery. Community contributions help pay for instructor time, travel, materials and program coordination.

The attached **milestone and evaluation infographic** includes updated program totals and findings from an earlier evaluation, in which **98% of responding teachers considered farm safety education useful for their students.** We have retained the original evaluation figures and clearly identified them as historical.

Also attached is our **September 2025–June 2026 School Visits by County report**, listing schools, delivery dates, student numbers and recorded priorities: **1 = High, 2 = Medium and 3 = Low.** Schools serving your

residents may be located in nearby communities, so the report can help identify delivery in your wider area. You are welcome to explore and share our resources for schools, families and community organizations.

Please consider sharing this request with council. Contributions can be made by **e-transfer to donations@heartlandsupport.ca**, or by cheque payable to **Heartland Training & Support Hub**, mailed to **PO Box 291, Raymond, AB T0K 2S0**. Please include your municipality's name.

If you have any questions, comments or concerns, please feel free to contact us at programs@heartlandsupport.ca.

Thank you for considering our request and for helping keep children in your community safe.

Kind regards,
Jordan Jensen
Executive Director
Heartland Training & Support Hub
403-752-4585
j.jensen@heartlandsupport.ca
www.heartlandsupport.ca

HEARTLAND
TRAINING & SUPPORT HUB

Formerly Farm Safety Centre

SAFETY SMARTS

Helping children recognize hazards and make safer choices

Farm safety education since September 1998

SINCE 1998

28 YEARS
of Safety Smarts
September 1998 - September 2026



8,806
School visits
Safety learning brought into rural classrooms



45,537
Presentations
Age-appropriate lessons from Kindergarten to Grade 6



921,417
Students reached*
Helping generations of rural children learn to stay safe

Approximate lifetime totals updated September 16, 2026.
Delivery recorded through June 17, 2026. School visits include return visits over the years.
*Cumulative student participations across school years, not unique individuals.

Explore Safety Smarts resources for schools and families
heartlandsupport.ca/centre-resources

Heartland Training & Support Hub
PO Box 291, Raymond, AB T0K 2S0

403-752-4585
heartlandsupport.ca

SAFETY SMARTS
BUILDS PRO-SAFETY ATTITUDES AMONG RURAL CHILDREN

THE EVALUATION HEARD FROM

3,884 grade 6 students

2,199 teachers

780 parents

14 young adults

8 instructors & **2** FSC staff

> "Grandpa stressed don't touch the PTO... the Farm Safety Lady explained why."
>
> Through in-person instruction and engaging activities, children comprehend the possible consequences of their safety decisions.

91% of parents believe Safety Smarts is a good use of class time

Take home resources are the bridge between classroom instruction and parents

95% of parents saw the Safety Smarts materials

85% of parents said their child talked with them about the program

Safety messages and slogans endure over time

Current students remember

ONE SEAT, ONE RIDER | PLAY SAFE, STAY SAFE

76% RURAL **94% COLONY**

15 years after the presentations, young adults

ONE SEAT, ONE RIDER — Remember the slogans

Value farm safety

Students intend to practice safe behaviours

66% RURAL **54% COLONY**

98% of teachers believe farm safety education is useful for their students

Teachers intend to integrate farm safety messages throughout the year

78% RURAL **96% COLONY**

In 2016-2017, Safety Smarts reached elementary students in Rural and Colony schools

3,304 presentations

65,575 elementary students

537 Alberta schools

18 Saskatchewan schools

Alberta Government | Growing Forward 2 | ConocoPhillips Canada | Monsanto imagine | Shell | Farm Credit Canada | Community Foundation

We also gratefully acknowledge the generous and consistent support from Counties, MDs and Colonies

CHIEF ADMINISTRATOR'S REPORT
Submitted for September 23, 2026, Regular Meeting of Council

1. Meetings, training

    - August 13, 2026 – Phones ported to VOIP system
    - August 14, 2026 – Arena meeting with Public works, CAO and Chad Hildebrandt
    - August 17 – 28, 2026 – CAO out of the office.
    - September 8, 2026 – Privacy Management Policy creation cohort meeting
    - September 15, 2026 – online meeting with Candidly
    - September 18, 2026 – CAO out of the office
    - September 21, 2026 – Send questions to Candidly
    - September 21, 2026 – Community Hall Board Meeting
    - September 22, 2026 – Candidly meeting – preparation for launch
    - September 22, 2026 – Reservoir Meeting
    - September 22, 2026 – Meeting with Telus
    - September 23, 2026 – Made in Camrose Steering Committee meeting

2. Ongoing follow up of Council assigned tasks.
3. Agenda and minutes preparation for this meeting.
4. Finalizing development permits, received 8 Compliance certificates, two of them have been unique and complex situations to work on.
5. Privacy Management Policy Cohort – Need to complete part 2 – Creation of the policy, implementation of the template.
6. Generate Action list for the items from the previous council meeting.
7. Follow up communication – email and phone calls.
8. IT Challenges, laptop from council chambers not connecting to server. This has consumed significant administrative time.
9. Development Activities and follow up has been time consuming as well.

Town of Bashaw

Council Direction Tracking Report September 23, 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 #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.	Booked, September 23, 2026
MOTION #113-2026	**MOVED** by Councillor Kohlman to direct administration to develop a road closure policy for annual events held within Bashaw town limits.	Incomplete
MOTION #125-2026	**MOVED** by Deputy Mayor to direct administration to generate deployment agreements for Alberta Wildland Urban Interface participation in consultation with the Bashaw Fire Department Leadership.	Incomplete
MOTION #126-2026	**MOVED** by Deputy Mayor McIntosh to direct administration to generate a Municipal Naming and Memorial Policy that outlines criteria for naming municipal assets such as roads and parks; establishing a names reserve list for future naming; establishing memorial programs for those wishing to enhance local spaces with approved commemorations; and detailing a process and timeline for requests; by the second meeting of March 2027.	Incomplete

MOTION #127-2026	**MOVED** by Deputy Mayor McIntosh to approve in principle, the Jack and Brenda Bali; 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.	Started month 2 of 6 months.
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 for October 1, 2026.
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.	Letter sent.Complete
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.	Obtained. Scheduled for discussion September 23, 2026
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.	Attended August 12, 2026
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
MOTION #159-2026	**MOVED** by Deputy Mayor McIntosh to direct administration to enter into negotiations with Candidly AI to run a community engagement campaign and create a themed findings report.	Complete
MOTION #166-2026	**MOVED** by Deputy Mayor McIntosh to direct administration to deem development permit DC 2026-11 Residential Solar Panel Installation; complete and direct administration to send a complete letter.	Complete
MOTION #168-2026	**MOVED** by Deputy Mayor to direct administration to request a presentation from the town of Bashaw RCMP detachment commander at a September Regular meeting of Council.	Complete, September 23, 2026
MOTION #171-2026	**MOVED** by Councillor Kohlman to direct administration to arrange the revisions to the Airport Hangar leases as requested by Council.	Incomplete

MOTION #172-2026	**MOVED** by Deputy Mayor McIntosh to direct administration to book a meeting with the Bashaw Airport Hangar owners to discuss the new lease agreements.	Incomplete
MOTION #173-2026	**MOVED** by Deputy Mayor McIntosh to invite Camrose County Council, in whole or in part to meet with Bashaw town council in Bashaw to discuss the Intermunicipal Collaboration Framework Draft and other matters as agreed.	Incomplete

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

Town of Bashaw

Request for Decision

Meeting:	Regular Council
Meeting Date:	September 23, 2026
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.2 Emergency Services Mutual Aid Agreement – Bashaw & Lacombe County

Background/Proposal:

Administration has received the 2026 Emergency Services Mutual Aid Agreement with Lacombe County for Council's consideration. The agreement continues the existing framework for requesting and providing emergency mutual aid, including cost recovery, command and control, limitations on assistance, indemnity, and termination.

- The 2026 version is substantially the same as the previous agreement.
- The main change is clarification that firefighting costs already covered under the regional Fire Service Agreement are exempt from Schedule "A" charges.
- Council is asked to consider approval of the updated agreement.

Discussion/Options/Benefits/Disadvantages:

Comparison: The new agreement retains the same core process as the previous agreement: mutual aid can be requested without declaring a State of Local Emergency, requests are made by authorized officials, Bashaw maintains command once resources enter Town boundaries, and the Responding Party may provide full, limited, or no assistance. The key update is the added exemption for certain firefighting costs already addressed by the regional Fire Service Agreement.

Pros / Benefits

Continues access to Lacombe County emergency resources when local capacity is insufficient.

Allows aid to be requested without first declaring a State of Local Emergency.

Clarifies request authority, command, and cost recovery.

2026 wording helps avoid duplicate firefighting charges already covered by the regional Fire Service Agreement.

Cons / Disadvantages

Assistance is discretionary and not guaranteed.

Bashaw remains responsible for applicable costs when it requests aid.

Responding resources may leave if needed in their own jurisdiction.

The agreement does not guarantee response timing, staffing, or equipment availability.

Costs/Source of Funding (if applicable)

There is no standing cost to approve the agreement. Costs apply only when Bashaw requests mutual aid. Non-fire assistance is recoverable on an out-of-pocket basis. Firefighting costs follow Schedule "A" unless exempt under the regional Fire Service Agreement.

Applicable Legislation:

Emergency Management Act; Municipal Government Act, 54–56 agreements respecting services between municipalities; regional Fire Service Agreement.

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

Community Engagement Consideration:
Public engagement is not required. The agreement is an intermunicipal emergency management arrangement.

Recommended Action:
Administration recommends that Council approve the 2026 Emergency Services Mutual Aid Agreement with Lacombe County.

MOVED BY _____ that Council approve the 2026 Emergency Services Mutual Aid Agreement between Lacombe County and the Town of Bashaw as presented and authorize the Mayor and Chief Administrative Officer to execute the agreement on behalf of the Town.

Alternative: Council may direct Administration to seek amendments before execution.

Discussion Result:

Additional research Requested:

December 4, 2025 Version.

EMERGENCY SERVICES MUTUAL AID AGREEMENT

MEMORANDUM OF AGREEMENT BETWEEN:

Lacombe County, a Municipal Corporation of the Province of Alberta;

- and -

Town of Bashaw, a Municipal Corporation of the Province of Alberta;

INTRODUCTION

1. The Municipal Corporations (referred to hereinafter as "the Parties") of **Lacombe County,** and the **Town of Bashaw** are neighboring authorities. Each of the Municipal Corporations has appointed a Director of Emergency Management pursuant to the provisions set out in the Emergency Management Act. However, a disaster or emergency could affect either of the Parties to such a degree that local resources may be inadequate to cope with the disaster or emergency.

PURPOSE

2. To enter into an agreement between the Parties for the purpose of identifying:

   a. the nature of resources which may be provided within the terms of this agreement,

   b. the manner by which a mutual aid request shall be made, and

   c. the conditions under which mutual aid may be provided.

DEFINITIONS

3. For the purpose of this agreement:

   a. "Authorized Official" shall mean those individuals who are authorized to request or authorize mutual aid,

   b. "Disaster" means an event that results in serious harm to the safety, health or welfare of people, or in widespread damage to property or the environment,

   c. "Emergency" means a present or imminent event that requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people, or to limit damage to property or the environment,

d. "Mutual Aid" means the provision of assistance by way of personnel or equipment, which may include, but are not necessarily be limited to:

- firefighting equipment and personnel
- community peace officers
- municipal emergency agency staff
- municipal staff (e.g., administrative, public works, bylaw)
- municipal equipment (e.g., graders, loaders, etc.)

e. "Requesting Party" means the Municipality requesting mutual aid,

f. "Responding Party" means the Municipality supplying mutual aid.

PROCEDURE FOR INVOKING MUTUAL AID

4. The declaration of a State of Local Emergency need not be in place for mutual aid to be requested or provided.

5. With the exception of requests for firefighting equipment or firefighting personnel, requests for mutual aid should be initiated by the:

- Chief Administrative Officer or designate, or
- Director of Emergency Management or designate.

6. In the event that the Responding Party receives a request for mutual aid from someone other than an official listed in Point 5 *above,* the Responding Party shall confirm, by reasonable means, its response with an Authorized Official of the Requesting Party prior to making such response. In the event that the request cannot be verified, the Responding Party shall decline to provide mutual aid assistance.

7. Requests for firefighting equipment or firefighting personnel may be made by a senior fire officer of the Requesting Party.

8. Requests for firefighting equipment or firefighting personnel may be received and responded to by a senior fire officer of the Responding Party.

COMMAND AND CONTROL OVER EMERGENCY RESPONSE PERSONNEL AND EQUIPMENT

10. Upon entering the municipal boundaries of the Requesting Party, Emergency response personnel and equipment of the Responding Party are at all times under the command and control of the Requesting Party's department official(s).

COST RECOVERY PROCEDURE

11. With the exception of firefighting equipment and firefighting personnel, the Requesting Party shall be liable for the payment of all out-of-pocket costs incurred by the Responding Party in coming to its aid. For firefighting equipment and firefighting personnel, the Requesting Party shall pay the charges as described in Schedule "A" of this agreement.

LIMITATIONS ON ASSISTANCE PROVIDED

12. Mutual aid for disaster or emergency assistance contemplated herein shall be provided solely and absolutely at the discretion of the authorized official or designate of the Responding Party. In general, the Responding Party may provide one of the following responses:

    a. No response; or
    b. A full response; or
    c. A limited response.

13. The Responding Party shall not be required to respond immediately to mutual aid requests. In the sole and unfettered discretion of the authorized official (or designate) of the Responding Party, only personnel and equipment which can reasonably be spared without impairing the Responding Party's capacity to protect life, health, property, government infrastructure or environment within its own boundaries shall be provided. Furthermore, the Responding Party shall not be liable to the Requesting Party for any damage or injury for failing to respond to any call, or for a delay in responding to any call or as a result of failure of the equipment or personnel in going to the scene of the disaster or emergency.

14. The Responding Party shall advise as soon as practically possible the level of response being provided.

15. The Responding Party's equipment and/or personnel shall be entitled to leave a disaster or emergency scene should a disaster or emergency arise within their own jurisdiction, provided they advise an official of Requesting Party of the need to leave the scene.

INDEMNITY

16. The Requesting Party shall indemnify and save harmless the Responding Party, its employees, personnel, and volunteers engaged in the performance of this agreement from and against all claims and demands, loss, costs, damages, actions, suits or other proceedings, including personal injury or death. Further, the Requesting Party shall indemnify the Responding Party against all loss or expense incurred by the Responding Party for damage to its equipment incurred by the performance of the services by the Responding Party pursuant to this agreement, excluding damage or loss caused by negligence of the Responding Party in the performance of duty.

BINDING AGREEMENT

17. This agreement shall supersede any and all previous disaster and emergency mutual aid agreements, whether oral or written, between the Parties.

INCEPTION AND TERMINATION

18. This agreement shall come into force when all Parties have signed it and shall continue in force until such time as Parties give proper notice and withdraw. Any Party may withdraw from this agreement by giving not less than sixty (60) days notice to all other Parties of the agreement.

IN WITNESS WHEREOF THIS AGREEMENT IS EXECUTED ON BEHALF OF THE PARTICIPATING MUNICIPALITIES BY THE HANDS OF THEIR OFFICERS DULY AUTHORIZED IN THAT BEHALF AND UNDER EACH MUNICIPAL SEAL AFFIXED:

LACOMBE COUNTY

Per: _____ _____
Reeve Date

Per: _____ _____
County Manager Date

TOWN OF BASHAW

Per: _____ Dec. 4/25.
Mayor Date

Per: _____ Dec 4/2025.
County Administrator Date

"Schedule A"

The rate of charge for a fully manned ladder truck, pumper/engine truck, tanker/tender truck, rescue truck, rescue vehicle, command vehicle, utility vehicle and all-terrain vehicle, or any other emergency response vehicle shall be at the current Alberta Transportation and Economic Corridor (ATEC) Rates for the period commencing from when the equipment leaves its base facility until it is deemed back in service, rounded to the next one-half hour.

Type of Unit	Comment	Hourly Rate
Ladder truck, pumper/engine truck and tender/tanker truck	• Includes equipment costs, labour, and all materials. • These are specialized pieces of equipment specifically designed, built, and equipped to fight structure and outside fires.	**Alberta Transportation and Economic Corridors rates of reimbursement for Fire Department Units responding within a provincial highway right-of-way**
Rescue vehicles, Brush vehicles	• Includes equipment costs, labour, and all materials. • Rescue vehicles are specialized pieces of equipment, designed, built and equipped to do rescue tasks using hand & basic extrication tools (i.e. pry bars, air chisels, bolt cutters, stabilization equipment & cribbing, hand and power saws, lighting and portable hydraulic rescue tools) and medical aid equipment. • Brush vehicles are specialized pieces of equipment designed, built, and equipped to fight fires in terrain not readily accessible by traditional pumper/engine and tender units.	**Alberta Transportation and Economic Corridors rates of reimbursement for Fire Department Units responding within a provincial highway right-of-way**
Command vehicles, Utility vehicles, All-terrain vehicles	• Includes equipment costs, labour, and all materials. • Command vehicles are units designed and built to provide an Incident Commander with a mobile command post. Typically, a pick-up truck or sport utility vehicle. • Utility vehicles are units designed and built to act as a support vehicle to an incident response. Typically, a pick-up truck. • All-terrain vehicles are units designed and built to operate in terrain not readily accessible by rescue or brush vehicles.	**Alberta Transportation and Economic Corridors rates of reimbursement for Fire Department Units responding within a provincial highway right-of-way**
Note: These rates are adjusted annually on April 1st by Alberta Transportation and Economic Corridors using the inflation formula established in the Highway Maintenance contracts and rounded to the nearest $5/hour.		

EMERGENCY SERVICES MUTUAL AID AGREEMENT

MEMORANDUM OF AGREEMENT BETWEEN:

Lacombe County, a Municipal Corporation of the Province of Alberta;

- and -

Town of Bashaw, a Municipal Corporation of the Province of Alberta;

INTRODUCTION

1. The Municipal Corporations (referred to hereinafter as "the Parties") of **Lacombe County,** and the **Town of Bashaw** are neighboring authorities. Each of the Municipal Corporations has appointed a Director of Emergency Management pursuant to the provisions set out in the Emergency Management Act. However, a disaster or emergency could affect either of the Parties to such a degree that local resources may be inadequate to cope with the disaster or emergency.

PURPOSE

2. To enter into an agreement between the Parties for the purpose of identifying:

   a. the nature of resources which may be provided within the terms of this agreement,

   b. the manner by which a mutual aid request shall be made, and

   c. the conditions under which mutual aid may be provided.

DEFINITIONS

3. For the purpose of this agreement:

   a. "Authorized Official" shall mean those individuals who are authorized to request or authorize mutual aid,

   b. "Disaster" means an event that results in serious harm to the safety, health or welfare of people, or in widespread damage to property or the environment,

   c. "Emergency" means a present or imminent event that requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people, or to limit damage to property or the environment,

d. "Mutual Aid" means the provision of assistance by way of personnel or equipment, which may include, but are not necessarily be limited to:

- firefighting equipment and personnel
- community peace officers
- municipal emergency agency staff
- municipal staff (e.g., administrative, public works, bylaw)
- municipal equipment (e.g., graders, loaders, etc.)

e. "Requesting Party" means the Municipality requesting mutual aid,

f. "Responding Party" means the Municipality supplying mutual aid.

PROCEDURE FOR INVOKING MUTUAL AID

4. The declaration of a State of Local Emergency need not be in place for mutual aid to be requested or provided.

5. With the exception of requests for firefighting equipment or firefighting personnel, requests for mutual aid should be initiated by the:

- Chief Administrative Officer or designate, or
- Director of Emergency Management or designate.

6. In the event that the Responding Party receives a request for mutual aid from someone other than an official listed in Point 5 *above,* the Responding Party shall confirm, by reasonable means, its response with an Authorized Official of the Requesting Party prior to making such response. In the event that the request cannot be verified, the Responding Party shall decline to provide mutual aid assistance.

7. Requests for firefighting equipment or firefighting personnel may be made by a senior fire officer of the Requesting Party.

8. Requests for firefighting equipment or firefighting personnel may be received and responded to by a senior fire officer of the Responding Party.

COMMAND AND CONTROL OVER EMERGENCY RESPONSE PERSONNEL AND EQUIPMENT

9. Upon entering the municipal boundaries of the Requesting Party, Emergency response personnel and equipment of the Responding Party are at all times under the command and control of the Requesting Party's department official(s).

COST RECOVERY PROCEDURE

10. With the exception of firefighting equipment and firefighting personnel, the Requesting Party shall be liable for the payment of all out-of-pocket costs incurred by the Responding Party in coming to its aid. For firefighting equipment and firefighting personnel, the Requesting Party shall pay the charges as described in Schedule "A" of this agreement.
11. The costs associated with firefighting equipment and firefighting personnel identified in the Town of Bashaw and Camrose County and Ponoka County and Lacombe County Fire Service Agreement dated June 16, 2011, shall be exempt from charges as described in Schedule "A".

LIMITATIONS ON ASSISTANCE PROVIDED

12. Mutual aid for disaster or emergency assistance contemplated herein shall be provided solely and absolutely at the discretion of the authorized official or designate of the Responding Party. In general, the Responding Party may provide one of the following responses:

    a. No response; or
    b. A full response; or
    c. A limited response.

13. The Responding Party shall not be required to respond immediately to mutual aid requests. In the sole and unfettered discretion of the authorized official (or designate) of the Responding Party, only personnel and equipment which can reasonably be spared without impairing the Responding Party's capacity to protect life, health, property, government infrastructure or environment within its own boundaries shall be provided. Furthermore, the Responding Party shall not be liable to the Requesting Party for any damage or injury for failing to respond to any call, or for a delay in responding to any call or as a result of failure of the equipment or personnel in going to the scene of the disaster or emergency.

14. The Responding Party shall advise as soon as practically possible the level of response being provided.

15. The Responding Party's equipment and/or personnel shall be entitled to leave a disaster or emergency scene should a disaster or emergency arise within their own jurisdiction, provided they advise an official of Requesting Party of the need to leave the scene.

INDEMNITY

16. The Requesting Party shall indemnify and save harmless the Responding Party, its employees, personnel, and volunteers engaged in the performance of this agreement from and against all claims and demands, loss, costs, damages, actions, suits or other proceedings, including personal injury or death. Further, the Requesting Party shall indemnify the Responding Party against all loss or expense incurred by the Responding Party for damage to its equipment incurred by the performance of the services by the Responding Party pursuant to this agreement, excluding damage or loss caused by negligence of the Responding Party in the performance of duty.

BINDING AGREEMENT

17. This agreement shall supersede any and all previous disaster and emergency mutual aid agreements, whether oral or written, between the Parties.

INCEPTION AND TERMINATION

18. This agreement shall come into force when all Parties have signed it and shall continue in force until such time as Parties give proper notice and withdraw. Any Party may withdraw from this agreement by giving not less than sixty (60) days' notice to all other Parties of the agreement.

IN WITNESS WHEREOF THIS AGREEMENT IS EXECUTED ON BEHALF OF THE PARTICIPATING MUNICIPALITIES BY THE HANDS OF THEIR OFFICERS DULY AUTHORIZED IN THAT BEHALF AND UNDER EACH MUNICIPAL SEAL AFFIXED:

LACOMBE COUNTY

Per: _____ _____
Reeve Date

Per: _____ _____
County Manager Date

TOWN OF BASHAW

Per: _____ _____
Mayor Date

Per: _____ _____
County Administrator Date

"Schedule A"

The rate of charge for a fully manned ladder truck, pumper/engine truck, tanker/tender truck, rescue truck, rescue vehicle, command vehicle, utility vehicle and all-terrain vehicle, or any other emergency response vehicle shall be at the current Alberta Transportation and Economic Corridor (ATEC) Rates for the period commencing from when the equipment leaves its base facility until it is deemed back in service, rounded to the next one-half hour.

Type of Unit	Comment	Hourly Rate
Ladder truck, pumper/engine truck and tender/tanker truck	• Includes equipment costs, labour, and all materials. • These are specialized pieces of equipment specifically designed, built, and equipped to fight structure and outside fires.	**Alberta Transportation and Economic Corridors rates of reimbursement for Fire Department Units responding within a provincial highway right-of-way**
Rescue vehicles, Brush vehicles	• Includes equipment costs, labour, and all materials. • Rescue vehicles are specialized pieces of equipment, designed, built and equipped to do rescue tasks using hand & basic extrication tools (i.e. pry bars, air chisels, bolt cutters, stabilization equipment & cribbing, hand and power saws, lighting and portable hydraulic rescue tools) and medical aid equipment. • Brush vehicles are specialized pieces of equipment designed, built, and equipped to fight fires in terrain not readily accessible by traditional pumper/engine and tender units.	**Alberta Transportation and Economic Corridors rates of reimbursement for Fire Department Units responding within a provincial highway right-of-way**
Command vehicles, Utility vehicles, All-terrain vehicles	• Includes equipment costs, labour, and all materials. • Command vehicles are units designed and built to provide an Incident Commander with a mobile command post. Typically, a pick-up truck or sport utility vehicle. • Utility vehicles are units designed and built to act as a support vehicle to an incident response. Typically, a pick-up truck. • All-terrain vehicles are units designed and built to operate in terrain not readily accessible by rescue or brush vehicles.	**Alberta Transportation and Economic Corridors rates of reimbursement for Fire Department Units responding within a provincial highway right-of-way**
Note: These rates are adjusted annually on April 1st by Alberta Transportation and Economic Corridors using the inflation formula established in the Highway Maintenance contracts and rounded to the nearest $5/hour.		

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

Town of Bashaw

Request for Decision

Meeting:	Regular Council
Meeting Date:	September 23, 2026
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.3 Correct Capital Purchase Request – 2016 John Deere 1025 R

Background/Proposal:

On the April 15, 2026, regular meeting of Bashaw Town council the following motion was passed:

Moved by Councillor Meger to purchase a 2016 John Deer 1025R with attachments for $40,000.00, from Brandt, with funding from the Restricted for Capital; Roads, Streets and equipment Reserve.

Motion #66-2026 Carried.

Administration reflected the reserve to have a total of $54, 224.00 available for the purchase of the John Deere.

It was discovered that the Restricted for Capital; Roads, streets and equipment reserve only has $4,224.00 once the audit was completed.

Discussion/Options/Benefits/Disadvantages:

The equipment has been purchased; therefore, we will need to access a different funding source.

For 2026 the total spent from the Unrestricted cash surplus is: $59,942.00 to date. (includes Candidly AI, Arena repairs and approved capital listing)

The grant sources are allocated to the 49 Street project and water feasibility study.

If Council was to add the tractor purchase to the Unrestricted cash surplus the updated total spent would be $99, 942.00.

Or we could access a different reserve from the restricted surplus.

Costs/Source of Funding (if applicable)

Unrestricted Cash Surplus

Applicable Legislation:

MGA – Operating and Capital Budgets – 242- 246, 248.1.

Community Engagement Consideration:

The administration is willing to proceed as council requests.

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

Recommended Action:
Administration recommends passing the following motion:

MOVED BY _____ to rescind motion 66-2026.

MOVED BY _____ to purchase the 2016 John Deere 1025R with attachments for $40,000.00 from Brandt, with funding from the Unrestricted cash surplus. (or other funding source recommended by Council)

Or a motion of council determination.

Discussion Result:

Additional research Requested:

Approved: yes /no Motion # 66-2026
Account Code: _____

Town of Bashaw

Request for Decision

Meeting:	Regular Council
Meeting Date:	April 15, 2026
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.1 Capital Purchase Request 2016 – John Deere 1025R

Background/Proposal:
The Kubota B 7610 is a unit that is used year round for snow removal, and various public works activities. The unit is starting to fail, the cab is plastic, the heater in it is not dependable. This unit is integral to public works operations. The unit requires replacement.

Discussion/Options/Benefits/Disadvantages:
Administration requested public works to circulate Request for proposals.

Two proposals have been received:

1. New Kubota 23.3 HP 4 WD tractor with blade, rotary broom, front mount snowblower, and mid mount mower. Total $66, 120.00
2. Used (590 hours) 2016 John Deere 1025R 25 HP tractor, rotary broom, 54" snow blower, auto connect 60D mower, 700PF 3 bag power flow, 120 R loader, and Cab. Total $ 40, 000.00

This item is being presented prior to the full capital budget presentation, it has limited availability.

In 2024 some equipment had been sold for a total of $ 43, 517.00. It was placed in the Restricted for Capital; Roads, Streets and equipment reserve. The reserve is $54,224.00.

Costs/Source of Funding (if applicable)
Restricted for Capital; Roads, Street and equipment reserve.

Applicable Legislation:
Municipal Government Act; Section 248

Community Engagement Consideration:
The administration is willing to proceed as the council's request.

Recommended Action:
Administration recommends passing the following motion:

66-2026 CV MOVED BY CM to purchase a 2016 John Deere 1025R with attachments for $40,000.00, from Brandt, with funding from the Restricted for Capital; Roads, Streets and equipment reserve.

Discussion Result: Additional research Requested:

13. RESTRICTED SURPLUS

	2024	Increases	Decreases	2025
Restricted for Operating:				
Administration	$ 22,278	$ -	$ -	$ 22,278
Cemetery	22,102	-	-	22,102
Culture	3,644	-	-	3,644
Fire	33,256	9,000	20,000	22,256
Parks	26,976	-	-	26,976
Roads and streets	17,290	-	-	17,290
Water	23,797	-	-	23,797
Waste water	15,645	-	-	15,645
	164,988	9,000	20,000	153,988
Restricted for Capital:				
Administration	35,802	-	-	35,802
Airport	5,706	-	-	5,706
Cemetery	10,544	-	-	10,544
Culture	31,738	-	-	31,738
Emergency services	4,684	-	-	4,684
Parks	30,795	-	-	30,795
Recreation	3,295	-	-	3,295
Roads, streets and equipment	54,224	-	50,000	4,224
Subdivision, land and development	45,102	-	-	45,102
Tourism	3,659	-	-	3,659
Water infrastructure	111,692	-	-	111,692
Wastewater infrastructure	102,321	-	-	102,321
	439,562	-	50,000	389,562
Total	$ 604,550	$ 9,000	$ 70,000	$ 543,550

14. EQUITY IN TANGIBLE CAPITAL ASSETS

	2025	2024
Cost of tangible capital assets (Schedule 2)	$ 21,555,539	$ 21,304,662
Accumulated amortization (Schedule 2)	(11,187,870)	(10,755,038)
Asset retirement obligation (Note 11)	(497,382)	(413,493)
	$ 9,870,287	$ 10,136,131

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

Town of Bashaw

Request for Decision

Meeting:	Regular Council
Meeting Date:	September 23, 2026
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.4 49 Street Paving Project Preliminary Design (Phase 2)

Background/Proposal:
We are planning to tender the 49 Street paving for 2027. The paving rough estimate is for around $300,000.00.

Preliminary design including tender administration will be: $39, 284.56.

Discussion/Options/Benefits/Disadvantages:
Administrative process, we arrange for the engineer to generate the preliminary design and then they tender the project within the first quarter of the year.

Early tendering has been beneficial for access to contractors, and pricing.
The 2027 LGFF Capital funding is expected to be $351,726.00. Currently, the paving is included in the LGFF Capital application as phase 2.

Costs/Source of Funding (if applicable)
Local Government Fiscal Framework - Capital

Applicable Legislation:
MGA – Operating and Capital Budgets – 242- 246, 248.1.

Community Engagement Consideration:
The administration is willing to proceed as council requests.

Recommended Action:
Administration recommends passing the following motion:

MOVED BY _____ to approve 49 Street paving project preliminary design – Phase 2, for a total of $ 39,284.56 to be generated by Tagish Engineering, funded through Local Government fiscal framework capital grant funding.

Or a motion of council determination.

Discussion Result:

Additional research Requested:

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

Town of Bashaw

Request for Decision

Meeting:	Regular Council
Meeting Date:	September 23, 2026
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.5 First Reading Land Use Bylaw Amendment Bylaw 845 - 2026

Background/Proposal:

Through the review of a Real Property Report (RPR) application, Administration has determined that the parcel legally described as a portion of the SW-4-42-21-W4M (4633-45 Avenue) is incorrectly designated Manufactured Housing Park (MHP) District within Land Use Bylaw 780-2018. The dwelling on the parcel is a single-detached dwelling and not a manufactured dwelling, so this land use designation is incorrect. This redesignation will redesignate the parcel to Low Density Residential (R1) District and bring it into alignment with the Land Use Bylaw.

Discussion/Options/Benefits/Disadvantages:

Overall Proposed Change and Impacts:

The proposed amendment is correcting a mapping error that exists in the current Land Use Bylaw. The current zoning, Manufactured Housing Park (MHP) is intended to provide for and regulate development of land for the use of manufactured homes on separately titled parcels. The existing dwelling is a standard single-detached dwelling and therefore does not fit in this land use designation.

Administration conducted a review of the submitted Real Property Report (RPR) to determine an appropriate land use designation for this parcel. This includes meeting the setbacks, lot coverage and other district regulations. Based on this review, the best fit in alignment with the existing Land Use Bylaw is the Low Density Residential (R1) District. The purpose of this district is intended to accommodate the development of low density residential development on moderately sized lots throughout the community. The regulations of this land use district comply with the submitted RPR for the subject lot and the existing use matches the intent of this district.

Summary

If approved, this land use bylaw change would correctly align the existing development with the R1 District. All other uses, rules and regulations would subsequently apply to any future development of this subject site.

All necessary building and safety code legislation would continue to apply development within this district.

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

Costs/Source of Funding (if applicable)
No funding required.

Applicable Legislation:
MGA – Section 617.

Community Engagement Consideration:
Given the limited impact of this amendment, Administration did not feel that formal public engagement was necessary. Adjacent landowners will be noted in accordance with the *Municipal Government Act* in advance of the Public Hearing.

Recommended Action:
Administration recommends passing the following motion(s):

MOVED BY _____ approve first reading of #845-2026 amending Land Use Bylaw 780-2018 to redesignate a portion of the SW-4-42-21-W4M from Manufactured Housing Park (MHP) District to Low Density Residential (R1) District.

Discussion Result:
N/A

BY-LAW # 845-2026

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

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

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

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

1. This Bylaw may be cited as Bylaw "845-2026".

2. Bylaw 845-2026 which amends the Town of Bashaw Land Use Bylaw to redesignate a portion of the SW-4-42-21-W4M (4633-45 Avenue) Manufactured Housing Park (MHP) District to Low Density Residential (R1) District is hereby adopted.

3. This Bylaw may be amended by Bylaw in accordance with the Municipal Government Act, as amended.

4. This Bylaw shall come into effect on the date of the third and final reading.

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

RECEIVED FIRST READING THIS
23rd DAY OF September, A.D. 2026
IN THE Town of Bashaw, IN THE
PROVINCE OF ALBERTA

*_____
*MAYOR
*
*_____

*ADMINISTRATOR

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

*_____
*MAYOR
*
*_____
*ADMINISTRATOR

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

*_____
*MAYOR
*
*_____
*ADMINISTRATOR

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

Town of Bashaw

Request for Decision

Meeting:	Regular Council
Meeting Date:	September 23, 2026
Originated by:	Theresa Fuller, Chief Administrative Officer
Agenda Item:	7.6 Awards Policy

Background/Proposal:

Awards Policy 6.10, approved in 1994 and amended in 2002, has been updated to provide consistent, inclusive recognition for permanent Town employees, active Bashaw Fire Department members, and Council.

The policy defines eligibility, service calculations, recognition practices, responsibilities, award values, budget authority, and exceptional recognition.
If approved, it will take effect immediately, replace the previous policy, and be reviewed at least every four years.

Key provisions of the updated policy include:
• Five-year milestones for eligible employees and active firefighters, and recognition after each four-year Council term.
• Flexible award options; maximum values of $50 to $750 based on service; departure and retirement recognition; and Council-approved exceptional recognition.

Discussion/Options/Benefits/Disadvantages:

The update provides a consistent recognition framework for employees, firefighters, and Council while retaining Council's authority to approve exceptions.

Clear eligibility, milestones, values, and responsibilities improve consistency, transparency, budgeting, and administration.

Recipients have practical, inclusive options, with local and environmentally responsible choices encouraged. Recognition may be public or private.

The CAO will administer the policy and budget, the Fire Chief will confirm firefighter milestones, and Administration will review eligibility annually. Maximum values and Council oversight provide financial control.

Costs/Source of Funding (if applicable)

Funded through the annual operating budget. Maximums are $50 for departure before five years, up to $750 for service milestones, $100 per completed Council term to a $750 maximum, and $500 for exceptional recognition unless Council approves otherwise. Values include related costs.

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

Applicable Legislation:
Municipal Government Act, RSA 2000, c M-26—Council's authority to establish policies and approve operating expenditures.

Community Engagement Consideration:
Public engagement is not required. Council may approve exceptional recognition for significant community contributions or achievements.

Recommended Action:
Administration recommends approving the updated Awards Policy 6.10 as presented.

Recommended motion:
MOVED BY _____ that Council approve Awards Policy 6.10, as presented, effective September 23, 2026, replacing the previous Awards Policy 6.10.
Or a motion of Council determination.

Discussion Result:

Additional research Requested:

Section: TOWN OF BASHAW COUNCIL	Page: 1 Policy #: 6.10
Subject: AWARDS POLICY	Motion Number: _____ Date Approved: _____

AWARDS POLICY

I. PURPOSE

The Town of Bashaw recognizes the service and contributions of employees, Bashaw Fire Department members, and Council. This policy sets consistent guidelines for service, departure, retirement, and exceptional recognition.

II. SCOPE

This policy applies to:

a. permanent full-time and permanent part-time Town employees;
b. active volunteer firefighters of the Bashaw Fire Department; and
c. the Mayor and Councillors of the Town of Bashaw.

Seasonal, temporary, casual, contract, board, and committee members are ineligible unless Council approves recognition by resolution.

III. DEFINITIONS AND SERVICE CALCULATION

Continuous service means uninterrupted eligible service. Approved leaves do not break service.

Service date means the employee hire date, firefighter active-service date, or Council member's first day in office.

Eligible service in different categories may be combined, but overlapping periods count only once. The Chief Administrative Officer may recognize prior interrupted service.

IV. GENERAL POLICY

1. Recognition will be respectful, consistent, and suited to the service provided.
2. Awards may include local experiences or dining, wellness or recreation packages, technology or travel accessories, personalized local items, professional development, an operationally feasible paid wellness day, or a donation to the recipient's chosen registered charity. A certificate or commemorative item may also be presented.
3. Service milestones are every five years, beginning at five years.
4. Awards will normally be presented at a suitable Town, Council, staff, Fire Department, or community event.
5. Recipients may decline a public presentation or request a private presentation.

V. CATEGORY-SPECIFIC RECOGNITION

A. Employees

1. Employees will receive recognition at each eligible five-year service milestone.
2. An employee leaving in good standing after five or more years may choose a departure or retirement gift and be recognized at a Town function.
3. An employee leaving in good standing before five years may receive a personalized card or certificate and a modest local, wellness, or practical gift.

B. Firefighters

1. Active firefighters will be recognized at each five-year milestone confirmed by the Fire Chief.

2. A firefighter leaving in good standing after five or more active years may choose a departure or retirement gift and be recognized at a Fire Department or Town event.
3. This recognition is separate from external fire-service awards or medals.

C. Council Members

1. Members of Council will be recognized at the completion of each four-year term of office.
2. A departing Council member in good standing may choose a local experience, personalized item, charitable donation, or commemorative gift recognizing total service.
3. A member with 20 or more years of service may receive special recognition approved by Council resolution.

VI. AWARD VALUES AND BUDGET

1. Council will establish funding for awards through the annual operating budget.

Recognition	Maximum Value (CAD)
Departure before 5 years	$50
5 years of service	$100
10 years	$150
15 years	$200
20 years	$300
25 years	$400
30 years	$500
35 years	$600
40 years and each 5-year milestone after	$750
Council member—each completed 4-year term	$100 per term, to a maximum of $750
Exceptional recognition	Up to $500, or as approved by Council

2. Values are maximums and include the gift, personalization, taxes, and related costs. The Chief Administrative Officer may update the award menu and recommend value changes through the annual budget. Where practical, recipients will choose from at least two useful, inclusive, local, and environmentally responsible options.
3. Award values may increase with service. Applicable tax and payroll rules will apply.
4. Cash substitutions require Chief Administrative Officer approval and must meet applicable requirements.

VII. EXCEPTIONAL RECOGNITION

By resolution, Council may recognize an employee, firefighter, Council member, individual, or team for exceptional service, bravery, innovation, community contribution, or other significant achievement. The resolution will name the recipient and award.

VIII. RESPONSIBILITIES

1. The Chief Administrative Officer will administer this policy, confirm employee and Council service, approve awards, and monitor the budget.
2. The Fire Chief will maintain firefighter service records and report upcoming milestones to the Chief Administrative Officer.

3. Administration will review milestones annually and coordinate presentations with the recipient and appropriate representative.

IX. EXCEPTIONS

Council may vary this policy by resolution. Exceptions involving the Chief Administrative Officer or Council require Council approval.

X. REVIEW AND EFFECTIVE DATE

This policy takes effect upon Council approval, replaces the previous policy, and will be reviewed at least every four years.