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ORGANIZATIONAL MEETING OF COUNCIL
A G E N D A
Wednesday, October 21, 2026 – 6:00 P.M.
Bashaw Council Chambers

1. Call to Order

2. Election of Deputy Mayor and Oath of Office

3. BUSINESS
   (a) Establish the day, time, and place of regular meetings.
   (b) Establish Per Diem Rate – Review. Copies provided, discuss mileage rate and any other changes.
   (c) Signing Authority – Motion required to name all Members of Council, the Chief Administrative Officer, and the Municipal Treasurer as Signing Authority for the Town; two signatures required on each cheque - one Elected Official and one Administration Personnel
   (d) PROCEDURE BYLAW 837-2026
   (e) Strategic Plan

4. Appoint Standing Committees; the first person named delegated as Chairperson.
   (a) Tourism & Economic Development
      1. Bashaw Ag Society – Councillor Kohlman appointed in 2025
      2. Bashaw Chamber of Commerce – Councillor Masyk appointed in 2025
   (b) Appeal and Review Boards
      1. Regional Assessment Review Board –Diane Szumlas has agreed to continue.
      2. Subdivision & Development Appeal Board – Diane Szumlas – has agreed to continue.
      3. Regional Assessment Review Board – Only requires motion on Election year Organizational meeting.

   (c) Protection and Safety Services
      1. Disaster Services – *All Members of Council*
      2. Director of Emergency Management – CAO Theresa Fuller – appointed in 2025
      3. Deputy Director – Dennis Jones – appointed in 2025, he is willing to continue.
      4. Emergency Public Information Officer – Mayor Orom and Deputy Mayor McIntosh appointed in 2025
      5. Emergency Alert System – Dennis Jones and Councillor McIntosh appointed in 2025
      6. Fire Department (One Councillor) – Deputy Mayor McIntosh appointed in 2025
      7. Regional Emergency Management Services (One Councillor) – Deputy Mayor McIntosh appointed in 2025
      8. Community Consultative Group – Deputy Mayor McIntosh appointed in 2025

(d) Community Services

1. Bashaw Municipal Library (One Councillor) – Daytime meetings – Councillor Reina Masyk appointed.
2. Parkland Regional Library (One Appointee) – Daytime meetings – Mayor Orom appointed in 2025
3. Camrose Area Lodge Authority (One Councillor) – Friday mornings – Mayor Orom appointed in 2025
4. Bashaw and District Support Services (One Councillor) – variable times – Councillor Meger appointed in 2025
5. Bashaw Youth Foundation (One Councillor) -variable times – Councillor Kohlman appointed in 2025.
6. Beautification Committee Representatives – (on Election year) Bryan Gust and Terry willing to continue as members at large. – Daytime meetings – Mayor Orom appointed in 2025

   November 3, 2026, the following individuals were appointed to the Beautification Committee for a term of one year: Mary Kinsella, Terri Brown Gust, Bryan Gust, Natasha Larkin, and Darlene Sinclair.

   We need to appoint the committee members for the balance of the council term.
7. Bashaw & District Regional Health & Wellness Foundation – Councillor Masyk was appointed in 2025

(e) Public Facilities and Transportation Management

1. Bashaw Airport Commission (One Councillor) – Deputy Mayor McIntosh was appointed in 2025.

   - Two or more citizens at large

   This has not been an active commission.
2. Bashaw Area Recreation Board (One Councillor) – Evenings – Councillor Meger was appointed in 2025.
3. Bashaw Bus Society (One Councillor) – not sure what time of day – Councillor Masyk was appointed in 2025
4. Highway 12/21 Regional Water Services Commission (daytime meetings)

   (Two Councillors) – Mayor Orom & Councillor Kohlman were appointed in 2025.

   (Alternates – the remainder of Council) – Deputy Mayor McIntosh, Councillor Masyk and Councillor Meger were appointed as alternates in 2025.
5. Bashaw Community Centre Board (One Councillor) – Daytime meetings – Councillor Meger appointed in 2025.

5. Bylaws/Plans: For Review and Reference

   5.1 Bylaw No 793 – 2019 – Emergency Management Advisory Committee & Emergency Management Agency

5.2 Municipal Development Plan

5.3 Intermunicipal Development Plan 782-2018

5.4 Intermunicipal Collaboration Framework Agreement – Administration has been tasked to arrange a meeting with Camrose County.

6. Adjournment

ORGANIZATIONAL MEETING OF COUNCIL
MINUTES
MONDAY, November 3, 2025 @ 6:00 P.M.
Council Chambers

Attendance: Mayor Cindy Orom (5:47pm), Councillor Kyle McIntosh (5:43pm), Councillor Reina Masyk (5:43pm), Councillor Carman Meger(5:43 pm), and Councillor Ambyr Kohlman (5:44pm)
Chief Administrative Officer: Theresa Fuller (5:30 pm)
Recording Secretary: Absent
Zoom Connection: Tyler Kohlman (connected @ 6:00 pm)
Absent: None
Press: None
Public: None in attendance

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

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

MOVED by Councillor McIntosh to approve the agenda with the additions of section 4.a. add b, Bashaw Chamber of Commerce, Section 4.c. add 8. To include the RCMP Community Consultative Group, and 4.d. add 7. Bashaw & District Regional Health & Wellness Foundation.
MOTION #163-2025 CARRIED

2. Election of Deputy Mayor and Oath of Office

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

MOVED by Mayor Orom that Councillor McIntosh be appointed Deputy Mayor.
MOTION #164-2025 CARRIED

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

3. BUSINESS
   (a) Establish the day, time, and place of regular meetings

MOVED by Councillor Meger that regular meetings of Council be held on the first and third Mondays of each month at 6:00 pm location to be determined based on council preference.
MOTION #165-2025 CARRIED

   (b) Establish Per Diem Rate – review requested revisions

MOVED by Deputy Mayor McIntosh that all Per Diem Rates remain at $475.00 per month for the

Mayor and $350.00 per month for councilors, and to approve mileage rate to be set at 0.57 per kilometer.

MOTION #166-2025 CARRIED

(c) Signing Authority – Motion required to name all Members of Council, the Chief Administrative Officer, and the Municipal Treasurer as Signing Authority for the Town; two signatures required on each cheque - one Elected Official and one Administration Personnel

MOVED by Deputy Mayor McIntosh that the approved Signing Authority for the Town of Bashaw include Mayor Cindy Orom, Deputy Mayor Kyle McIntosh, Councillor Reina Masyk, Councillor Carman Meger, Councillor Ambyr Kohlman, CAO Theresa Fuller and Municipal Treasurer Darlene Tucker; two signatures, one council member and administration staff are to be on each cheque.

MOTION #167-2025 CARRIED

(d) PROCEDURE BYLAW 785-2018

MOVED by Deputy Mayor McIntosh to strike section 4.1.2b. from the bylaw.

MOTION #168-2025 CARRIED

MOVED by Deputy Mayor McIntosh to direct administration to propose changes to the Procedure Bylaw 785-2018 regarding remote electronic participation for council members.

MOTION #169-2025 CARRIED

MOVED by Deputy Mayor McIntosh to direct administration to include provisions for electronic live streaming of the council meetings to the Procedure Bylaw 785 – 2018.

MOTION #170-2025 CARRIED

MOVED by Deputy Mayor McIntosh to direct administration to research the costs associated with recording council meetings and having them accessible to the public, provisions for this to be included in the Procedural Bylaw 785 – 2018.

MOTION #171-2025 CARRIED

MOVED by Deputy Mayor McIntosh made a motion to request administration add to the consent agenda provisions for reporting on the status of directed resolutions, either as an additional item, or to be included within the CAO report to the Procedural Bylaw 785 – 2018.

MOTION #172-2025 CARRIED

MOVED by Deputy Mayor McIntosh direct administration to revise the Schedule A to the current listing to match new minutes.

MOTION #173-2025 CARRIED

(e) Strategic Plan

Discussion progressed regarding strategic planning and the purpose.

MOVED by Councillor Masyk to direct administration to obtain quotes for strategic planning and rebranding, for the purposes of planning in 2026.

MOTION #174-2025 CARRIED

4. Appoint Standing Committees.

MOVED by Councillor Meger to appoint Councillor Kohlman as Bashaw Ag Society Representative.
MOTION #175-2025 CARRIED

MOVED by Deputy Mayor McIntosh to appoint Councillor Masyk as the Bashaw Chamber of Commerce town representative.
MOTION #176-2025 CARRIED

MOVED by Councillor Masyk to appoint Diane Szumlas as Regional Assessment Review Board Representative.
MOTION #177-2025 CARRIED

MOVED by Councillor Meger to appoint Diane Szumlas as Subdivision & Development Appeal Board Representative.
MOTION #178-2025 CARRIED

MOVED by Deputy Mayor McIntosh that the town of Bashaw pursuant to bylaw 825-2024 appoints, Brian Austrom as the Chair of the Regional Assessment review board; and further that the Town of Bashaw Council appoints Carlene Wetthuhm, Brian Austrom, Diane Szumlas, Peter Bodnar, Angela Lorente, Dawn Pauls, David Butt and Frank Hegholz as member to hear appeals on the regional assessment review board.
MOTION #179-2025 CARRIED

MOVED by Deputy Mayor McIntosh to appoint CAO Theresa Fuller as the Director of Emergency Management for the Town of Bashaw.
MOTION #180-2025 CARRIED

MOVED by Deputy Mayor McIntosh to appoint Dennis Jones as Deputy Director of Emergency Management for the town of Bashaw.
MOTION #181-2025 CARRIED

MOVED by Councillor Kohlman to appoint Mayor Orom as Emergency Public Information Officer Representative, and Deputy Mayor McIntosh as the backup officer for the Town of Bashaw.
MOTION #182-2025 CARRIED

MOVED by Councillor Meger to appoint Dennis Jones & Deputy Mayor McIntosh as Emergency Alert System Representatives.
MOTION #183-2025 CARRIED

MOVED by Councillor Masyk to appoint Deputy Mayor McIntosh as Fire Department Representative.
MOTION #184-2025 CARRIED

MOVED by Councillor Masyk to appoint Councillor McIntosh as Regional Emergency Management Services Representative.

MOTION #185-2025 CARRIED

MOVED by Councillor Masyk to appoint Deputy Mayor McIntosh to the RCMP Community Consultative group; as the town of Bashaw representative.

MOTION #186-2025 CARRIED

MOVED by Councillor Kohlman to appoint Councillor Masyk as Bashaw Municipal Library Representative.

MOTION #187-2025 CARRIED

MOVED by Councillor Meger to appoint Mayor Orom as Parkland Regional Library Representative.

MOTION #188-2025 CARRIED

MOVED by Councillor Masyk to appoint Mayor Orom as Camrose Area Lodge Authority Representative.

MOTION #189-2025 CARRIED

MOVED by Deputy Mayor McIntosh to appoint Councillor Meger as Bashaw & District Support Services Representative.

MOTION #190-2025 CARRIED

MOVED by Councillor Meger to appoint Councillor Kohlman as Bashaw Youth Foundation Representative.

MOTION #191-2025 CARRIED

MOVED by Councillor Masyk to appoint Mayor Orom as the Beautification Committee representative.

MOTION #192-2025 CARRIED

MOVED by Deputy Mayor McIntosh to direct administration to bring forward the beautification policy and terms of reference for council review.

MOTION #193-2025 CARRIED

MOVED by Councillor Kohlman to appoint Councillor Masyk as the Bashaw & District Regional Health & Wellness foundation representative.

MOTION #194-2025 CARRIED

MOVED by Councillor Meger to appoint Deputy Mayor McIntosh as Bashaw Airport Commission Representative.

MOTION #195-2025 CARRIED

MOVED by Councillor Kohlman to appoint Councillor Meger as Bashaw & Area Recreation Board Representative.

MOTION #196-2025 CARRIED

MOVED by Councillor Kohlman to appoint Councillor Masyk as Bashaw Bus Society Representative.

MOTION #197-2025 CARRIED

MOVED by Deputy Mayor McIntosh to appoint Mayor Orom & Councillor Kohlman as Highway 12/21 Regional Water Services Commission Representatives, Deputy Mayor McIntosh, Councillor Masyk, and Councillor Meger as alternates.

MOTION #198-2025 CARRIED

MOVED by Councillor Kohlman to appoint Councillor Meger as Bashaw Community Centre Board Representative.

MOTION #199-2025 CARRIED

5. Bylaws/Plans: For Review and Reference

   5.1 Bylaw No 793 – 2019 – Emergency Management Advisory Committee & Emergency Management Agency

   Discussion regarding declaring a state of local emergency, and the Emergency Management Agency.

   5.2 Municipal Development Plan

   Brief discussion on how all the plans fit together and use them as reference documents.

   5.3 Intermunicipal Development Plan 782-2018

   Brief discussion about the plan.

   5.4 Intermunicipal Collaboration Framework Agreement

   Discussion on the existing plan and upcoming review in 2026.

MOVED by Deputy Mayor McIntosh to cancel the November 5, 2025, regular meeting of Bashaw Town council, and rebook the meeting for Friday, November 7, 2025, at 4:00 pm; in Bashaw Council chambers.

MOTION #200-2025 CARRIED

6. Adjournment called by Councillor Meger at 8:20 pm.

Original is Signed

_____

CHIEF ELECTED OFFICIAL

Original is Signed

_____

CHIEF ADMINISTRATIVE OFFICER

TOWN OF BASHAW
MASTER RATES AND SCHEDULES BYLAW 760-2014

TITLE: **REMUNERATION & REIMBURSEMENT**
SECTION: **1** **LEGISLATIVE** **APPENDIX:** **A**
REFERENCE POLICIES # **12:10, 11:10, 11:20**

STATEMENT:
The Town of Bashaw recognizes that Council Members and/or Town Employees/Representatives should be compensated or reimbursed for travel expenses where the need for travel arises from the attendance of said personnel to represent, perform work or otherwise gain education in the course of their duties specifically intended for the betterment of the Town at various functions and venues.

DEFINITIONS:
Remuneration: a payment or reward for goods or services or for losses sustained or inconvenience caused
Sustenance: for the purpose of this policy will be defined as meals

PAYMENT:

1. COUNCIL REMUNERATION FOR REGULAR, SPECIAL AND COMMITTEE MEETINGS AS PER TOWN OF BASHAW POLICY 12.10, *MOTION 209 – 2017, OCTOBER 26,2017*
    a. Mayor $475.00/Month
    b. Councillors $350.00/Month

2. TRAVEL COST REIMBURSEMENT AS PER THE TOWN OF BASHAW POLICY 11:10
    a. The traveler shall be reimbursed for travel expenses by whichever method is the most economical for the Town of Bashaw:
        i. Producing a receipt for cost expended OR
        ii. Mileage Rate 0.57 per Km. (Motion 213-2022, October 24, 2022)

3. MEAL COST REIMBURSEMENT AS PER TOWN OF BASHAW POLICY 11.20 (Revised October 17, 2019; MOTION #197-2019.)
    a. A maximum of $ 90.00 per day will be allotted for meals and entertainment with receipts required for all expenses. (ensure receipts include gst amounts)
    b. If a single meal; Maximum of $ 30.00, with receipt.
    c. Location of conference /training may warrant higher meal amount.

TOWN OF BASHAW

TITLE: Council/Mayor Remuneration

POLICY #: 12.10

EFFECTIVE DATE APPROVED BY COUNCIL: February 7, 2006, October 26, 2017, October 22, 2020

RESOLUTION: 66 – 2006, 209 – 2017, 192-2020

POLICY STATEMENT:

The Town of Bashaw believes that clear guidelines for Council/Mayor Remuneration must be established and reviewed periodically to fairly and adequately compensate for services rendered to and for the residents of the Town.

PURPOSE:

To establish a written policy, approved by Council, to outline the remuneration paid to Council members.

PROCEDURES:

Definitions:

Regular Council Meetings – meetings of Council held on a regular basis as set out at the annual organizational meeting.

Special Council Meetings – meetings of Council held for the purpose of dealing with specific items or issues as called and held in accordance with the Municipal Government Act.

Standing Committees and/or Municipal Membership Organizations –committees established by Council to continue on an ongoing basis for the purpose of delegating certain duties and powers imposed and conferred upon Council by the Municipal Government Act, or

Boards, Commissions or Committees

(a) consisting of representation from several municipalities,
(b) established by volunteer agreements amongst municipalities, or
(c) established by Provincial Regulations, of which Bashaw is a member for the purpose of undertaking programs, projects or other matters of mutual interest and benefit.

Examples, including but not limited to are:

Bashaw Area Recreation Board
Bashaw and District Agricultural Society
Bashaw Family and Community Support Services
Bashaw Community Centre Board
Bashaw Municipal Library Board
Camrose and Area Lodge Authority
Parkland Regional Library
Highway 12/21 Regional Water Services Commission

Or

Conferences, Workshops, Course and Conventions – functions pertaining to Local Government Affairs in which Council has a direct or indirect interest and for which Council will benefit by its member becoming better informed of issues and concerns facing local governments. Attendance must first be authorized by Council.

Examples, including but not limited to are:
Annual Elected Officials Symposium
Alberta Urban Municipalities Association Annual Convention

1. **Rates for remuneration:**

The remuneration is intended to reduce the administration of Council members and staff for keeping track, identifying and calculating the remuneration due for the various types and classifications of meetings attended. Remuneration will be expected to cover the generally accepted two Regular Meetings of Council per month and any other additional Special Meetings of Council that may be called. It will also serve to address any assigned meeting commitments based on a Councillor's portfolio. The remuneration will also cover all ad hoc meetings, presentations, appearances etc. that Council members are requested to attend from time to time in and around the community as well as any other meetings, educational sessions, conferences, conventions or functions that are required outside of the municipal boundaries.

The intention is that this system will be transparent and self-governing and self-policing. Councillor reports given at Regular Meetings of Council and attendance roll in the minutes will dictate the accountability of Council members and their responsibilities as an elected official of office. Their contribution and performance will qualify the remuneration earned.

Mayor	$475.00/Month
Councillors	$350.00/Month

2. **Registration Fees**
   Registration fees to conferences, conventions, courses, etc. will be either:
   i. paid directly by the Town of Bashaw upon registration of the delegate, or
   ii. reimbursed on production of an official receipt

3. **Out-of-the-Pocket Expenses**
   Other out-of-the Pocket Expenses incurred to benefit Council as a whole will be reimbursed with the presentation of receipts as per the Meals, Travel and Lodging policies.

4. **This policy shall be reviewed either:**
   (a) at a regular Council meeting not less than one month prior to election, or
   (b) at a regular Council meeting not more than one month after the elections.

5. **Council Fees**
   Council fees shall be paid semi-annually (June and December)

Honorariums and Expenses for all Out of Province Conventions, Seminars, Conferences and Meetings must be pre-authorized by Council.

Situations arising that do not fall within the context of this policy or of which Council members are not certain should be brought before Council for clarification.

TOWN OF BASHAW

TITLE: Travel Reimbursement for Council and Staff

POLICY #: 11.10

EFFECTIVE DATE APPROVED BY COUNCIL: July 15, 2008; June 14, 2014; October 22, 2020

RESOLUTION: 237-2008, 144-2014, 192-2020, 213-2022

POLICY STATEMENT:
The Town of Bashaw recognizes that Council Members and/or Town Employees/Representatives should be compensated or reimbursed for travel expenses where the need for travel arises from the attendance of said personnel to represent, perform work or otherwise gain education in the course of their duties specifically intended for the betterment of the Town at various functions and venues.

PURPOSE:
To establish a written policy, approved by Council, to outline the travel expenses paid to Council Members and/or Town Employees/Representatives.

PROCEDURES:

1) The traveller shall be reimbursed for travel expenses by whichever method is the most economical for the Town of Bashaw:
    a. Producing a receipt for cost expended OR
    b. Mileage $0.57 per kilometre (Motion 213-2022, October 24, 2022)
2) If more than one person is attending the same event and travel by personal vehicle is required, the following shall apply
    a. Where all travellers travel together in one personal vehicle, only the owner of the said vehicle shall be reimbursed for mileage.
    b. Where one or more of the travellers choose to drive in separate vehicles for personal preference and not due to lack of space, the travel claim for mileage shall be divided by the number of people attending the event (i.e. 180 km total mileage divided by two travellers in separate vehicles = 90 km claimed for each traveller.
3) Travel Expense Claim forms must be submitted in a timely manner.
4) All out of province travel requires the prior written approval of the traveller's direct Supervisor and/or Council.
5) Travel Expenses for a spouse/partner accompanying and Elected Official or Representative to an authorized out of Town event/conference/convention may be deemed eligible for reimbursement if the claim is not a duplication of another expense claim and if the claim is in compliance with all other Sections of this Policy.

TOWN OF BASHAW

TITLE: Meals and Entertainment

POLICY #: 11.20

EFFECTIVE DATE APPROVED BY COUNCIL: June 19, 2007, October 17, 2019, October 17, 2019

RESOLUTION: 238-2007, 197-2019

POLICY STATEMENT:

The Town of Bashaw recognizes that Council members and/or Town employees/representatives should be compensated or reimbursed for travel expenses where the need for meals and entertainment expenses arises from the attendance of said personnel to represent, perform work or otherwise gain education in the course of their duties specifically intended for the betterment of the Town at various functions and venues.

PURPOSE:

To establish a written policy, approved by Council, to outline the meal and entertainment expenses paid to Council members and/or Town employees/representatives.

PROCEDURE:

a) Council members and/or Town employees/representatives must first be removed from the Town a reasonable distance and duration.
b) Consideration will be given to circumstances that are of an inconveniencing nature.
c) A maximum of $90.00 per day will be allotted for meals and entertainment with receipts required for all expenses. (*ensure receipts include gst amounts*)
d) If a single meal; Maximum of $30.00, with receipt.
e) Location of conference/training may warrant higher meal amount.

All meal and entertainment expenditures, including receipts, are to be recorded and submitted in a timely fashion on an approved expense report.

It is understood and accepted that spouses/partners sacrifice a great deal in order to support and/or promote the political schedule of elected and non-elected officials. For this reason, their subsistence will also be an eligible expense claim when they accompany their spouse/partner to an authorized convention/conference or other events that have been approved for the elected or non-elected official to attend.

TOWN OF BASHAW

TITLE: Lodging

POLICY #: 11.30

EFFECTIVE DATE APPROVED BY COUNCIL: June 19, 2007

RESOLUTION: 239-2007

POLICY STATEMENT:

The Town of Bashaw recognizes that Council members and/or Town employees/representatives should be compensated or reimbursed for travel expenses where the need for lodging arises from the attendance of said personnel to represent, perform work or otherwise gain education in the course of their duties specifically intended for the betterment of the Town at various functions and venues.

PURPOSE:

To establish a written policy, approved by Council, to outline the lodging expenses paid to Council members and/or Town employees/representatives.

PROCEDURES:

a) The intent for acquiring accommodations must be pre-authorized by Council, emergency situations shall be exempt.
b) Efforts must be made to source the most economical and reasonable lodging in relationship to the business activity.
c) Wherever possible, accommodations will be booked and paid directly by the Town of Bashaw.
d) Daily living services will be allowed for the inconvenience of not being home but not where any greater luxury will be afforded (i.e. telephone, cable/satellite TV, but not pay-for-view TV).

All lodging expenditures, including receipts, are to be recorded and submitted in a timely fashion on an approved expense report.

It is understood and accepted that spouses/partners sacrifice a great deal in order to support and/or promote the political schedule of elected and non-elected officials. For this reason their lodging will also be an eligible expense claim when they accompany their spouse/partner to an authorized convention/conference or other events that have been approved for the elected or non-elected official to attend.

BYLAW # 837-2026
THE PROCEDURE BYLAW
FOR THE TOWN OF BASHAW

A BYLAW OF THE TOWN OF BASHAW TO PROVIDE FOR THE ORDERLY PROCEEDINGS OF MEETING OF COUNCIL, COUNCIL COMMITTEES AND OTHER BODIES ESTABLISHED BY COUNCIL.

WHEREAS Section 145 of the Municipal Government Act, R.S.A. 2000 Chapter M-26 and amendments thereto authorize Council to pass bylaws to regulate the procedure and conduct of Council, Council Committees, and other bodies established by Council;

AND WHEREAS the Council of the Town of Bashaw wishes to establish and follow a process of governance that reflects transparent government;

NOW THEREFORE the Council of the Town of Bashaw in the Province of Alberta, duly assembled, enacts as follows:

1. Title

This bylaw shall be known as the "Procedural Bylaw" of the Town of Bashaw.

2. Definitions

Act	means the Municipal Government Act, R.S.A. 2000, c. M-26, and regulations thereunder and any amendments of successor legislation thereto.
Closed Session	means a meeting of Council or Committee which is held in private without the presence of the public pursuant to Section 197 of the Municipal Government Act.
Committee of the Whole	means a meeting where all Members of Council sit as a committee and consider, or debate matters for recommendation to Council in an environment that is procedurally more relaxed than the formal Council meeting.
Consent Agenda	are agenda items that do not require discussion, debate or a decision by Council and are being presented for information only.
Electronic Means	Means an electronic or telephonic communication method that enables all persons attending a meeting to hear and communicate with each other during the meeting.
Member	is a duly elected member of Council who continues to hold office.
Organizational Meeting	means a Meeting of Council held in accordance with Section 192 of the Municipal Government Act.
Point of Order	is a statement from a member to call attention to any departure from the Meeting Procedure Bylaw.
Point of Procedure	is a question directed to the Chair to assist a member to: a. Make an appropriate motion; b. Raise a Point of Order; c. Understand the procedure; or d. Understand the effect of a motion.
Public Hearing	means a Meeting or portion of a Meeting held for the purposes of hearing matters as prescribed by the Municipal Government Act or other legislation or hearing other matters which Council directs be considered at a Public Hearing.
Quorum	means the majority of all Members, fifty (50) percent plus one (1).

3. Roles and Responsibilities

3.1 The Mayor shall:
- a) Call Council Meetings to order;
- b) Chair Council Meetings;
- c) Maintain order and preserve decorum in Council Meetings and if necessary, call a member to order;
- d) Rule on Points of Order and Points of Procedure;

e) Ensure that each Councillor who wishes to speak on a debatable motion is granted the opportunity to do so;
f) Decide, with the permission of Council, who may address Council; and
g) Have all of the same rights and is subject to the same restrictions, as to participation in debate, as all other Councillors.

3.2 The Deputy Mayor shall;
a.) Chair Council Meetings when the Mayor is absent or unable to function as Mayor and shall have all the powers and responsibilities of the Mayor under this Bylaw.

4. Meetings

4.1 Organizational Meeting

4.1.1 An Organizational Meeting shall be held not later than two weeks after the third Monday in October each year.

4.1.2 The business of the meeting shall be limited to:
a. The administering of an oath of office to the Mayor and all councillors
b. The appointment of a Deputy Mayor by Council
c. The determination by resolution the dates, times and location of regular Council meetings for the forthcoming year
d. The appointment of Council representatives to boards and committees for a one-year term as per Schedule "A".
e. Any other business as identified in the MGA

4.1.3 The CAO shall chair the meeting until such a time that the Mayor takes an oath to office. At this time, the Mayor shall take over as chair.

4.2 Regular Meetings of Council

4.2.1 Regular Council meeting shall adjourn no later than 10:00 pm unless Council adopts a Motion to proceed past that time. All unfinished Business which appears of the Agenda Shall be tabled until the next regular Meeting of Council.

4.2.2 If it appears that any Unfinished Business is urgent the Mayor shall call a Special Meeting to deal with such matters.

4.3 Special Meetings

4.3.1 A Special Meeting shall be scheduled when required to do so by the Mayor or a Majority of Council.

4.3.2 Where a Special meeting is required by a majority of Council, the Mayor shall call such meeting within 14 days of the date on which the request was made.

4.3.3 No less than 24-hours' notice of a Special Meeting shall be provided to each Councillor and to the public. The notice shall state the time, date, place and nature of the business to be transacted.

4.3.4 A Special Meeting may be held with less than 24 hours' notice to all Councillors and without notice to the public if at least two-thirds of the whole of Council agrees to this in writing before the beginning of the meeting.

4.3.5 The Agenda for a Special Meeting shall be restricted to the business stated in the notice unless all Councillors are present and a motion is passed to deal with the matter.

4.4 Committee of the Whole

4.4.1 There shall be a Committee of the Whole comprised of all members of Council.

4.4.2 Subject to the Act, Committee of the Whole may consider any matter that Council may consider.

4.4.3 The Committee of the Whole shall not hold statutory public hearings or decide on issues outlined in section 203(2) of the Act.

4.4.4 The Committee of the Whole may make the following motions:
a. To receive reports as information.
b. To refer matters to Administration or a Committee for review.
c. Make recommendations to Council.

4.5 Commencement of Meetings

4.5.1 As soon as there is a Quorum after the time for commencement of a meeting:
a. The Chair shall call the meeting to order; or if the Mayor or Deputy Mayor are not present within fifteen (15) minutes after the time set for the meeting and a Quorum is present, the CAO or designate shall call the meeting to order and the Councillors present shall select a Councillor to Chair the meeting;
b. Upon their arrival, the Mayor or Deputy Mayor shall assume the Chair.

4.5.2 A Council may conduct council meetings and Council Committee meetings by Electronic means in accordance with s.199(2) of the Act.

4.5.3 Council shall vote by a show of hands unless other electronic means are available that clearly show how everyone voted.

4.5.4 When a vote is called, Council Members attending the Meeting by means of Electronic Communication shall be asked to state their name and vote.

5. Agenda

5.1 Agenda Preparation

5.1.1 The Agenda for each Council Meeting or Committee of the Whole Meeting is established by the CAO.

5.2 Agenda Distribution

5.2.1 The CAO or designate shall distribute the Council Meeting Agenda to Members of Council at least two (2) business days prior to the Council Meeting; by electronic means or paper copies of Council preference.

5.2.2 The CAO or designate shall post the Council Agenda on the Town's public website at least 24 hours prior to the Council meeting.

5.3 Late Submissions

5.3.1 Administrative reports and submissions received too late to be included with the regular Agenda shall be included on the next regular Council Agenda.

5.3.2 In exceptional circumstances, at the discretion of the CAO or designate, submissions received too late to be included with the regular Agenda, may be added to the regular Council Agenda as an emergent business item.

5.3.3 Emergent Business is an Agenda item that is not on the Agenda and because of time constraints must be brought before Council. The Emergent Business item shall be considered as an addendum to the Agenda.

5.4 Notice of Motion

5.4.1 Members of Council may provide verbal notice at a regular meeting of Council of their intention to introduce a motion and/or proposal at the following regular meeting.

5.4.2 A written copy of the notice shall be provided to the CAO or designate and be recorded in the minutes.

5.4.3 A notice of motion shall automatically appear on the agenda of the next scheduled regular meeting.

5.4.4 A notice of motion cannot be made at a Special Meeting or a Committee of the Whole Meeting.

5.4.5 A notice of motion is not debatable until a member of Council moves the motion.

5.4.6 A notice of motion must give sufficient detail so that the subject of the motion and any proposed action can be determined.

5.5 Consent Agenda

5.5.1 Items of correspondence, financial reports, committee and board minutes, staff reports, and other information brought to Council on a regular basis that does not require action may be included within the Consent Agenda.

5.5.2 Following approval of the Agenda, the Chairperson shall ask Members for any agenda items to be removed from the Consent Agenda and discussed individually. Members may request that an item be removed for any reason, and following such request, the agenda items shall be removed without debate or motion.

5.5.3 It is not necessary for Council to receive the Consent Agenda as information by resolution.

5.5.4 The CAO report will be included monthly and have a section that reports the status of directed resolutions for Council review.

5.6 Order of Business on the Agenda

5.6.1 The Order of Business on any regular Agenda shall be:

1. Call to Order
2. Adoption of Agenda
3. Public Hearings
4. Delegations
5. Approval of Minutes
6. Consent Agenda
7. New & Unfinished Business
8. Celebratory Correspondence from Council
9. Closed Session
10. Notices of Motion
11. Adjournment

5.7 Proceedings

5.7.1 Discussion Directed Through Chair

5.7.1.1 All Discussion at a Meeting shall be directed through the Chair.

6. Minutes

6.1 The CAO or designate shall prepare a written record of all Council Meetings that includes:

a. The names of the Members present at and absent from the meeting.
b. All decisions and other proceedings.
c. The names of members of the public who speak to an item.
d. Any abstentions made under the Municipal Government Act by any Member and the reason for the abstention.
e. Any abstentions made as a result of pecuniary interest and the reason for the abstention.
f. The signatures of the Mayor (or Council member in Mayor's absence) and the CAO.

7. Public Hearing Procedures

7.1 As per section 199 of the MGA, Public Hearings under Part 17 or the MGA are to be conducted by electronic means.

7.2 The Chair shall call the Public Hearing to order.

7.3 The Chair shall outline Public Hearing procedures.

7.4 Administration shall introduce the proposed bylaw or question.

7.5 The CAO or designate shall confirm the Public Hearing has been advertised in accordance with applicable legislation.

7.6 If in attendance, the Chair shall allow the applicant to present the application. The applicant shall state their name and present their application within a time period of 10 minutes. An extension may be granted by a motion of Council.

7.7 The Chair shall allow questions of clarification from Members to the applicant.

7.8 The Chair shall then open the floor to presentations from the public.

7.9 The Chair shall allow verbal presentations electronically through a virtual platform during the Public Hearing, in accordance with the deadline and instructions set out in the advertisement.

7.10 The Chair shall allow questions of clarification from Members to the individuals speaking to the proposed bylaw or resolution.

7.11 After hearing from those persons on the Speaker's list in support or in opposition, the Chair shall ask if anyone else present wishes to speak in support or in opposition to the proposed bylaw or resolution.

7.12 The Chair shall allow for a rebuttal from the applicant to the points raised by those who spoke in opposition to the application.

7.13 Following any rebuttal from the applicant the Chair shall ask for a Motion to close the Public Hearing.

7.14 Statutory Public Hearings must be closed before the Council votes on the bylaw.

7.15 After the Public Hearing is closed, Council may debate the proposed bylaw or resolution any may do one of the following:

a. Amend the bylaw or resolution;
b. Pass the bylaw or resolution; or
c. Defeat the bylaw or resolution.

7.16 Members who are absent for the whole Public Hearing must abstain from voting on the matter.

7.17 Members who are absent for a part of the Public Hearing may abstain from voting on the matter.

7.18 If the number of Members present at a Meeting is less than Quorum after those Member referred to above leave, the debate and vote is adjourned to the time of the next regular Meeting.

7.19 The Meeting Minutes shall record the names of all persons who:

a. Spoke for or against; and
b. Provided written submissions in response to the Notice of Public Hearing for or against the proposed bylaw.

8 Electronic Attendance

8.2 Councillors may attend a Council or Council committee meeting through Electronic Means, provided that such Electronic Means permits the Councillor to participate fully in the Meeting. Permitted Means include:

a. Telephone with speaker function;
b. Personal computer with video and speaker function; or
c. Other technology as advancements allows.

8.3 Electronic attendance by a Council Member is acceptable. As a courtesy, council may notify administration if planning to attend by electronic means.

9 Recognition of Presence

9.2 A Councillor attending a Meeting through Electronic Means is deemed as present for as long as their connection remains active and will be identified at the start of the meeting as attending via Electronic Means.

10 Approval for Consecutive Electronic Attendance

12.1 If a Councillor wishes to attend more than two consecutive Council or Committee Meetings through Electronic Means, a resolution of Council is required.

10.2 People who wish to present virtually at a Public Hearing, whether on their own behalf or on behalf of a group must register to speak at the Public Hearing prior to the advertised submission deadline in accordance with the instructions in the advertisement.

10.3 When virtually presenting at a Public Hearing, presenters must:

i. Identify themselves by name through their usernames on the virtual platform and may further identify themselves by position or organization if they wish;
ii. Keep their cameras and microphones deactivated before and after their presentation; and
iii. Keep their cameras activated for the duration of their presentation, unless permitted by the Chair.

10.4 The Town administrator, or designate, is authorized to deactivate cameras and microphones during the Public Hearing to avoid disruptions to the proceedings.

10.5 The Chair has the authority to end a presenter's virtual participation in a Public Hearing if, in their opinion, it is inappropriate or disruptive to the proceedings.

11 Delegations

11.2 Individuals who wish to present an issue in front of Council must submit a written request to the CAO at least seven (7) business days prior to the Council Meeting.

11.3 Reappearing before Council regarding the same matter shall only be permitted once six (6) months has

passed from the original presentation.

11.4 No delegation shall address Council for longer than 15 minutes, exclusive of the time required to answer questions from council, unless granted a time extension by the Chair.

12 **Severability**

If any term of this Bylaw is found to be invalid, illegal, or unenforceable by a court or tribunal having the jurisdiction to do so, that term is to be considered to have been severed from the rest of this bylaw, and the rest of the bylaw remains in force unaffected by that finding or by the severance of that term.

13 **Enactment**

This Bylaw shall take effect at the date of final passing thereof and rescind Bylaw 816-2022.

RECEIVED FIRST READING THIS
14th DAY OF January, A.D. 2026
IN THE TOWN OF BASHAW, IN THE
PROVINCE OF ALBERTA

*_____
*MAYOR or Designated Chair
*
*_____
*CAO

RECEIVED SECOND READING THIS
4th DAY OF February, AD 2026
IN THE TOWN OF BASHAW, IN THE
PROVINCE OF ALBERTA

*_____
*MAYOR or Designated Chair
*
*_____
*CAO

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

*_____
*MAYOR or Designated Chair
*
*_____
*CAO

THIRD AND FINAL
READING THIS 4th DAY OF February,
A.D. 2026, IN THE TOWN OF BASHAW,
IN THE PROVINCE OF ALBERTA

*_____
*MAYOR or Designated Chair
*
*_____
*CAO

SCHEDULE "A"

COUNCIL APPOINTMENTS

1) Council Members shall determine which Committees, Boards, etc. shall stand.
2) In accordance with the Municipal Government Act, Section 154(2), the Chief Elected Official is a Member of all Council Committees and all bodies to which Council has the right to appoint Members; therefore, the Chief Elected Official is not required to be formally appointed.
3) Council Members shall put their name forward for appointment to the Committees for a one-year term at each annual Organizational Meeting.
4) If more Council Members put their names forward than is required for an appointment then the Council Members will decide who steps down; failing that, the Chief Elected Official will make the final decision.
5) If no Council Members put their name forward for any given Committee, the Chief Elected Official shall appoint a Council Member to fill that position.
6) Council Members shall not represent their Committee(s) in Council Chambers.
7) Council Members are responsible for providing a verbal summary of their Committee activities at the next Regular Meeting of Council.
8) Ad-Hoc Committees exist for one specific purpose and to deal with that matter expediently and then return with recommendations to Council for their consideration and decision making. This Committee will not have spending or decision-making authority nor direct staff or include staff in recommendations to Council. This Committee will cease upon completion of the one assigned task.
9) For the purposes of developing a Bylaw, the Council Members shall approve the subject matter of a proposed Bylaw and, either by the Committee of the Whole or an Ad-Hoc Committee of Council Members assigned to the task, develop and prepare a rough draft of the proposed Bylaw for the Administrator to include in the Agenda Package for Council consideration and decision.
10) Council Members and Members at Large shall be remunerated as set out in the Per Diem Policy.

COMMITTEES, BOARDS, COMMISSIONS, AUTHORITIES

1) Bashaw Ag Society – One Council Member
2) Bashaw Chamber of Commerce – One Council Member
3) Disaster Services – All Members of Council and Chief Administrative Officer
4) Fire Department Representative – One Council Member
5) Regional Emergency Management Services Representative – One Council Member
6) RCMP Community Consultative Group Representative – One Council Member
7) Bashaw Municipal Library Representative – One Council Member
8) Parkland Regional Library Representative – Member at Large
9) Camrose Area Lodge Authority Representative – One Council Member
10) Bashaw and District Support Services Representative – One Council Member
11) Bashaw Youth Foundation – One Council Member
12) Beautification Committee Representative – One Council Member
13) Bashaw & District Regional Health & Wellness Foundation Representative – One Council Member
14) Bashaw Airport Commission – One Council Member
15) Bashaw & Area Recreation Board – One Council Member
16) Bashaw Bus Society– One Council Member
17) Highway 12/21 Regional Water Commission Representatives – Two Council Members and All Other Council Members as Alternates
18) Bashaw Community Centre Board – One Council Member
19) Historic Society – One Council Member

OTHER APPOINTMENTS (A Motion of Council specifically appointing the delegate is required)

1) Regional Assessment Review Board(s) – Citizen at Large
2) Regional Subdivision & Development Appeal Board - Citizen at Large
3) Chair & Members of the Regional Assessment Review Board – Appoint Chair & Members.
4) Director of Emergency Management – Town Staff Member
5) Deputy Director of Emergency Management – Delegate
6) Emergency Public Information Officer Representative & Alternate – Council members
7) Emergency Alert System Representatives – Council or Citizen at Large
8) Bashaw Municipal Library Board member – as per Library Act

Help Shape Bashaw's Future

Resident Engagement Input: Strategic Planning Discussion Highlights

The following input was provided by residents during a community engagement session as part of the Town of Bashaw's strategic planning process.

This information reflects what participants identified as community strengths, challenges, opportunities, and potential risks for Council and Administration to consider as the strategic plan is developed.

What residents identified as Bashaw's strengths

- sense of community
- volunteerism
- Health/wellness
- medical availability
- Resources – BDSS
- Library – very active
- RCMP, Fire Department, School
- Safety – raise family
- Town office is welcoming
- cost of living is reasonable
- housing costs are reasonable
- symbiotic relationship with ag residents that surround Bashaw
- Vital – volunteer fire department
- Recreation is strong; access to Ag Society facilities
- 45 minutes from larger communities
- great location
- good selection of Businesses that sustain the community
- walking paths
- 40 plus volunteer organizations
- Active events throughout the community
- Collaborative culture

Challenges residents identified for consideration

- Aging infrastructure
- lack of affordable housing
- awkward remaining infill lots
- growth stalls --- tax base
- Lease spaces are lacking for businesses
- insulated mindset from stability
- keeping taxes affordable
- preventative maintenance and upkeep of town facilities/infrastructure
- sewage/septic challenges
- noise pollution, i.e. train, truck brakes
- enforcement, traffic, bylaws, snow removal, animal, animal waste
- parks, lack shade/shelter
- sidewalks – walkability to the trout pond, Ag Grounds, etc.
- lack of post office boxes
- funding shortfalls, provincial and federal.
- RCMP large geographic area
- EMS – more members?

Opportunities residents suggested exploring

- Postal petition
- Open new residential lots, bigger lots, developer relationships, affordable housing grants, existing area structure plan, rezoning potential, secondary suites, etc. Carriage houses, tax incentives, revitalization, renovations, annexations?, asset inventory
- We do have land
- Dog park, off leash park.
- Contain waste
- Dog license fee enforcement
- (Regional bylaw/ Peace Officers for enforcement)
- Bylaw revision
- Outreach to young families
- Elevate our successes

Potential risks residents noted

- Lack of strategy to address our advantages & market ourselves
- Keeping young families in town
- Keeping the small town identity
- Friendly, community, safe, integrated services, collaboration
- Federal/provincial funding issues
- Advocacy/elevator pitch.

Additional discussion item

Speaking/talking points for advocacy "elevator pitch"

Resident Review Question: What additional feedback would you like Council to consider?

Please review the resident input above and share any additions, priorities, or clarifications with the Town of Bashaw as the strategic plan is developed.

Watch for additional public engagement opportunities this fall, where residents will have further opportunities to provide input and help shape Bashaw's strategic priorities.

Town of Bashaw

Municipal Strategic Plan

September 2019

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1.0 Introduction

This plan is intended to be a guiding document to provide direction to the Town staff as they prepare capital and operating budgets to reflect the funding and resources required to accomplish the goals of Council. The Municipal Strategic Plan will be reviewed annually as part of the budgeting process and administration should measure how and when the initiatives are being accomplished.

In order to achieve a sustainable future for Bashaw, the full Council and Town Chief Administrative Officer met in a facilitated session held on May 9, 2018 to take the initial steps to develop the Town of Bashaw Municipal Development Plan and the Municipal Strategic Plan. The consultant facilitated the session which focused Council's attention on those strategic priorities and associated key results which, if implemented effectively, will guide the Town towards a sustainable future.

On January 22, 2019, the Town hosted a facilitated planning session which was attended by Town residents and landowners. A community S.W.O.T. (strengths, weaknesses, opportunities, threats) analysis was prepared. The five dimensions of a sustainable community were discussed at the planning session.



On May 27, 2019 at a second community workshop the community members identified the priorities and explored some strategies to address these issues. In order of importance the key issues identified at the workshop included:

1. Economic Development
    a. Attracting Industry and Businesses
    b. Promoting Tourism
2. Fiscal Responsibility
    a. Balanced budget
    b. Securing Stable Government Funding
    c. Maintaining Reasonable Property Tax Rates
    d. Adequate User Fees
3. Recreation Facilities and Programs
4. Appearance of Town
    a. Main Street
    b. Derelict Buildings
    c. Junky Yards
5. Volunteer Fire Department
    a. Maintain and Enhance
6. Safe Community
7. Infrastructure Deficit
8. Aging Population
    a. Attracting Younger Families
    b. Retaining Youth
9. Servicing Industrial Land
10. Maintaining Medical Clinic

On July 24, 2019 Council met as a whole to review the public input, assess priorities and develop an action plan to be included in the Strategic Plan.

2.0 Vision

Developed during the Council workshop, the following can best represent Council`s vision.

Bashaw . . . . now and into the future . . .

- ✓ A small town that does big things
- ✓ Clean and attractive…Visually pleasing
- ✓ Friendly…Family oriented
- ✓ Environmentally appealing
- ✓ Recreation and cultural opportunities
- ✓ Safe…Healthy…Small town atmosphere
- ✓ Financially stable
- ✓ Meaningful jobs
- ✓ Opportunities for everyone



At the July 2019 planning session, Council reflected on Bashaw Town's current vision and determined that in ten years Bashaw should retain its small town atmosphere and have a growing population consisting of a variety of housing types and new commercial businesses. Recognizing the trends and developments that municipalities are facing and given where session participants believe the Town should be in the future, a suggested vision statement has been prepared. The suggested vision statement is:

"Bashaw, Now and into the Future!"

3.0 KEY ISSUES AND OPPORTUNITIES

3.1 Key Issues

3.1.1 Economic

- Development opportunities may be lost because the Town lacks serviced land available for development.
- There is a limited commercial and industrial tax base, resulting in the Town having a significant dependence on residential properties for taxes.
- The current demand for housing in Town is limited

3.1.2 Governance



- The Town should explore opportunities for additional regional partnerships.
- The Town needs to update and/or enforce their bylaws to help improve the visual perception of Bashaw.
- The Town needs to develop and implement a plan that will ensure the viability of the Town, while enabling it to address long term infrastructure and development related issues.

3.1.3 Environmental

- The Town has an aging infrastructure which must continue to maintained and upgraded to ensure safety of municipal services.
- The Town needs to examine alternatives for making the un-serviced industrial land available for development.

3.1.4 Social

- The loss of the younger people in Town continues, and the community must explore ways to retain more young people.
- Volunteers are experiencing "burn out".
- It is perceived by the community that the Town should ensure the existing medical facilities and services are maintained and or enhanced.

3.1.5 Recreation and Cultural

- The Town faces high costs in maintaining and operating its recreation facilities and providing programs.
- There is a need for more cultural facilities within the community.
- Better utilization of recreation facilities is required to ensure their long term viability.

3.2 Key Opportunities

3.2.1 Economic



- The Town should build on opportunities for residential growth which may be generated from economic activity in the region.
- The Town should seek new opportunities for light industry and commercial businesses within Bashaw, to increase future job opportunities for residents.
- The Town should work with regional partners to promote tourism and development in the Buffalo Lake region.
- The Town should work with the various levels of government to bring high speed internet to the region.



3.2.2 Governance

- The Town must identify means through which to keep tax increases to a minimum while at the same time improving aging infrastructure.
- The Town must ensure user fees are reasonable while covering the costs of providing the services

3.2.3 Environmental

- The Town should continue to maximize available grant funding allocated to assist municipalities to deal with rehabilitation of municipal infrastructure.

3.2.4 Social



- In cooperation with other stakeholders, such as BDSS, the Town should examine mechanisms to enhance existing services to Town residents.

3.2.5 Recreation and Cultural

- The Town needs to ensure adequate funding is available to ensure the on-going operation and maintenance of the Bashaw Recreation Complex.
- The Town should work with local groups to enhance existing municipal infrastructure to provide additional cultural opportunities.

4.0 STRATEGIC PRIORITIES AND KEY RESULTS

Through the deliberations and discussion which focused on the issues facing the Town of Bashaw the following strategic priorities and key results organized under the Five Dimensions of a Sustainable Community were identified by members of Town Council and community residents and landowners that participated in the planning sessions.

4.1 Strategic Priorities - Economic

4.1.1 Promote and Advocate Bashaw as a Regional Centre for Business and Tourism

Key Results

- An updated branding strategy will guide marketing efforts to expand awareness of the community to new residents and business opportunities.
- A coordinated marketing strategy is developed
- A regional approach to promoting the tourism and recreational opportunities in the Buffalo Lake area is developed.

4.1.2 Develop a Business Attraction and Retention Strategy

Key Results

- The Town will have a defined strategy to retain existing businesses and attract new business opportunities to the community.
- The Town will become a hub for 'niche business' to develop.



4.1.3 Market Bashaw as an Affordable Place to Live and Work

Key Results

- Innovative strategies to facilitate the sale of existing lots and the construction of new homes in Bashaw is developed.

4.2 Strategic Priorities – Governance

4.2.1 The Town will be Financially Sustainable



Key Results

- A long-term capital plan will be updated.
- A commitment for long term and dependable funding through the Provincial Government is secured.

4.2.2 The Bashaw Fire Department will Continue to Provide Excellent Service for the Region

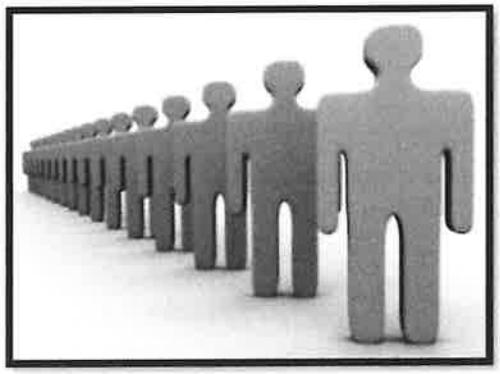
Key Results

- Work with regional partners to ensure the Bashaw Fire Department maintains updated equipment and members obtain the appropriate training.
- Complete and update of the Standard Operating Procedures.

4.2.3 The Appearance of the Town of Bashaw will be Improved

Key Results

- The appropriate bylaws required to assist in ensuring unsightly properties are cleaned up will be developed and enforced.
- The appearance of the Main Street will be improved.



4.2.4 Municipal Human Resources

Key Results

- A succession plan will be developed.
- Employee retention will be improved.

4.3 Strategic Priority – Environmental

4.3.1 Ensuring that Existing Municipal Infrastructure is Maintained



Key Results

- The capital infrastructure plan will be updated.

4.3.2 Investing in New Infrastructure to Accommodate Growth

Key Results

- The Town will explore options to improve the suitability of the available land for industrial and commercial development.
- The Town will work with regional partners and the Provincial Government to bring high speed internet to Bashaw and the surrounding area.

4.3.3 Making Municipal Buildings More Energy Efficient

Key Results

- The Town will continue to upgrade the energy efficiency of municipal buildings

4.4 Strategic Priority – Social

4.4.1 Foster Improved Support for Volunteers

Key Results

- A volunteer recognition program will be developed.
- An educational program on the importance of volunteers to our community will be prepared.



4.4.2 Enhancing Local Medical and Health Care Services



Key Results

- The Town will have more opportunities for additional health professionals working in the municipality.

4.4.3 Attract Seniors to Community

Key Results

- The Town will promote Bashaw as an affordable place for seniors to live and retire.



4.5 Strategic Priority – Recreation and Cultural

4.5.1 Maximize the Use of Recreation Facilities



Key Results

- Facilities will be utilized on a year-round basis.
- Condition assessments will be prepared that guide operation and future improvements to existing community facilities.

4.5.2 Enhance Cultural Opportunities

Key Results

- Champion's of a cultural program will be identified.

TOWN OF BASHAW

BYLAW NO. 793 - 2019

BEING A BYLAW OF THE TOWN OF BASHAW, IN THE PROVINCE OF ALBERTA TO ESTABLISH AN EMERGENCY ADVISORY COMMITTEE AND AN EMERGENCY MANAGEMENT AGENCY

WHEREAS the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 provides that a council of a municipality may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property; and

WHEREAS the Council of the Town of Bashaw is responsible for the direction and control of its emergency response and is required, under the *Emergency Management Act*, Revised Statutes of Alberta 2000, Chapter E-6.8, to appoint an Emergency Advisory Committee and to establish and maintain a Emergency Management Agency; and

WHEREAS the Council of the Town of Bashaw wishes to establish regulations and procedures to meet the obligations of the municipality under the *Emergency Management Act* and the *Local Authority Emergency Management Regulation*, Alberta Regulation 203/2018; and

WHEREAS it is desirable in the public interest, and in the interests of public safety, that such a committee be appointed and such an agency be established and maintained to carry out Council's statutory powers and obligations under the *Emergency Management Act*; and

NOW THEREFORE, under the authority of the *Municipal Government Act*, the Council of the Town of Bashaw, in the Province of Alberta, enacts as follows

1. This Bylaw may be cited as the "Municipal Emergency Management Bylaw".

2. In this Bylaw:

    a) "Act" means the *Emergency Management Act*, Revised Statutes of Alberta 2000, Chapter E-6.8, and any regulations;

    b) "Alberta Emergency Management Agency" means the provincial government agency charged with the administration of the *Emergency Management Act* and the *Local Authority Emergency Management Regulation*;

    c) "Chief Administrative Office" or "CAO" means the Chief Administrative Officer of the Town of Bashaw, or their delegate;

    d) "Council" means the municipal council of the Town of Bashaw;

    e) "Deputy Director of Emergency Management" or "DDEM" means the person(s) appointed as the Deputy Director(s) of the Emergency Management Agency;

    f) "Director" means the employee who is the head and responsible for a department of the Town;

    g) "Director of Emergency Management" or "DEM" means the person appointed as the Director of the Emergency Management Agency;

    h) "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;

    i) "Emergency" means an event that requires prompt co-ordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property or the environment;

    j) "Emergency Advisory Committee" or "Committee" means the committee established under this Bylaw;

k) "Emergency Management Agency" or "Agency" means the agency established under this Bylaw;

l) "Emergency Management Plan" means the plan approved by the Committee to coordinate a response to an Emergency or Disaster;

m) "Minister" means the Minister charged with administration of the Act; and

n) "State of Local Emergency" means a state of local emergency declared in accordance with the provisions of the Act and this Bylaw.

3. The Emergency Advisory Committee is hereby established to advise on the development of emergency plans and programs and to exercise the powers delegated to the Committee by this bylaw.

4. Composition of the Emergency Advisory Committee:

4.1. The Committee shall consist of all 5 members of Council.

4.2. The Mayor shall serve as Chairperson on the Committee.

4.3. A quorum of the Committee shall be a majority of the members, except when the Committee is exercising its powers with respect to declaring a State of Local Emergency in which case a quorum is prescribed in section 11.1 of this bylaw.

5. Council shall provide for the payment of expenses of the members of the Committee.

6. Council hereby delegates to the Committee the power to:

a) approve the Emergency Management Plan;

b) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs;

c) declare, renew or terminate a State of Local Emergency;

d) exercise any power given to the Minister under section 19(1) of the Act in relation to the part of the municipality affected by a declaration of a State of Local Emergency; and

e) authorize any persons at any time to exercise, in the operation of an emergency plan or program, any power given to the Minister under section 19(1) of the Act in relation to the part of the municipality affected by a declaration of a State of Local Emergency.

7. The Emergency Advisory Committee:

a) shall meet to review and approve the Emergency Management Plan and related plans and programs on a regular basis, but at a minimum once per year, to ensure that the Town of Bashaw is prepared to address any potential Emergency or Disaster;

b) shall provide guidance and direction to the Agency;

c) shall appoint the Director of Emergency Management (DEM) and a Deputy Director or Directors of Emergency Management (DDEM); and

d) Shall authorize the DEM to exercise the powers outlined in section 19(1) of the Act during a State of Local Emergency.

8. The Emergency Management Agency is hereby established to act as Council's agent in exercising the powers and duties under the Act, and is responsible for the implementation and administration of the Emergency Management Plan, subject to any such powers and duties delegated under this bylaw to the Committee.

9. Composition of the Emergency Management Agency

9.1. The Agency shall be comprised of the following members:

a) the DEM;

b) the DDEM(s);

c) the CAO;

d) the Town's designated Fire Chief or their delegate; and

e) at least one Director appointed by the CAO.

9.2. The DEM may invite representatives of external organizations to work with the Agency, including representatives of:

a) the Alberta Emergency Management Agency;

b) the RCMP;

c) utility companies;

d) health agencies;

e) school boards;

f) the Ambulance Service Manager or designate;

g) the Seniors Lodge Manager or designate;

h) the Social Services Manager or designate; and

i) any other agency or organization that, in the opinion of the DEM, may assist in the development or implementation of the Emergency Management Plan or related plans or programs.

9.3. The Agency shall:

a) utilize the command, control and coordination system as prescribed by the Managing Director of the Alberta Emergency Management Agency in accordance with the Act;

b) track training and exercises to support preparedness, response and recovery activities;

c) support and assist the DEM in the implementation and co-ordination of the emergency response pursuant to the Emergency Management Plan;

d) at least once a year, provide the Committee with an update on the activities of the Agency;

e) at least once a year, review the Emergency Management Plan;

f) at least once a year, provide the Committee with an update on the Agency's review of the Emergency Management Plan; and

g) annually make the Emergency Management Plan available to the Alberta Emergency Management Agency for review and comment.

9.4. The Agency must, in accordance with the Act, engage in mandatory emergency management exercises and submit an exercise notification to Alberta Emergency Management Agency.

10. Director of Emergency Management

10.1. The DEM shall:

a) prepare and co-ordinate emergency plans and programs for the Town in accordance with the Act;

b) act as director of emergency operations on behalf of the Agency with the power to delegate authority;

c) cause an emergency plan or program to be put into operation;

d) shall direct and control the emergency response;

e) co-ordinate all emergency services and other resources used in an Emergency;

f) review emergency response plans submitted by other municipal stakeholders;

g) complete any courses prescribed by the Alberta Emergency Management Agency in accordance with the Act; and

h) perform other duties as prescribed by the Town of Bashaw.

10.2. In a State of Local Emergency, the DEM shall report directly to the Committee.

11. Declaration of a State of Local Emergency

11.1. If the Mayor is available and not incapacitated by the Emergency, then the Mayor acting alone constitutes a quorum of the Emergency Advisory Committee for the purpose of making a decision to declare, renew or cancel a State of Local Emergency or expand or reduce the part of the municipality to which a State of Local Emergency applies. If the Mayor is unavailable or incapacitated then the Deputy Mayor acting alone may exercise this authority and if the Deputy Mayor is unavailable or incapacitated then any member of the Committee acting alone may exercise this authority.

11.2. A declaration, renewal or cancellation of a State of Local Emergency shall be made in accordance with the Act, and specifically:

a) the declaration, renewal or termination must be made by resolution at a meeting for which notice under the *Municipal Government Act* is not required;

b) all members of Council shall be notified of the declaration, renewal or termination as soon as practicable;

c) the declaration must identify the nature of the Emergency and the area of the Town in which it exists;

d) the details of the declaration shall be published immediately by such means of communication considered most likely to make known to the majority of the population of the area affected the contents of the declaration; and

e) the Alberta Emergency Management Agency will be notified and the declaration shall be forwarded to the Minister forthwith.

12. Duration of State of Local Emergency

12.1. Upon the declaration of a State of Local Emergency, the Committee may do all acts and take all necessary proceedings including the following:

a) cause any Emergency Management Plan to be put into operation;

b) exercise any power given to the Minister under section 19(1) of the Act in relation to the part of the Town affected by the declaration; and

c) authorize any persons at any time to exercise, in the operation of the Emergency Management Plan, any power given to the Minister under section 19(1) of the Act in relation to the part of the Town affected by the declaration.

12.2. Upon the declaration of a State of Local Emergency, the Agency is authorized exercise any power given to the Minister under section 19(1) of the Act in relation to the part of the Town affected by the declaration.

13. Termination of State of Local Emergency

13.1. A declaration of a State of Local Emergency is considered terminated and ceases to be of any force or effect when:

a) a resolution to terminate the declaration of a State of Local Emergency is passed under the provisions of this Bylaw;

b) a period of seven days has lapsed since it was declared, unless it is renewed by resolution;

c) the Lieutenant Governor in Council makes an order for the declaration of a state of emergency under the Act, relating to the same area; or

d) the Minister cancels the State of Local Emergency.

13.2. When a declaration of a State of Local Emergency has been terminated, the details of the termination shall be published immediately by such means of communication considered most likely to notify the majority of the population of the area affected.

14. Councillor and Employee Training

14.1. Councillors shall complete any courses prescribed by the Alberta Emergency Management Agency in accordance with the Act.

14.2. Any employee of the Town who has been assigned responsibilities respecting the implementation of the Emergency Management Plan shall complete any courses prescribed by the Alberta Emergency Management Agency in accordance with the Act.

15. The Town will endeavour to collaborate with other communities within the region, including the Camrose County, in developing a Regional Emergency Response Plan.

16. Town of Bashaw Bylaw No. 777 - 2018 and all amendments thereto are repealed.

17. That this bylaw shall take effect on the date of the third and final reading.

Read a first time this 21st day of November, 2019

Read a second time this 5th day of December, 2019

Received Unanimous Consent for presentation of third reading this 5th day of December, 2019

Read a third and final time this 5th day of December, 2019

P Shantz

Mayor, Penny Shantz

Theresa Fuller, Chief Administrative Officer

SIGNED by the Chief Elected Official and the Chief Administrative Officer this 5th day of December 2019.

Alberta

Government of Alberta

Alberta Emergency Management Agency

PO Box 5000, Stn. Main, AFSC Building, 4910 52nd Street, Camrose Alberta, T4V 3H3

MUNICIPAL EMERGENCY PLAN / PROGRAM REVIEW REPORT (MEP Review)

Municipality:	Town of Bashaw
File Number:	**16305-D07-0016 V01**
Date of Visit:	**August 12, 2026**
Activity:	**Community Emergency Management Program (CEMP) Review**
Participants:	CAO/DEM Theresa Fuller & Deputy DEM Dennis Jones
Report Date:	**August 18, 2026**

Report Notes:

Good day,

Field Officer Calvin Delisle and I had the pleasure of conducting a Community Emergency Management Program (CEMP) Review with you at the Bashaw Town Office (5011-52 Ave, Bashaw) on August 12, 2026.

We wanted to provide you with feedback from our visit. Please see the attached CEMP Review Report for your review.

Thank you for taking the time to meet with us. Please feel free to contact either of us if you have any questions or would like to discuss anything further.

Respectfully,

John Lamb

AEMA Emergency Management Field Officer, East Central AB

☎ After hours: 1-866-618-2362 ⓘ Cell: (587) 322-6481

Web page: http://www.aema.alberta.ca

Classification: Public

Town of Bashaw

Municipal Development Plan



Bylaw 781-2018

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1. Purpose and Background

1.1. Purpose

Development in the Town of Bashaw (Town) should respect and promote the communities vision:

We Want You Here With Us!

In order to achieve the Town's vision, development in the Town should be economically, environmentally, and socially balanced. The Town should be a community where residents can enjoy a high quality of life and where new residents come to live, work and play.

The goals and policies of the MDP apply to land within the Town boundary, and are intended to:

(1) Define strategies for achieving the Town's aspirations and set priorities for the near and long term future;
(2) Establish policies and recommendations that will delineate how the Town can move towards achieving its goals;
(3) Protect and enhance past physical characteristics and traditions;
(4) Guide the orderly and systematic physical growth of the community;
(5) Establish the desirable direction for future community development;
(6) Identify major current and potential constraints, issues and opportunities such as the need for jobs, variety in housing types and densities, and infrastructure expansion, amongst others; and,
(7) Be consistent with Provincial Land Use Policy.

1.2. Policy Context

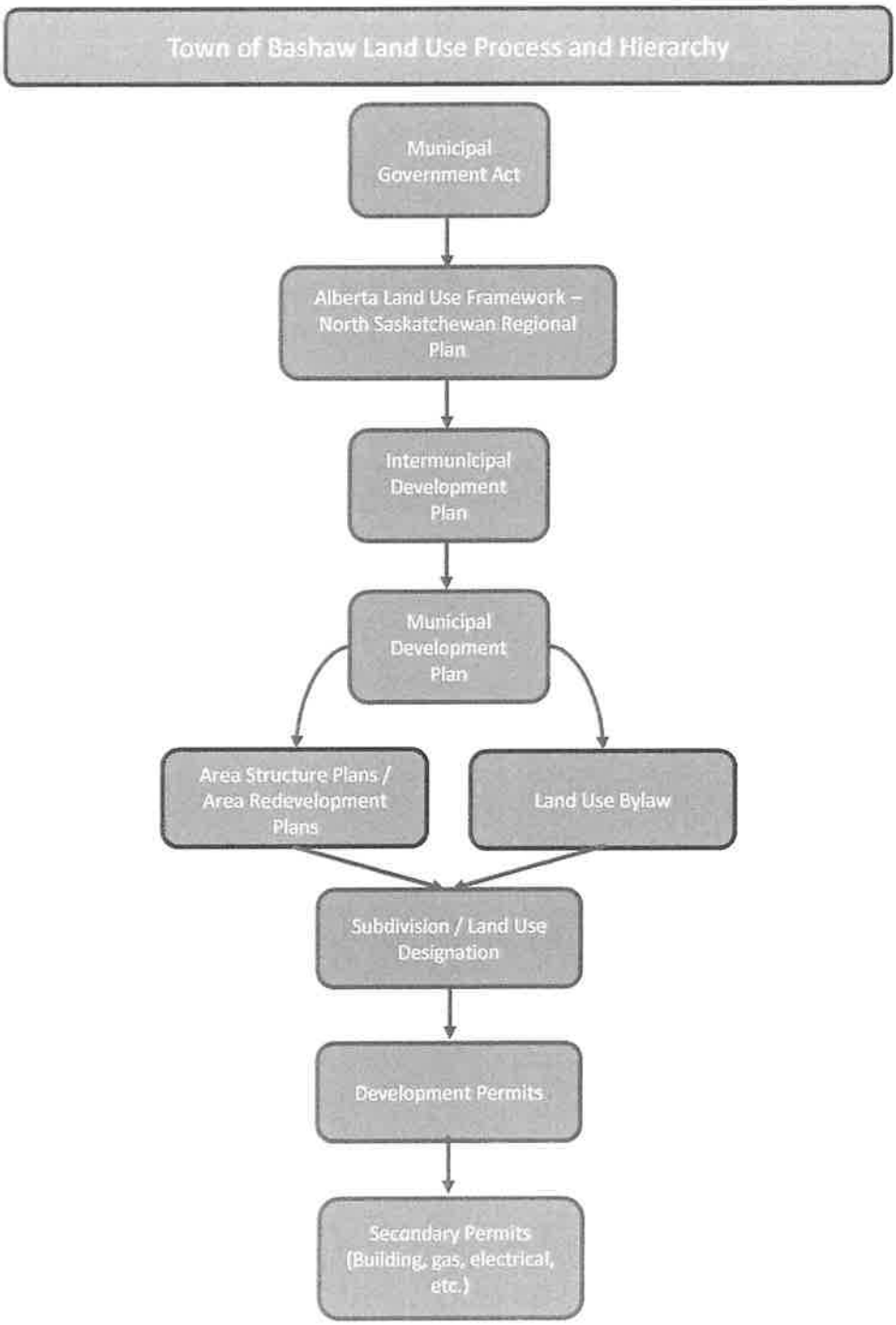
The Municipal Government Act (MGA), Statutes of Alberta, states that all municipalities within Alberta must prepare and adopt a Municipal Development Plan (MDP).

The MDP is primarily a policy document that can be utilized as a framework within which both public and private sector decision making can occur. The MDP covers issues of land use; transportation; allocation of municipal reserves; future development, etc. The MDP act as a framework in what the Town of Bashaw aims for in the future, based on current trends and desires. The MDP is an evolving document, which should be continually reviewed and updated as necessary.

As a policy document it is, for the most part, general in nature and long range in its outlook. The MDP is a framework that is intended to guide decision-making, bylaw development and investment for the future, providing a degree of certainty to the Council, administration, developers, and the public, regarding the form and character of the community. The MDP also formally provides the means whereby Council can evaluate immediate situations or proposals in the context of a long range plan for The Town. It is also a guide for administration, developers, residents, and adjacent municipalities in evaluating and understanding land-use decisions in the Town of Bashaw.

As such, all bylaws adopted and works undertaken in the community must be consistent with the MDP. Concerning land use decision-making, the Land Use Bylaw serves as the regulatory document and operates within the framework developed in the MDP process (refer to Figure 1).

Figure 1 – Planning Hierarchy



The overall purpose of the Town MDP is to guide future growth and development to ensure that it is sustainable, orderly, appropriate, complementary, efficient, and that it enhances the quality of life for the residents of the Town. In addition, the MDP puts an emphasis on economic growth while keeping the small community feel that has given the Town its warm reputation. The MDP will take strategic measures with clear, realistic policies to help nourish growth, community responsibility and awareness, while respecting and maintaining the Town's industrious past into the present.

It is envisioned that with increased development Bashaw will:

(1) Be a safe, family-friendly, small-town atmosphere;
(2) Be a community inclusive and welcoming to a diversity of individuals, with opportunities for each age cohort;
(3) Be a community with varied housing options to attract and provide for a diverse number of individuals with differing economic backgrounds;
(4) Increase job opportunities and economic success through the encouragement and support of local businesses;
(5) Revive the vibrant historic main street, in the form of improved aesthetics and business growth;
(6) Continue to develop and provide maintenance of valued recreational amenities; and,
(7) Provide future land uses that promotes maximum efficiency for compatible growth, while maximizing existing infrastructure.

1.3. Community Consultation

The MDP is a reflection of community values and objectives held by residents of the Town which have been determined through input and consultation with residents and council. In preparing this Plan, public feedback gathered at past community events was utilized. In addition, public consultation specific to the Municipal Development Plan was undertaken. Targeted stakeholder meetings were held with Council and Town administration. Community members were also invited to provide input at a community open house. At all public engagement events community members were asked to provide their feedback on future development of the Town. Additionally, in keeping with provincial requirements, a public hearing was held between First Reading and Second Reading.



2. Physical Environment

2.1. Community Context

Bashaw is in the valley near the shores of Buffalo Lake, at the crossroads of Highway 21 and 53 (Map 1). The Town is boarded on all sides by Camrose County. Bashaw is less than a one hour drive from Red Deer, Stettler, Ponoka, Lacombe and Camrose.

The Town is intersected by the Canadian National Railway which is an active commercial rail line. The Town transportation features are depicted in Map 2.

Agriculture is one of the main employers in the region. The Town has significant potential to support agricultural businesses which should be promoted with future development.

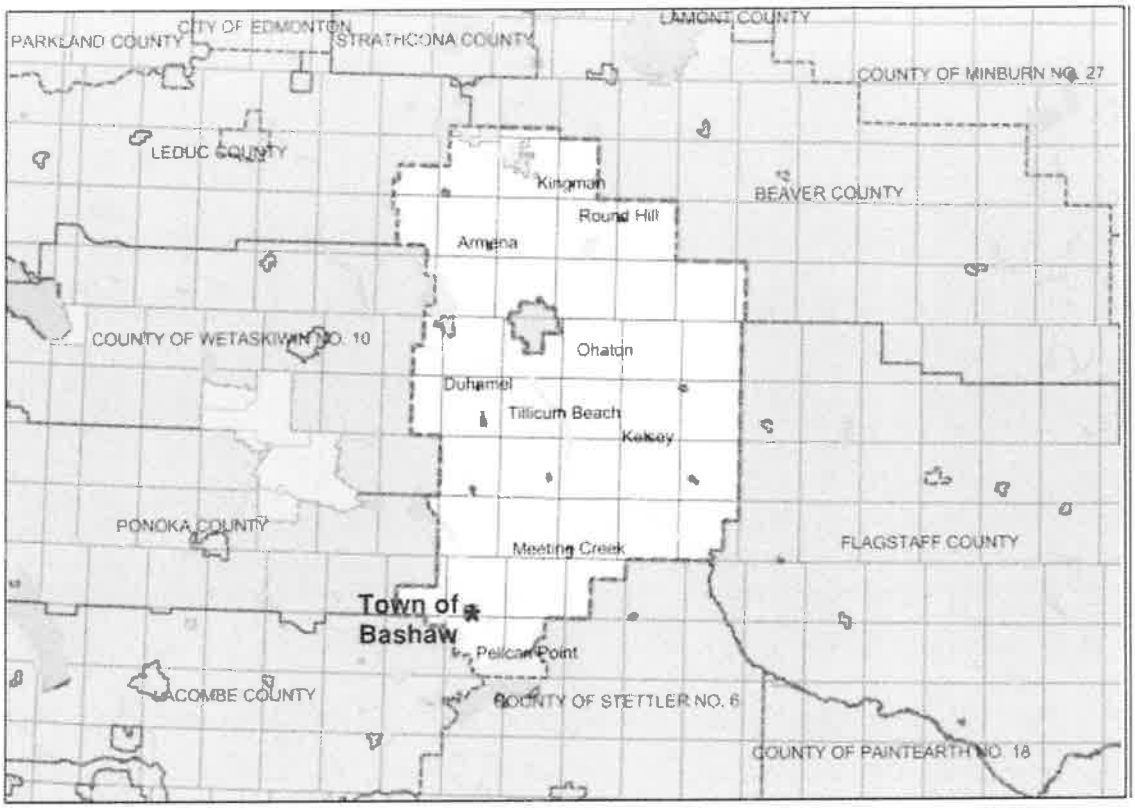
Existing land use patterns set the stage for development of adjacent lands. The distribution of existing commercial, industrial, recreational and educational facilities influences future development patterns. Map 3 identifies existing and future land uses as envisioned by the MDP.





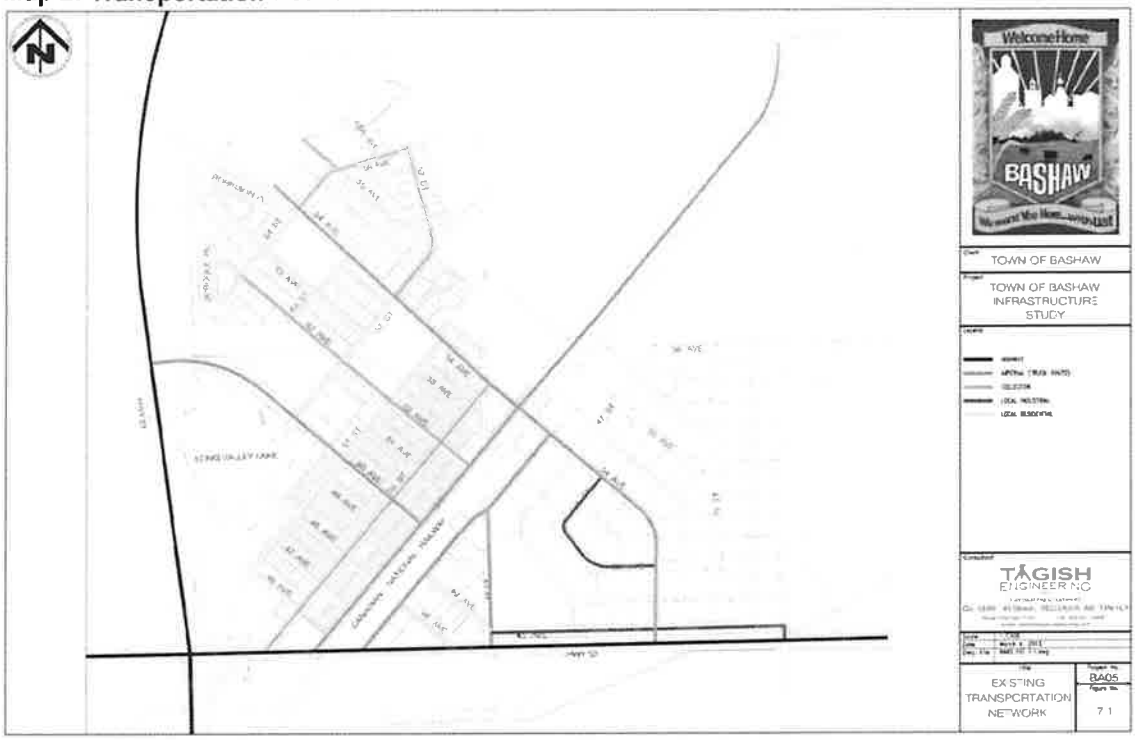


Map 1: Town of Bashaw Location



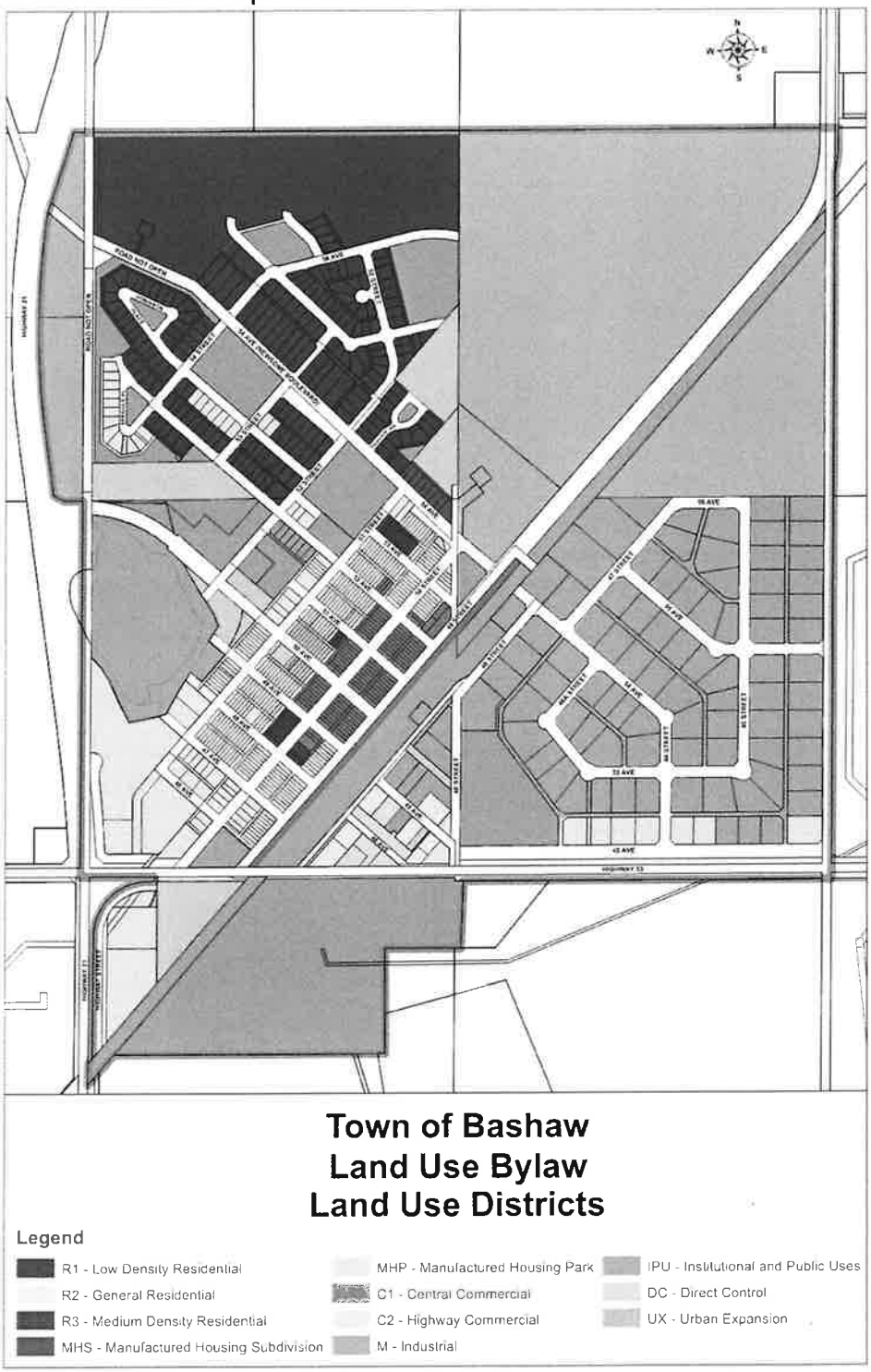
Base map from https://app.munisight.com/CamroseCounty.

Map 2: Transportation Network



Map from 2013 Town of Bashaw Infrastructure Study, prepared by Tagish Engineering Ltd.

Map 3: Future Land Use Concept



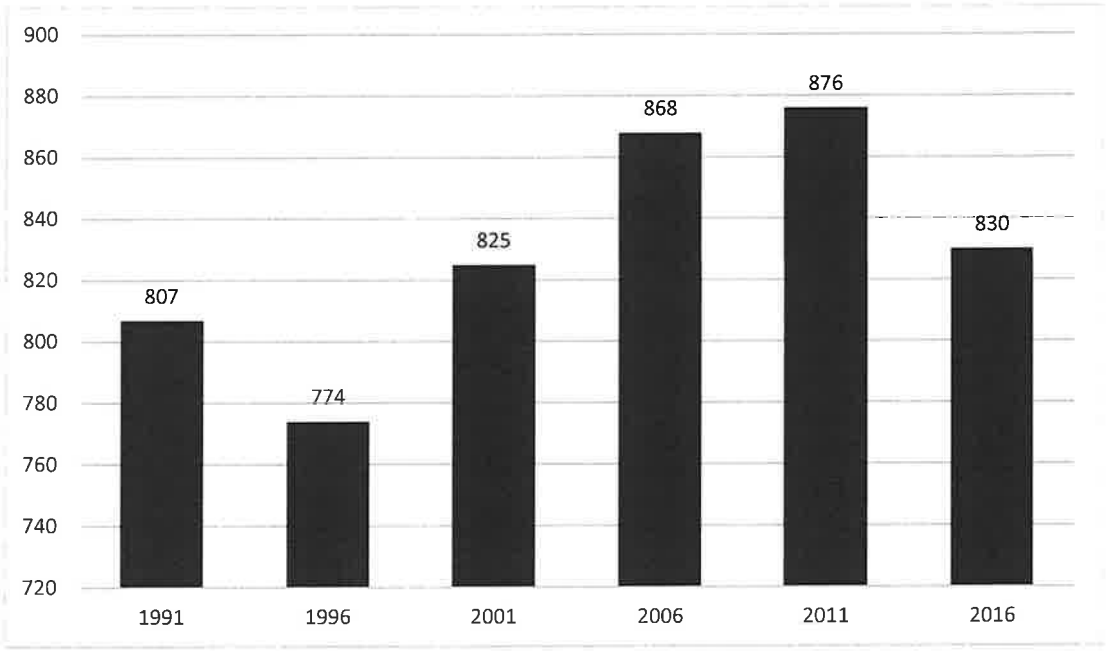
Original Map from Town of Bashaw Land Use Bylaw, prepared by Camrose County.

2.2. Population

Figure 2 illustrates the population for the Town since 1991. Federal census collection is completed every five years as the graph depicts. The population appears to have fluctuated from a low of 774 in 1996 to a high of 876 in 2011. The 2016 population has reduced from the 2011 peak to 830.

The 2013 Town of Bashaw Infrastructure Study identified the anticipated growth rate of 1.32% based on the average growth rate between 1960 to 2011. With expanded economic development initiatives and continued investment in the community, the Town hopes to maintain a stable population.

Figure 2 – Town of Bashaw Population 1991 – 2016



3. Setting the Stage for Growth



As the Town intends to grow it is important that we explore where future growth will occur in the Town. It is anticipated that a portion of future growth will occur within existing areas where vacant lots exists, while at the same time the majority of new development will expand into currently undeveloped municipal areas.

3.1. Goals

(1) To ensure the orderly, complementary, contiguous, and efficient development of the physical environment within the Town.

(2) To encourage the orderly and complementary use and development of the physical environment adjacent to Camrose County.

(3) To identify future growth needs and directions for the Town and endeavour to ensure an adequate supply of developable land.

3.2. Policies

(1) All development and subdivision of land shall, whenever possible, adhere to the goals and policies of this plan and follow the land use concepts as shown on Map 3.

(2) Development and subdivision proposals that do not comply with the goals and policies of this plan will require amending this plan to accommodate such proposals.

(3) A high level of quality and aesthetic appeal will be encouraged in all development and redevelopment.

(4) Map 3: Future Land Use Concept depicts the long-term development concept for the Town.

(5) Future development areas are those lands designated as Urban Expansion within the Town's Land Use Bylaw (Map 3). They are designed to be flexible in nature to accommodate the most efficient and best future land use possible at the time of development. Future subdivision and development in these areas shall:

   a. Provide adequate buffering between new developments and existing developments to reduce potential conflicts.
   b. Demonstrate community need for the desired land use.
   c. Any other requirements as deemed necessary by the Development Authority.

(6) All statutory plans, non-statutory plans and non-statutory policies adopted by Council shall be consistent with this plan.

(7) The Town encourages innovative developments. To facilitate such innovation, the Town encourages early and ongoing conversations with administration and council.

(8) The Town should give consideration to the following matters when reviewing proposed developments and/or amendments to the Land Use Bylaw:

a. The goals and policies of this and other applicable statutory and non-statutory plans and/or non-statutory policies adopted by Council;
b. The views of the public;
c. The physical characteristics of the subject and adjacent land;
d. The use of other land in the vicinity;
e. The availability of and possible impact on public and private utilities;
f. Access to and possible impact on the transportation systems;
g. The overall design; and
h. Any other matters which, in the opinion of Council, are relevant.

(9) In compliance with the Subdivision and Development Regulation, pursuant to the Municipal Government Act, no applications for subdivisions and/or development of schools, hospitals, food establishments, or residences will be approved within 300 metres of the working areas of the disposal area of the solid waste transfer station without the written consent of the Deputy Minister of the Department of Environmental Protection.

(10) Pursuant to the Municipal Government Act, the Town shall require that development and subdivision applications in close proximity to oil and gas facilities meet the standards of the Subdivision and Development Regulation and Energy Resources Conservation Board guidelines.

(11) Higher utilization of existing infrastructure is encouraged through the appropriate infill development.

(12) The Town may assume a role in land development, including acquisition, servicing and subdivision, in order to ensure an adequate supply of land.

(13) Upon the subdivision of land, the Town will require the provision of municipal reserves to the maximum amount provided for in the Municipal Government Act. The Town's preference is for land dedication; however, money or a combination of money and land may be considered in unique circumstances.

(14) The Town may require that new development and re-development be required to pay its fair share of expanding existing or creating new public facilities and services for sanitary, water storm water, roads and other community facilities through off-site levies.

(15) The Town shall require the preparation of an Area Structure Plan (ASP) or other non-statutory plan, acceptable to Council, before subdivision and/or development of any parcel which will be subdivided into six or more lots and/or consist of greater than 1.5 hectares of land is permitted to proceed.

(16) The Town shall require the preparation of an Area Redevelopment Plan (ARP) or other non-statutory plan, acceptable to Council, before the subdivision and/or redevelopment of any parcel which will be subdivided into six or more lots and/or consist of greater than 1.5 hectares of land is permitted to proceed.

(17) The Town should review its Strategic Plan once every 4 years to ensure Council and residents shared vision and priorities are up-to-date.

4. Economic Development



The Town is committed to economic development within the Town and the region. The Town recognizes that diversification of business development is important to the economy and will support and promote opportunities for growth of a variety of commercial and industrial uses. Given the Towns close proximity to Buffalo Lake, tourism is an important future economic development consideration. There are also two 9-hole golf courses in within two miles of the Town which help to bring many golfers to the area.

Highway commercial is an important type of business development in the Town. It should be provided with special consideration to ensure transportation corridors remain safe and efficient.

4.1. Goals

(1) To further the economic vitality and sustainability of the local and area economy.

(2) To develop a strong tourism sector in the local and area economy.

4.2. Policies

(1) The Town supports, in principle, private economic development initiatives.

(2) The Town may support economic development initiatives, whether on its own or in partnership with the private sector.

(3) The Town supports, whenever possible, joint economic development initiatives with other municipalities in the region.

(4) The Town should consider the development of an Economic Development Marketing Plan to coordinate marketing efforts, both public and private, and to attract more businesses and tourists and increase the length of their stay.

(5) The Town encourages the development of the tourism industry in and around Bashaw. Such development should not have adverse social, economic, or environmental impacts.

(6) Tourism oriented development should benefit the residents of the Town and area by providing greater economic, recreational, and cultural opportunities.

(7) The Town and/or related agency should develop and maintain a registry of local businesses and services in order to identify and then actively seek to fill gaps.

5. Residential Development



The Town is composed of a multiple housing types including detached houses, duplexes, four-plexes, triplexes, manufactured home units, modular home units. The Town will promote the continued development of multiple types of housing to accommodate a diverse population. Additionally, the Town will support the continued development of home occupations within residential homes.

Future residential development shall provide the day-to-day needs of residents within residential neighbourhoods. Therefore the design and development of these areas may include convenience retail stores, live-work units, churches, parks, schools and other local community services.

5.1. Goals

(1) A mixture of residential densities and tenure will be encouraged in the Town so that a variety of housing is available.

(2) High quality housing design, layout, site amenities and development will be promoted for all new residential housing projects.

(3) Provide for separation and buffering of residential neighbourhoods from incompatible land uses.

5.2. Policies

(1) Future residential development should be accommodated through:
   a. Infill developments within the existing community; and
   b. Comprehensively designed residential developments within the future development areas as depicted on Map 3.

(2) In residential areas, upon subdivision, the Town will require the provision of municipal reserves be in the form of land in order to provide adequate buffering, open spaces, trail development and school sites.

(3) Although detached housing will be the dominant housing type, the Town supports the provision of a wide range of housing types (including but not limited to, apartment buildings, detached houses, duplexes, mobile home units, modular units) in order to meet all of its housing needs.

(4) Innovative residential designs are encouraged. The external design and finish of all residential buildings should be of high quality and reflect or complement existing development in the vicinity.

(5) Residential development within 1.5 kilometres of a sour gas facility shall be discouraged.

6. Commercial Development



The Town supports continued development of commercial enterprises to serve the Town and area residents. Future commercial development shall be encouraged and should be designed in an aesthetic manner to enhance the streetscape and community.

6.1. Goals

(1) To promote and encourage the provision of a full range of goods and services for the residents of the Town.

(2) To minimize potential conflicts between commercial and non-commercial land uses.

(3) To encourage aesthetically pleasing commercial development.

6.2. Policies

(1) Future commercial development should be accommodated through infill developments within the existing community, with a focus on redevelopment on Main Street.

(2) The Town will encourage and promote expansion of existing commercial enterprises within the Town.

(3) The Town will encourage and promote the creation of new commercial enterprises within the Town.

(4) The Town supports the concept of small convenience type commercial development, serving the needs of the community.

(5) The external design and finish of all commercial development should be of high quality and reflect or complement existing development in the vicinity.

(6) Home businesses and home offices are encouraged in residential districts provided they are secondary to the residential use and do not detract from the amenities of the surrounding residential neighbourhood. Specific standards and requirements will be governed by the Land Use Bylaw.

7. Industrial Development

The Town has a wide range of industrial land uses and business. Much of this development has been established to support the agricultural and the oil and gas industry.



Future industrial growth shall be encouraged by the Town to provide services and employment opportunities. Such growth should be balanced against any negative externalities that could impact adjacent landowners.

7.1. Goals

(1) To accommodate a broad range of responsible industrial development.

(2) To minimize potential conflicts between industrial and non-industrial land uses.

7.2. Policies

(1) Future industrial development should be accommodated through infill developments within the existing community.

(2) The Town will encourage and promote expansion of existing industrial enterprises within the Town.

(3) The Town will encourage and promote the creation of new industrial enterprises within the Town.

(4) The Town will seek to minimize potential negative externalities associated with industrial developments.

(5) The Town may require an independent Environmental Impact Assessment to be completed before permitting an industrial use that may potentially cause environmental or health problems.

8. Transportation

A balanced, multi-modal transportation network which accommodates and balances the needs of automobiles, pedestrians, cyclists shall be developed in the Town. The Town values streets and roads as quality public streets and will strive to ensure future development safely and efficiently accommodates all users. The road network should not be compromised by adjacent development.



8.1. Goals

(1) To identify short and long term transportation needs of both the Town and the surrounding region and strive to ensure that these needs are adequately met in a manner that is compatible with existing and future development.

8.2. Policies

(2) Map 2 identifies the Town's main transportation network.

(3) Highway 21 and 53 are provincial highways under the jurisdiction of Alberta Transportation. The Town will endeavour to assist Alberta Transportation to protect this highway from uses and development that may be detrimental to the flow and safety of traffic.

(4) The Town may establish bylaws concerning off-site levies in accordance with the provisions of the Municipal Government Act to finance the provision of off-site municipal infrastructure.

(5) The Town supports the transportation recommendations of the 2013 Town of Bashaw Infrastructure Study.

(6) All roads servicing new development shall be developed in accordance with the Town`s approved servicing standards.

(7) The Town, in conjunction with Alberta Transportation may require that developers subdividing lands adjacent to highways and collector roads provide lands for future road widening.

(8) The Town may restrict driveway access to developments along major transportation routes.

(9) Any plans including lands within Alberta Transportation highway right-of-way's will be prepared in partnership with Alberta Transportation.

9. Municipal Utilities, Servicing and Improvements

The provision and maintenance of infrastructure in the Town improves the quality of life for residents and visitors. Water systems, waste water systems and solid waste management systems should be facilitated so that they do not negatively impact the natural environment or pose hazards to Town residents.

The community's need for police/fire/ambulance service shall be considered in the Municipality's land use planning decisions.



9.1. Goals

(1) To support the adequate, safe, and efficient provision of municipal and private utilities.

(2) To ensure municipal services are provided in a timely and efficient manner.

9.2. Policies

(1) Development in new areas must be preceded by the provision of utilities and services, or satisfactory arrangements made for their provision.

(2) The Town may establish bylaws concerning off-site levies in accordance with the provisions of the Municipal Government Act to finance the provision of off-site municipal infrastructure.

(3) The Town may require that developers install certain municipal improvements in excess of the requirement for their particular development; if such a requirement is needed the Town will endeavour to collect monies from the owners of benefiting lands with respect to new construction which will utilize the municipal improvements.

(4) The Town supports, whenever possible, the protection of regionally and locally significant utilities from incompatible development.

(5) The Town supports the water, wastewater and stormwater recommendations of the 2013 Town of Bashaw Infrastructure Study.

(6) New developments encroaching onto utility right-of-ways and Town owned lands should not be permitted. Existing encroachments shall require encroachment agreements.

(7) The Town supports the development, whenever possible, of partnerships neighbouring municipalities for the efficient provision of municipal services.

(8) The residents of the Town should, whenever possible, be provided with adequate, timely, and efficient administrative services. This includes but is not limited to infrastructure development and maintenance, snow removal, and garbage removal.

(9) Proposals for re-designation, subdivision and development shall accommodate design elements that consider safety factors and facilitate accessibility by police, fire and ambulance services and shall be reviewed and approved by police, fire and ambulance.

(10) When considering proposals for subdivision or development, the Town shall require the developer to seek appropriate measures to provide the proposed development with fire protection.

(11) In accordance with the Subdivision and Development Regulations, a subdivision and/or development application located within 1.5 kilometers of a sour gas facility must be circulated to Alberta Energy Regulator (AER) and the development must be consistent with the requirements set out in the Subdivision and Development Regulations.

10. Environment



The protection and management of environmental resources is important to quality of life. The biophysical characteristics and environmental significance of lands shall be considered in land use decisions.

In accordance with all provincial legislation the conservation of environmentally significant areas should be encouraged, including unique vegetation, riparian areas, topography, fish habitat and wildlife habitat. The presence of significant archaeological and historical sites should be considered in the Municipality's land use planning decisions.

10.1. Goals

(1) To protect and preserve, whenever possible, existing natural areas.

(2) To ensure that development does not unduly impact the natural environment.

(3) To ensure that the natural environment does not jeopardize the health, safety, and quality of life of the residents of the Town.

10.2. Policies

(1) The Town supports the protection of environmentally sensitive and significant areas in their natural state, more or less. Development in these areas may be limited to such things as public trails, public signs, public parking facilities, and any development necessary to ensure public safety.

(2) The Town may require an environmental assessment/audit to be carried out on a site that is the subject of a development proposal.

(3) The Town will work with developers to ensure that developments do not have a significant negative environmental impact on the Town.

(4) The Town will utilize environmental reserve and environmental conservation easements as mechanisms to protect environmentally significant areas.

(5) The Town discourages the use of Conservation Reserves to protect environmentally significant features.

(6) Through the subdivision process, the Town shall require that lands considered unsuitable for development area dedicated as environmental reserve with the provisions of the MGA.

(7) Lands dedicated as environmental reserve shall remain in their natural state and/or be used as part of the public trail system where necessary to ensure a continuous integrated trail system.

(8) The Town may require landscaping plans prepared by a Registered Landscape Architect as a component of non-single family residential development permit applications.

11. Community & Recreational Development



The Town aspires to maintain and improve the range and quality of community institutional facilities and services as the provisions of community services enhances the quality of life of residents and visitors.

Natural areas, trails, recreational parks, agricultural grounds, fire hall museum, cultural centre and trout pond are also important parts of life in the Town. With future growth, the programming of recreational and community services should be designed to accommodate the needs of a growing community and diverse population.

11.1. Goals

(1) To strive to provide community facilities that will enhance the provision of community services associated with the social, cultural, educational, and recreational needs of the residents of The Town.

11.2. Policies

(1) The Town supports the development of linear green spaces which may be developed as walkways to act as linkages between residential areas, schools, open spaces and community facilities.

(2) Future local playgrounds should be provided in residential developments as part of the municipal reserve dedication resulting from future subdivisions. Whenever possible playgrounds should be centrally located within each residential area and linked via walkways.

(3) The Town supports the preservation of natural areas and natural vegetation within open spaces whenever possible.

(4) The Town supports the Majestic Theater and the Bashaw Fire Hall Museum being designated as a Municipal Historic Resources.

(5) Public and quasi-public uses, such as residential care facilities, churches, and community centres, will be permitted in residential areas provided they are located at or near neighbourhood entry points and adequate buffering or separation is provided.

(6) The Town encourages cooperation between the Town, Camrose County, and community groups on the sharing of facilities and resources.

12. Education



The Town is dedicated to providing opportunities for education to all residents and visitors.

12.1. Goals

(1) To encourage the provision of the broadest and fullest range of educational opportunities for the residents of The Town.

12.2. Policies

(1) The Town will endeavour to cooperate with Battle River School Division concerning the provision of educational resources and opportunities to the residents of the Town.

(2) The Town supports entering into or continuing joint use agreements with Battle River School Division Schools respecting sharing of recreational facilities.

(3) At the time of subdivision the Town will work with the Battle River School Division to determine the allocation of future municipal reserve required for future school development.

(4) The Town supports the continued growth and development of the Bashaw Municipal Library.

13. Intermunicipal Cooperation

The Town recognizes the need for cooperative intermunicipal and regional planning. The Town is surrounded on all sides by Camrose County and is within close proximity to a number of other municipalities including the Counties of Lacombe, Ponoka and Stettler.

The Town is committed to good working relationships with regional municipalities and is committed to joint ventures that ensure efficient and cost effective provisions of shared services within the region, enhance natural systems, promote economic development and ensure compatibility between land uses. The Town of Bashaw supports a cooperative relationship with Camrose County and other neighbouring municipalities.

13.1. Goals

(1) To undertake cooperative planning with Camrose County.

(2) To coordinate land use policies for the fringe areas which are mutually beneficial to both the Town and the County.

(3) To coordinate the provision of roads, facilities, and other services that serve residents of both municipalities.

(4) Be engaged with regional municipalities to take advantage of synergies between municipalities.

13.2. Policies

(1) The Town will support the development of a Town/County Intermunicipal Development Plan to address issues of mutual concern and to ensure that development in either municipality complements the existing and future land uses of the other municipality.

(2) The Town will discourage, whenever possible, development or uses that may have a negative impact on adjacent uses in Camrose County.

(3) The Town will endeavour and collaborate with Camrose County to establish suitable "agriculture equipment" routes.

(4) The Town will endeavour and collaborate with the Camrose County to minimize conflicts between development in the Town and development and agricultural operations in the County along the municipal boundary.

14. Administrative Matters

14.1. Interpretation



(1) The MDP is, for the most part, general in nature and long range in its outlook. The MDP provides the means whereby Council and Town Administration can evaluate immediate situations or proposals in the context of a long range plan for the Town. In this regard, the boundaries between the land uses shown on Map 3 – Future Land Use Concept are not to be rigidly interpreted and the specific boundaries shall be determined through the designation of the Land Use Bylaw Districts.

(2) Substantive variations from the policies contained within the MDP will require an amendment to the MDP and any other affected plan.

(3) The MDP contains "shall", "should", and "may" policies which are interpreted as follows:

a. "Shall" policies must be complied with;
b. "Should" policies mean compliance in principle, but is subject to the discretion of the applicable authority on a case by case basis, and
c. "May" policies indicate that the applicable authority determines the level of compliance that is required.

14.2. Implementation

(1) The goals and policies of the MDP will be further refined and implemented through the development, adoption, and day to day application of the Town/County Intermunicipal Development Plan, statutory plans (area structure plans and area redevelopment plans), non-statutory plans (outline plans, design schemes, etc.) and the Land Use Bylaw.

14.3. Amendment

(1) Amendment of the MDP must follow the appropriate procedures as outlined in the *Municipal Government Act*.

(2) All statutory and non-statutory plans shall be consistent with the MDP and may require amendment to ensure their compliance with the MDP.

14.4. Review

(1) In order to ensure that the MDP is current, the entire plan should be reviewed approximately every four years, preferably shortly after each municipal election.

15. Glossary of Terms

(1) "**Developer**" means an owner, agent or person, firm or company required to obtain or having obtained a development permit.

(2) **"Development Permit"** means a document authorizing a development issued pursuant to the Land Use Bylaw.

(3) "**Driveway**" means a vehicle access route on the parcel which provides access to the driving surface.

(4) "**Dwelling Unit**" means a complete dwelling or self-contained portion of a dwelling, set or suite of rooms which contains sleeping, cooking and separated or shared toilet facilities, intended for domestic use, and used or intended to be used permanently, semi-permanently, or seasonally as a residence for a household, and which is not separated from direct access to the outside by another separate dwelling unit;

(5) "**Environmental Impact Assessment**" means a comprehensive site analysis to determine the potential impact of the proposed development on the site; the potential environmental impact of the proposed development upon adjacent properties or land uses; and the potential environmental impact of the proposed development upon the future land use potential of the property.

(6) "**Farming**" means the raising or production of crops, or animals, and includes a single residence for the farmer, but does not include marijuana crops or a "Confined Feeding Operation" as defined by the Agricultural Operation Practices Act (Chapter A-7, R.S.A. 2000) and all regulations and amendments passed thereto.

(7) "**Home Occupation**" means any occupation, trade, profession, or craft carried on by an occupant of a residential building as a use secondary to the residential use of the building or land which does not change the character of the neighbourhood;

(8) "**Housing, apartment (low rise)**" means a residential use consisting of more than four dwelling units, but which has a height less than 15 metres, but shall not mean row housing;

(9) "**Housing, apartment (high rise)**" means a residential use consisting of more than four dwelling units, but which has a height greater than 15 metres, but shall not mean row housing;

(10) "**Housing, duplex**" means a building with two dwelling units that have sharing one common wall in the case of side-by-side units, or having the dwelling area located above the dwelling area of the other in the cases of vertical units, each with a private entry;

(11) "**Housing, fourplex**" means a building that contains four dwelling units;

(12) "**Housing, manufactured home**" means a transportable factory built residential building containing one dwelling unit suitable for long term occupancy, designed to be movable, transported on its own wheels and chassis or other means and arriving at a site ready for occupancy except for incidental operations such as placement on foundation supports and

connection to utilities. Manufactured homes shall have pitched roofs and eaves and shall conform to CAN/CSA Z240 MH Series and A277 certified standards;

(13) "**Housing, mobile**" means a factory constructed detached dwelling unit, with an integral frame, readily relocatable singly or in double modules. Due to the age of the home they do not meet the Canadian Standards Association (CSA) A277 Standard or building code standards;

(14) "**Housing, modular**" means a building containing one dwelling unit, built in a factory and transported to a site to be permanently installed on a foundation., and which appears indistinguishable in design and finish from a stick-built house, and does not includes "housing, manufactured home" or "housing, mobile"

(15) "**Housing, row house**" means a building with one of three or more dwellings joined side by side or side to back. Can also include townhouse, garden homes and townhouses attached to high-rise buildings. Have no dwellings above or below them;

(16) "**Housing, secondary suite**" means a self-contained living space either located in the principle building or on the same site as the principle building. Secondary suites have a separate entrance, cooking, sleeping and bathing facilities and are no larger than 70 m². Secondary suites shall include basement suites and garage suites;

(17) "**Housing, single detached**" means a residential building containing one dwelling unit which is intended as a permanent residence. Single detached dwellings must be of new construction and be physically separate from any other residential building. Single detached dwellings do not include a manufactured home;

(18) "**Housing, triplex**" means a building that contains three dwelling units;

(19) "**Landscaping**" means to preserve or change the natural features of a site by adding lawns, trees, shrubs, ornamental plantings, ornamental ponds, fencing, walks, driveways or other structure and materials as used in landscape architecture.

(20) "**MGA**" means the Municipal Government Act, Statutes of Alberta, 2000, Chapter M-26, as amended.

(21) "**Sour Gas Facility**" as defined by the Subdivision and Development Regulations (AR 43/2002) and all regulations and amendments passed thereto.

(22) "**Subdivision**" means the division of a parcel of land into one or more smaller parcels by a plan of subdivision or other instrument.

(23) **"Town"** means the Town of Bashaw.

(24) "**Utility**" means a utility as defined in the Act, as amended.

Town of Bashaw | Camrose County

Intermunicipal Development Plan 2018

Town of Bashaw Bylaw No. 782-2018

Camrose County Bylaw No. 1422

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1. COMMUNITY

1.1 Purpose

To promote regional planning and cooperation, and to fulfil the legislative requirements of the *Municipal Government Act* (MGA). The Town of Bashaw and Camrose County have agreed to pursue the creation of this Intermunicipal Development Plan (IDP) as an integral component of the Intermunicipal Collaboration Framework (ICF), recognizing the mutual right of each partner to pursue appropriate growth and development.

The IDP seeks to:

1.1.1 Establish land use policies to direct the future development of lands identified to be of mutual interest to Camrose County and Town of Bashaw, including coordination of transportation, utilities, and other service provisions necessary to support such development.

1.1.2 Establish policy and process to support economic development opportunities;

1.1.3 Establish policies for the provision and designation of reserve lands, including the protection of environmental features.

1.1.4 Establish a clear communication process to support the implementation of the plan, along with efficient and effective procedures for plan amendment, administration, review, and dispute resolution.

1.2 Process

Building on the success of the Camrose County and Town of Bashaw Intermunicipal Development Plan approved in 2009, the policies in this plan have been created to support the mutual goals both partners. The administrators and elected officials from both partners worked through a series of meetings and conversations relating to both the Intermunicipal Collaboration Framework and Intermunicipal Development Plan.

Public input was invited throughout the process at a Public Open House held on September 19, 2018, through the County website and social media, and through statutory Public Hearings held on November 15, 2018 in the Town of Bashaw and on November 27, 2018 at Camrose County.

1.3 Context

The Town of Bashaw is located at the crossroads of Highway 21 and Highway 53. Bashaw is approximately one hundred thirty-five (135) kilometres southeast of Edmonton's centre, fifty-nine (59) kilometres south of Camrose, and eighty-two (82) kilometres northeast of Red Deer. The community consists of approximately two hundred and ninety (290), predominantly single-family residential dwellings, and a population of 830 residents (2016). The community's population has been generally stable over the last thirty (30) years, with little net change since 1986.

The Town is comprised of largely residential development and boasting a new K-12 school, vibrant main street commercial area, active industrial subdivision along the CN rail line, and a modern agricultural exhibition and recreation area.

1.4 Administration

1.4.1 The Town and County shall be responsible for the administration and decisions on all statutory plans (ie. Municipal Development Plan, Area Structure Plans), land use bylaws, amendments thereto and subdivision and development applications falling within their respective boundaries.

1.4.2 Amendments to this Plan may be proposed by either municipality

1.4.3 Amendments to this Plan proposed by a landowner shall be made to the municipality in which their subject property lies.

1.4.4 Area Structure Plan or Outline/Concept Plans shall be prepared and adopted by the municipality having authority prior to, or concurrent with, changes in land use designation. This requirement shall not apply to those areas that do not involve subdivision or areas deemed to be minor developments by the applicable approving authority.

1.5 Plan Area

The IDP plan area has been identified in **Map 1 - Plan Area and major constraints.** The plan boundary has been determined based on projected growth directions, existing development constraints, and lands considered to be of mutual interest to both municipalities.

2. CONCEPT & LAND POLICIES

2.1 General

Map 2 - Future Land Use Concept provides a general indication of the intended future urban development areas and the land uses envisioned for the Town.

2.1.1 Land development within the Town boundary is intended to be generally of an urban nature and shall comply with the Town's Municipal Development Plan and Land Use Bylaw. Land development within the Plan Area on County lands shall be regulated by applicable County regulations; including the Municipal Development Plan, Land Use Bylaw; and the applicable provisions of this Plan.

2.1.2 Both partners shall protect lands in the Plan Area from uses and developments that may interfere with future town development. Existing agricultural operations may continue indefinitely unless the landowner chooses to cease agricultural operations to pursue land development.

2.1.3 The Town shall not pursue the annexation of any land it cannot economically and reasonably service.

2.1.4 Either municipality or a landowner(s) may propose an annexation. If a municipality receives an annexation request from a landowner, they must notify the adjacent municipality of the request immediately.

2.1.5 Proposals for annexation shall be reviewed by the Intermunicipal Committee prior to submission of a Notice of Intent to the respective Councils and the Municipal Government Board.

2.1.6 Proposals for annexation shall be accompanied by a supporting report - addressing, at a minimum, the following:

a. Justification of need, based on projected growth rates;
b. Availability and cost for providing municipal services and transportation;
c. Landowner(s) interest in pursuing development;
d. Consistency with adopted plans;
e. Measures to mitigate any impacts on taxation, service provisions and the treatment of existing uses; and
f. Logical extension of boundaries including the long-term responsibilities for maintenance and service delivery.

2.2 Agriculture

Agriculture represents the largest land use category and primary economic contributor in the Plan Area. This Plan strives to support and protect agricultural assets by directing potential development in a manner that minimizes intrusion and supports compact and contiguous development with the existing community. The following applies to all County lands within the Plan Area.

2.2.1 Agriculture shall continue as provided for in the County's Municipal Development Plan and Land Use Bylaw, unless a landowner proposes to convert lands as provided for in this Plan.

2.2.2 The Town and County recognize that the predominant use of land in the Plan Area is agriculture and support the intent of the *Agricultural Operations Practices Act* and similar 'right to farm' legislation, which exempts agricultural operations from nuisance claims, including but not limited to:

a. Noise from farm equipment,
b. Dust from planting and harvesting,
c. Disruption from late night work common during planting and harvesting,
d. Application of agricultural fertilizers and chemicals, and
e. Odours arising from livestock.

The municipalities will not entertain nuisance complaints based on agricultural operations that follow generally accepted best management practices and comply with municipal bylaws and applicable federal and provincial legislation.

2.2.3 When making a subdivision or development decision on, or adjacent to, agricultural lands, both municipalities shall respect the right of agricultural operators to pursue normal activities associated with agriculture operations, as provided for the County's Municipal Development Plan and Land Use Bylaw, without interference or restriction based on the adjacent uses.

2.2.4 No new or expanded Confined Feeding Operations (CFOs) requiring registration or approval under the *Agricultural Operations Practices Act* by the Alberta Natural Resources Conservation Board shall be permitted in the Plan Area. (see Appendix A – Confined Feeding Operations)

2.2.5 Subdivision and development opportunities provided for under the County's Agricultural Land Use District will still be permitted provided they meet the requirements of the County's Municipal Development Plan, Land Use Bylaw and other provisions of this Plan.

2.2.6 Natural resource extraction may be allowed in the Plan Area as provided for in the County's Municipal Development Plan, Land Use Bylaw and other provisions of this Plan.

2.3 Land Development

2.3.1 Residential development at densities comparable to existing Town development shall be the primary use within the defined residential areas identified on **Map 2 – Future Land Use Concept.**

2.3.2 Country Residential development proposals within the Plan Area shall be in accordance with the County's Municipal Development Plan and any subdivision beyond 'first parcels out' shall not be permitted within areas identified for future town expansion unless provisions to connect to future municipal services are installed at time of development to the satisfaction of the Town.

2.3.3 For areas identified for future development on **Map 2 – Future Land Use Concept** the following shall apply:

a. As a prerequisite to subdivision and development beyond 'first parcels out', the preparation of an Area Structure Plan to the satisfaction of the municipality with jurisdiction shall be required to ensure that issues relating to future land use, servicing and phasing are to be addressed -thereby ensuring compatibility with existing and proposed development within the Town; and
b. Water and sanitary sewer services shall either be extended from the Town; a communal system shall be constructed to a standard acceptable to the Town and County; or a mutually agreed upon deferred servicing agreement entered into; and
c. Infrastructure standards shall be negotiated with the Town to ensure that adequate standards for urban development are met; and
d. Municipal reserve shall be allocated in accordance with the applicable Municipal Development Plan.

2.3.4 The replacement or upgrading of existing buildings, residences or businesses may be permitted in accordance with the provisions of the applicable Municipal Development Plan and Land Use Bylaw even if the existing use is inconsistent with the intended long-term development type indicated in this Plan.

2.3.5 Uses and development which may detract from the community's character, quality of life of residents or unduly impact the environment shall not be permitted.

2.3.6 As per the Subdivision and Development Regulation no development of a school, hospital, food establishment or residential use shall be approved within 300 m of the working area of a wastewater treatment facility (ie. lagoon).

2.3.7 As per the Subdivision and Development Regulation no development of a school, hospital, food establishment or residential use shall be approved within 300 m of the working area of a non-operating landfill. Prior to the approval of any future development the reclamation status of the old landfill south of the Town boundary shall be determined.

2.3.8 As per the Subdivision and Development Regulation no development resulting in the creation of a permanent dwelling shall be approved within 100 m of an Oil or Gas Well, unless approved by the Alberta Energy Regulator.

2.4 Environment

2.4.1 Environmentally significant features shall be identified and integrated into development proposals.

2.4.2 All lands that qualify as Environmental Reserve in accordance with the Municipal Government Act shall be identified within development plans and dedicated upon subdivision.

2.4.3 Redesignation, subdivision, and development applications may be required to conduct an environmental review by a qualified professional where potentially environmentally sensitive features are suspected.

2.4.4 Any development adjacent a watercourse or wetland may be required to provide a geotechnical study to confirm the site is suitable for the proposed use.

2.4.5 Energy and utility companies shall be encouraged to locate well sites, pipelines and other infrastructure in a manner that avoids fragmentation of land.

2.5 Economic & Joint Development

2.5.1 The Town and County shall work together to ensure a strong and stable diversified local economy within the broader regional economy by supporting and directing development to appropriate areas.

2.5.2 The Town and County shall work together to explore areas of mutual interest where economic agreements can be considered to ensure development opportunities will benefit both municipalities. This may include the potential to extend Town water and sanitary sewer services to lands within the County.

2.6 Transportation & Utilities

2.6.1 The Town and County shall coordinate the planning and construction of major transportation links **(Map 2)** and intersection improvements within the Plan Area. Any future development in proximity to Highways 21 and 53 shall be planned in consultation with Alberta Transportation.

2.6.2 As subdivision occurs, lands required for future transportation and utility corridors as identified in mutually accepted plans shall be protected.

2.6.3 Right of way and development requirements for future roads shall be agreed upon at time of subdivision or Area Structure Plan preparation.

2.6.4 Utility right of way within the jurisdictional limits of a provincial highway shall comply with Alberta Transportation requirements.

2.6.5 If Town water and/or sanitary sewer services are extended into the County, development levies or equivalent contributions shall be collected from the benefitting development to ensure that existing Town and County residents are not adversely impacted. The utility rate structure shall be adjusted to place no additional burden on the existing Town or County residents.

2.6.6 Best management practices for stormwater management shall be required in the Plan Area. The release of storm water run-off from any development shall be designed and managed in accordance with Albert Environment and Parks requirements.

2.6.7 Natural and man-made drainage courses that are critical to overall stormwater management within the Plan Area shall be protected by the respective partner.

3. COMMUNICATION & COOPERATION

3.1 Cooperation

3.1.1 The Town and County shall coordinate future planning efforts including potential collaboration on Area Structure Plans, Transportation Plans, Utility or Drainage Plans and feasibility studies relating to the provision of new or expanded community facilities, service or open space.

3.1.2 Any reference to the Intermunicipal Committee (the Committee) means the Intermunicipal Committee established by the municipalities as part of the Intermunicipal Collaboration Framework.

3.2 Correspondence

3.2.1 Each municipality shall share with the other any information, study, transportation or utility plan - or any other data that may have implications for the Plan Area.

3.2.2 Each municipality agrees to refer to the other municipality any of the following proposals, or any amendments thereto that may have implications within the Plan Area as outlined in 3.2.5:

a. Municipal Development Plans;
b. Area Structure or Area Redevelopment Plan;
c. Land Use Bylaw, including redistricting;
d. Subdivisions;
e. Any other proposal or matter to which a municipality wishes to inform the other of.

3.2.3 The County agrees to refer all Development Permits for discretionary uses to the Town as outlined in 3.2.5.

3.2.4 The Town agrees to refer all Development Permits for discretionary uses to the County, as outlined in 3.2.5, resulting in:

a. Commercial, industrial or institutional approvals resulting in new construction and/or operations resulting in ten (10) or more new employees;
b. Residential approvals resulting in the creation five (5) or more new dwelling units;
c. Any other approval the Town determines may be of significance to the County.

3.2.5 All notifications and correspondence shall be provided via email or regular mail to the respective CAO, or appropriate designate. A response period of twenty-one (21) days shall be provided for all items identified above.

3.2.6 Every five (5) years this plan shall be reviewed by administrative representatives of each partner in conjunction with a review of the Intermunicipal Collaboration Framework.

3.2.7 When issues are raised through the communication and notification process, the following shall take place:

a. **Administrative Review**: Administrative discussion between appropriate staff from each partner shall take place to identify the basis of concern and acceptable solutions. If agreement can be reached, the agreed upon solution shall be prepared and submitted by the initiating municipality - outlining the concern, the agreed upon action, and any required amendments required to this Plan (if applicable).

    i. If no agreement can be reached the matter shall be referred to the Intermunicipal Committee.

b. **Intermunicipal Committee**: A meeting shall be scheduled within 30 days of the completion of the Administrative Review to allow both partners to present their perspective on the issue. The Committee may:
    i. Provide suggestions back to Administration on how to address the issue and refer the matter back to the Administrative Review stage;
    ii. Request additional information to be provided to the Committee;
    iii. Agree on a consensus position that resolves the issue; or
    iv. Conclude that no initial agreement can be reached and refer the matter to the Dispute Process if appropriate.

c. The outcome of any Intermunicipal Committee meeting shall be provided in writing to both municipalities.

3.3 Dispute Resolution

3.3.1 The dispute resolution process shall be used to resolve to following issues:

a. A lack of agreement between the two partners on any proposed amendment to this Plan;
b. A lack of agreement between the two partners on any proposed statutory plan, concept plan, outline plan, land use bylaw or any amendment to any of these documents affecting the lands within the Plan Area; or
c. A lack of agreement between the two partners on an interpretation of this Plan.

3.3.2 Any disputes between the parties related to this Intermunicipal Development Plan will be resolved using the binding dispute resolution process identified in the Intermunicipal Collaboration Framework, as established between the parties.

3.3.3 Additional disputes or appeals by other parties shall be made to and addressed by the respective approving authorities within each municipality.

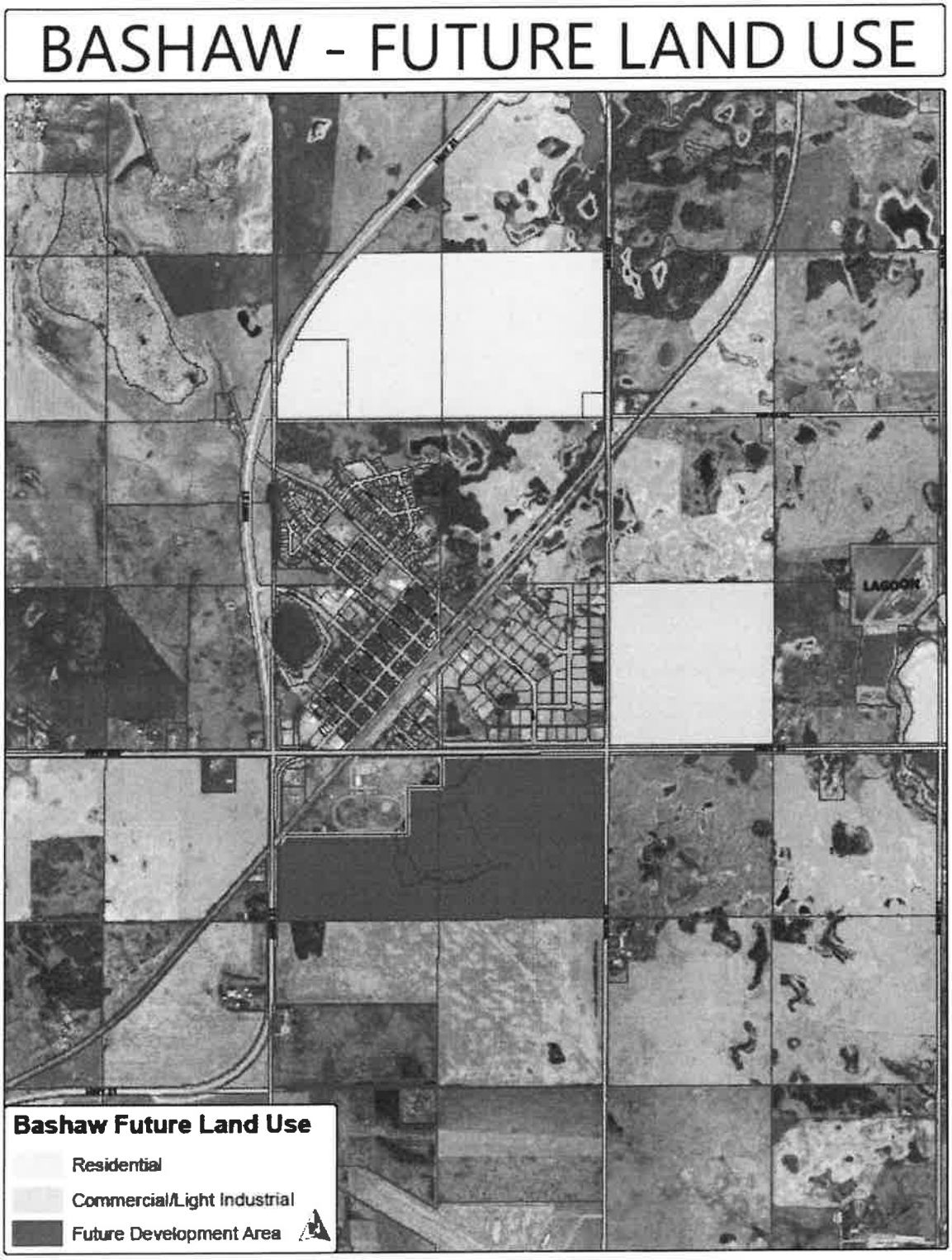
3.3.4 The dispute resolution process may be initiated by either Council, by resolution.

4. MAPS

4.1 Map 1: Plan Area and Major Constraints



4.2 Map 2: Future Land Use Concept



5. APPENDICES

5.1 Confined Feeding Operations

NOTE: the following information is provided for informational purposes. Any requirements of the NRCB should be confirmed with the organization directly.

The *Agricultural Operation Practices Act* (AOPA) defines a confined feeding operation, or intensive livestock operation, based on the number of animals and the method of confinement and feed.

Operations that feed animals primarily by grazing are exempt from the definition of confined feeding operation.

New or expanding confined feeding operations require an AOPA permit from the Natural Resources Conservation Board. They must also meet the technical design standards, the minimum distance separation requirements from neighbouring properties and the operational requirements of the act and regulations. These include, for example, setbacks from water bodies, record keeping and spreading requirements.

The *Agricultural Operation Practices Act* defines what kind of permit a confined operation requires, based on the number and species of livestock and whether the application is for an increase in the number of livestock. Approvals are permits for larger operations, and registrations are permits for smaller operations. Authorizations are permits for manure storage facilities and do not authorize additional livestock

Schedule 2 – Threshold Levels (Agricultural Operation, Part 2 Matters Regulation)			
Category of Livestock	**Type of Livestock**	**Column 2**	**Column 3**
		Number of Animals (registrations)	**Number of Animals (approvals)**
Beef	Cows/Finishers (900+ lbs)	150 – 349	350+
	Feeders (450 – 900 lbs)	200 – 499	500+
	Feeder Calves (< 550 lbs)	360 – 899	900+
Dairy (*count lactating cows only)	Lactating cows* (Lactating cows only – associated Dries, Heifers and Calves are not counted)	50 – 199	200+
Swine (*count sows only)	Farrow to finish*	30 – 249	250+
	Farrow to wean*	50 – 999	1000+
	Farrow only*	60 – 1249	1250+
	Feeders/Boars	500 – 3299	3300+
	Roasters	500 – 5999	6000+
	Weaners	500 – 8999	9000+
Poultry	Chicken – Breeders	1000 – 15999	16000+
	Chicken – Layer (includes associated pullets)	5000 – 29999	30000+
	Chicken – Pullets/Broilers	2000 – 59999	60000+
	Turkeys – Toms/Breeders	1000 – 29999	30000+
	Turkeys – Hens (light)	1000 – 29999	30000+

	Turkey – Broiler	1000 – 29999	30000+
	Ducks	1000 – 29999	30000+
	Geese	1000 – 29999	30000+
Horses	PMU	100 – 399	400+
	Feeders > 750 lbs	100 – 299	300+
	Foals < 750 lbs	350 – 999	1000+
	Mules	100 – 299	300+
	Donkeys	150 – 449	500+
Sheep	Ewes/rams	300 – 1999	2000+
	Ewes with Lambs	200 – 1999	2000+
	Lambs	1000 – 4999	5000+
	Feeders	500 – 2499	2500+
Goats	Meat/Milk	200 – 1999	2000+
	Nannies/Billies	400 – 2999	3000+
	Feeders	500 – 4999	5000+
Bison	Bison	150 – 349	350+
Cervid	Elk	150 – 399	400+
	Deer	200 – 999	1000+
Wild Boar	Feeders	100 – 299	300+
	Sow (farrowing)	50 – 99	100+

Intermunicipal Collaboration Framework Agreement

Memorandum of Agreement Between:

Camrose County

and the

Town of Bashaw

1. Term and Review

1.1 In accordance with the *Municipal Government Act*, this intermunicipal collaboration framework shall come into force effective September 6, 2023.

1.2 This framework may be amended by mutual consent of both municipalities unless specified otherwise in this framework.

1.3 In accordance with the Municipal Government Act, this intermunicipal collaboration framework must be reviewed once every five years, or sooner if requested by either municipality.

2. Intermunicipal Cooperation

2.1 This intermunicipal collaboration framework identifies the services provided by each municipality, the services which are best provided on an intermunicipal basis, and how services to be provided on an intermunicipal basis will be delivered and funded.

2.2 The municipalities agree to equitable service delivery. Where shared services are provided, residents and ratepayers of both municipalities be afforded, as far as practical, the same services at the same costs, including user fees for the services provided by either municipality.

3. Intermunicipal Committee

3.1 The municipalities agree to create a joint committee known as the Intermunicipal Committee.

3.1.1. The Committee will meet on an "as required" basis and will develop recommendations to the Councils on matters of intermunicipal strategic direction and cooperation affecting County and Town residents and ratepayers, including at a minimum:

3.1.1.1 long-term strategic growth plans as may be reflected in the Intermunicipal Development Plan, Municipal Development Plans, Area Structure Plans or other growth plans, strategic plans or studies;

3.1.1.2 intermunicipal and regional transportation issues, including transportation and utility corridors and truck routes;

3.1.1.3. prompt circulation and review of major land use, subdivision and development proposals in either municipality which may impact the other municipality;

3.1.1.4. the review of intermunicipal or multi-jurisdictional issues in lieu of a regional planning system;

3.1.1.5. periodic review of this Intermunicipal Collaboration Framework as required under 1.3;

3.1.1.6. periodic review of the Intermunicipal Development Plan as required under 4.2, and;

3.1.1.7 existing shared intermunicipal services, or the potential for new shared intermunicipal services.

3.1.2. The Committee shall consist of four members, being two Councillors from each municipality.

3.1.3 The Chief Administrative Officer, and/or designate from each municipality will serve as advisory staff to the Committee, be responsible to provide background information and recommendations on all matters before the Committee, prepare agenda, record the recommendations of the Committee, and for forwarding all recommendations from the Committee to their respective Councils.

4. Intermunicipal Development Plan

4.1 The municipalities have adopted an Intermunicipal Development Plan, by bylaw, in accordance with the *Municipal Government Act*.

4.2 The Intermunicipal Development Plan will be reviewed a minimum of every five years, at the request of one or both of the municipalities, or in conjunction with the review of the Intermunicipal Collaborative Framework.

5. Framework for Municipal Services

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

5.1 Camrose County

5.1.1. Municipal Administration
- Financial Management
- Purchasing/Procurement Services
- HR Services
- Information Technology
- Assessment Services

5.1.2. Transportation Services
- Roadway and Right-of-Way Maintenance
- Bridge and Culvert Maintenance

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

5.1.4. Solid Waste
- Transfer Stations

- Recycling stations

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

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

5.2 The Town of Bashaw

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

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

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

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

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

5.3 Shared Services

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

5.3.1 Emergency and Protective Services

5.3.1.1. Fire Service

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

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

5.3.2 Community Services

Family and Community Support Services

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

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

5.3.3 Recreation Services

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

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

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

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

6. Future Projects, Shared Services and Agreements

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

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

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

6.3 The Intermunicipal Committee will meet to discuss the project within 30 days, if requested by either municipality, and may schedule subsequent meetings as needed.

6.4 The Following criteria will be used when assessing the desirability of funding of new projects or services:

6.4.1 the relationship of the proposed project or service to the Intermunicipal Development Plan and to any other municipal planning document prepared and adopted by either municipality;
6.4.2 the level of community support;
6.4.3 the nature of the project or service;
6.4.4 the demonstrated effort by volunteers to support, raise funds or obtain grants for the project or service
6.4.5 the projected ongoing operating costs related to the project or service;
6.4.6 the municipal debt limit of either municipality
6.4.7 the projected use and benefit of the project or service to the residents and ratepayers of both municipalities.

6.5 Where the initiating municipality is considering the development of a new capital project which will require a capital contribution and an on-going operational cost contribution from the other municipality, the capital contribution to the project will be negotiated independently of the negotiation for any new or updated cost sharing agreement between the municipalities for the on-going operational costs related to the project.

6.6 The Intermunicipal Committee will review, and negotiate, the terms related to the project or new shared service, including the cost sharing arrangement of the project or service. The Intermunicipal Committee will provide a recommendation for approval to the councils of the partner municipalities.

6.7 In the event that the Intermunicipal Committee or municipal councils are unable to reach an agreement, within 90 days, and do not jointly agree to extend the time period, then any unresolved issues shall be dealt with through the dispute resolution process as referenced in this bylaw. If urgency is needed, the initiating municipality must not this in the initial notice, and the receiving municipality will make best efforts to accommodate a compressed timeframe.

7. Implementation Plan

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

8. Dispute Resolution

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

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

8.2 The dispute resolution process will include negotiation, mediation, and arbitration as progressive steps available to the parties in their efforts to resolve a dispute. If a dispute proceeds to arbitration, the arbitrator's order will be considered final and binding up the parties, subject to a judicial review on a question of jurisdiction only.

8.3 The municipalities are committed to resolving any disputes in a timely, non-adversarial, and cost effective manner.

8.4 If the municipalities become involved in a dispute resolution process, they each shall continue to perform their obligations described in this Framework until the dispute resolution process is complete, and subsequently, will comply with the agreed resolution or arbitration order.

8.5 Upon the issuance of an arbitrator's order, or upon a negotiated or mediated agreement, both municipalities will promptly update their respective intermunicipal collaboration framework and/or intermunicipal development plan to reflect any necessary changes, including an implementation plan.

9. **Correspondence**

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

9.1.1 Notices to Camrose County:

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

9.1.2 Notices to the Town of Bashaw:

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

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

Camrose County

Reeve

County Administrator

Town of Bashaw

Mayor

Chief Administrative Officer