



<b>Policy Title</b>	Financial Actions
<b>Authority</b>	Council
<b>Approved (Dates/Motion #)</b>	TOB117/22 Oct. 10, 2023 (M#TOB181/23)
<b>Policy Number</b>	P-TOB12/001-21
<b>Review</b>	To be reviewed annually at the Organizational Meeting
<b>Reviewed by/date</b>	Council on October 27, 2025

## Policy Statement

The Town is fiscally responsible and regulates financial actions.

## Definitions

**Chief Administrative Officer (CAO)** – means the administrative head of the municipality.

**Council** – means the elected body of the Town.

**Elected Official** – means an elected representative of the Town tasked with local governance in Bassano.

**Town** - means the incorporated municipality of Bassano.

**Mayor** – means the Chief Elected Official of the Town appointed annually at the organization meeting by the elected officials.

## Responsibility

It is the responsibility of the CAO to ensure this policy is implemented.

## Process

1. Cheque Signing
  - 1.1 Each year at the annual organizational meeting council will appoint by motion signing authority for the ensuing year. Signing authority shall consist of two signatories, the Mayor or Deputy Mayor and the CAO.
2. Cheque Issuance
  - 2.1 In accordance with the annual operating and capital budgets, administration will process accounting. A cheque listing will be included on council agendas for information purposes or payments that have been issued for the corresponding month.
3. Financial Statements
  - 3.1 Financial statements will be provided to council monthly for information purposes.
4. Financial Reports

- 4.1 Quarterly financial reports will be provided to council to show the approved budget, budget spent to date, and the percentage of budget remaining.
5. Taxes and Penalties
  - 5.1 Taxes will be set on an annual basis by bylaw.
  - 5.2 Penalties for late payment of taxes will be set on an annual basis by bylaw.
6. Tax Certificates
  - 6.1 A fee of \$25.00 shall be charged for tax certificates. Property owners shall be issued tax certificates free of charge.
7. Utility Rates
  - 7.1 Utility rates shall be levied on a bi-monthly basis and set annually by bylaw.
8. Rental Rates for Public Buildings
  - 8.1 A separate policy governs rental rates for public buildings.
9. Cemetery
  - 9.1 A separate policy governs cemetery fees.
10. Municipal Land Sales
  - 10.1 Municipal land prices shall be set by a motion of council in alignment with current market values.
11. Land Lease Agreements – Farm or Pasture
  - 11.1 Land lease agreements will be offered at current market values or to the highest bid. Lease fees shall be reviewed at the time of expiry.
12. Fire Call-out Rates
  - 12.1 Fire fees shall be set by bylaw.
13. Accounts Receivable
  - 13.1 A 1.5 percent penalty will be applied per month to all accounts receivable that are outstanding past 60 days.
14. NSF Charges
  - 14.1 A \$30.00 NSF charge will be applied to all returned cheques that are marked “unpaid” or “insufficient funds”.
15. Stale Dated Charges
  - 15.1 A \$30.00 fee will be charged and deducted from any cheques issued by the Town to a person or vendor where the cheque is deemed stale dated or when a person or vendor requests that the cheque is cancelled.

16. Incoming Wire Transfer

- 16.1 A \$30.00 fee will be charged against all incoming wire transfers received by the Town. The fee shall either be deducted from the payment or applied as a charge to the account.

17. 3<sup>rd</sup> Party Accounting

- 17.1 Where the Town assists with 3<sup>rd</sup> party matters related to the acquisition of services, purchase or supply of goods for a person or business, a 15 percent administrative fee shall be applied to the account. The administrative fee shall not be applied to volunteer boards operating at any municipal facility.

18. Photocopy/Print/Fax

- 18.1 Photocopy/print fees is \$1.50/side per copy (black and white) and \$2.50/side per copy (colour) (includes GST).  
18.2 Fax fee is \$2.00/side (includes GST).

19. Licenses

- 19.1 Business license fees shall be set by bylaw.  
19.2 Dog license fees shall be set by bylaw.  
19.3 Cat license fees shall be set by bylaw.

20. Development

- 20.1 Development permits fees shall be set by bylaw.

21. Compliance Certificate

- 21.1 A certificate of compliance fee is \$75.00 (including GST).  
21.2 Additional copies of certificates of compliance are \$25.00 (including GST).

22. Commissioner of Oaths

- 22.1 Employees that are designated as a Commissioner of Oaths shall only use the powers for the execution of municipal business.

23. Public Works

- 23.1 Public works call outs and equipment shall be governed by a separate policy.

24. The following policies are hereby rescinded:

- 24.1 TOB300 – Financial Policy

END OF POLICY