



<b>Policy Title</b>	Christmas in the Campground
<b>Authority</b>	Administration
<b>Reference</b>	Town of Bassano Recreation and Leisure Master Plan
<b>Approved (Dates/M#)</b>	December 9, 2024 (M#TOB190/24)
<b>Policy Number</b>	P-TOB72/005-24
<b>Review</b>	As required
<b>Reviewed by/date</b>	December 9, 2024

## Policy Statement

To authorize the use of the campground on an annual basis for the Christmas in the Campground event and outline committee and Town responsibilities.

This policy aligns with the Recreation and Leisure Master Plan's objective to create and maintain partnerships with user groups that enhance the health and well-being of our community.

## Definitions

**Administration** – means a member of the administrative team of the Town.

**Bassano Community Christmas Program** – a donation-based initiative organized by Bassano Family and Community Support Services to provide food, gifts, or other essential items to individuals or families in need. Also known as the Christmas Hamper program.

**Bassano Family and Community Support Services (FCSS)** – is a local organization dedicated to being a strong partner in a health community by offering locally based preventative and supportive services, promoting volunteerism, and coordinating partnerships within the community.

**Campground** – means the Bassano Homecoming Campground located at 605 – 2<sup>nd</sup> Avenue.

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

**Committee** – means the volunteer committee recognized by the Town to operate the Christmas in the Campground event. The volunteer committee does not have designated powers to act on behalf of the Town of Bassano, Town Council, Town Administration, or any other municipal employee.

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

**Public Works** – means the department responsible for facility and park maintenance within the Town.

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

**User** – means a person(s) that rents a stall at the Campground for a specific use.

## Scope of Work

Christmas in the Campground is a volunteer-led event that encourages community spirit and supports the Bassano Community Christmas Program.

Residents and organizations are invited to purchase (by donation) a stall or tree in the Homecoming Campground to decorate with lights or other decorations. The campground will be lit and visible for all residents and visitors to enjoy throughout the holiday season.

Funds raised will go towards supporting the current year's Bassano Community Christmas Program, administered by Bassano FCSS.

## Responsibility

This event involves collaboration between the Committee, Town administration, the Public Works Department, and Bassano FCSS.

- The Committee oversees the event schedule including key dates such as light "test" day and the official "light up" date, creates the campground site/tree map for registration, creates and distributes marketing materials, and manages the overall event.
- Town administration handles registration and collects donations at the Town Office. The Town will provide tax receipts for donations over \$20.00.
- Public Works ensures the campground has power, tests the lights, and controls the lights for the duration of the event.
- Bassano FCSS oversees the management of donated funds to support the annual Bassano Community Christmas Program. A donation cut-off date will be set to ensure that all food and funds are allocated and spent within the current year.

## Process

The committee is permitted to access the campground between November 12<sup>th</sup> and January 7<sup>th</sup> annually for the Christmas in the Campground event. The use of the campground and its power is provided by the Town in-kind.

1. The Committee will provide Town administration with an event schedule, map, and sign-up sheet showing available sites and trees for decoration. Residents and organizations select their site/tree, register, and complete payment at the Town Office.
2. Public Works will conduct a light test as per the event schedule (typically the last week in November). All sites and trees that require power must be decorated before this test.
3. The committee will establish a "light up" date following the test date. Public Works will be responsible for turning the lights on and off from the "light up" date to January 2. Public Works will turn lights on at the end of their work day and turn them off at the beginning of their work day.

4. Funds raised will be utilized by Bassano Family and Community Support Services to purchase supplementary items for Bassano Community Christmas Program within that current year.
5. Power will be shut off on January 2<sup>nd</sup> annually. Decorators and committee members have until January 7<sup>th</sup> to remove decorations and ensure any remaining garbage is cleaned up to the satisfaction of the Town.

END OF POLICY

Approved