



ORGANIZATIONAL AGENDA

Meeting: October 27, 2025 6:00 p.m.

Location: Council Chambers – 502 – 2nd Avenue

Virtual login option: <https://call.lifesizecloud.com/17945621>

1. CALL TO ORDER

2. ELECTIONS *(Procedural Bylaw# 951/25 S. 5.3.3 states "Selection of the Mayor or Deputy Mayor by election of elected Councillors; by either show of hands or secret ballot. The voting method shall be determined by a show of hands).*

- 2.1 Nomination and election of Mayor
- 2.2 Nomination and election of Deputy Mayor

3. COUNCILLOR COMPENSATION

- 3.1 Councillor Honorarium, Benefits and Expenses Policy
- 3.2 Municipal Planning Commission Board Honorarium and Expense Policy
- 3.3 Subdivision and Development Appeal Board Honorarium and Expense Policy

4. PROCEDURES OF VOTING AND APPOINTING COMMITTEES

- 4.1 Procedural Bylaw #951/25
- 4.2 Subdivision and Development Authority/Municipal Planning Commission Bylaw #919/21 *(member-at-large minimum appointment of 1 year and maximum appointment of 4 years)*
- 4.3 Intermunicipal Subdivision and Development Authority Bylaw #896/20
- 4.4 Boards and Committees
 - 4.4.1 Board and Committee Member List (2025/26)
 - 4.4.2 Board and Committee Nominations and Appointments

5. APPOINTMENT OF PROFESSIONALS

- 5.1 Assessor
- 5.2 Auditor
- 5.3 Financial Institution
- 5.4 Engineering Firm
- 5.5 Legal Counsel
- 5.6 Planning Commission
- 5.7 Designated Officers

6. SIGNING AUTHORITY

- 6.1 Appointment of Officers

7. MEETING DATES

- 7.1 Council
- 7.2 Municipal Planning Commission

8. ADJOURNMENT



REVIEW

Meeting: October 27, 2025

Agenda Item: 3.1

SUBJECT: Councillor Honorarium, Benefits, and Expense Policy P-TOB11/001-21

(11) Council

During the annual organizational meeting, council reviews the Council Honorarium, Benefits and Expenses policy. Pending the outcome of the remuneration discussion, the policy may require revisions. The revisions would occur at a regular council meeting.

When attending approved meetings, councillors receive an honorarium, paid quarterly. Councillors must submit their remuneration forms electronically to the payroll department and are only permitted to charge for meeting attendance per the approved committee appointments of council. When attending meetings, councillors are required to submit a written committee report for the monthly council agenda. The CAO sends an email request within 7-days of the regularly scheduled council meeting that committee reports are submitted.

The purpose of a committee report is to inform the councillors/community regarding business matters that are being considered, new or revised policies/programs, or issues that are arising. This is how the council monitors/evaluates the effectiveness of their appointment and projected outcomes. A separate report must be provided for each meeting that a councillor attends.

Attachments:

1. Policy P-TOB11/001-21 Councillor Honorarium, Benefits, and Expense Policy
2. YTD Councillor Expense Summary

Prepared by: Amanda Davis, CAO



Policy Title	Councillor Honorarium, Benefits, and Expense Policy
Authority	Council
Approved (Dates/Motion #)	Nov. 8, 2021 (TOB261/21), Revised Nov. 14, 2022 (TOB212/22), Revised Nov. 12, 2024 (TOB158/24)
Policy Number	P-TOB11/001-21
Review	To be reviewed annually at the Organizational meeting
Reviewed by/date	Council on Nov. 12, 2024

Policy Statement

The Town provides its elected officials with an honorarium to compensate the members' time and involvement in municipal leadership while demonstrating sound financial stewardship.

The Town shall provide guidelines to reimburse elected officials fees and expenses incurred in the performance of duties carried out on behalf of the Town and within approved annual budget.

Definitions

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

Conference – means a conference of function related to the governance of the Town.

Council – means the elected body of the Town.

Education – means elected official related education and training session.

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

Expenses – means expenses incurred as a result of carrying out the functions of local governance in Bassano within the approved annual budget.

Honorarium – means an amount paid to the elected official for carrying out duties of local governance for the Town.

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.

Meeting – means a council meeting, sub-committee meeting, board meeting, commission meeting, corporation meeting, function, or conference established by a motion of council that authorizes an elected official's attendance within the approved annual budget.

Special Event – means an event, meeting, or function that Council deems necessary for political purpose, community support, or similar. Special Events are relative to the business and promotion of the Town within the province of Alberta.

Responsibility

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

Process

1. An elected official of the Town is entitled to receive an honorarium for participating in a meeting, education, or a conference within the approved annual budget.
 - 1.1 In accordance with the approved annual budget of the Council Department, an elected official may charge for meetings that has an agenda, where minutes are taken to record business decisions.
 - 1.2 Billable meetings, conferences, or events must coincide with the elected officials committee appointments.
 - 1.3 Unless otherwise approved by Council, an elected official may attend a Special Event, providing a public appearance without receiving an honorarium. When attending a Special Event, the elected official may charge and be compensated for mileage in accordance with the approved annual budget of the Council Department.
2. An honorarium may not be claimed by an elected official if the elected official is receiving reimbursement from an external agency or authority.
3. The honorarium payable to an elected official is:
 - 3.1 0-4 hours, a half day honorarium of \$125
 - 3.2 Over 4 hours, a full day honorarium of \$250
 - 3.3 Travel shall be compensated at the Canada Revenue Agency rate and includes getting to and from the location.
 - 3.4 \$100 per month to assist with expenses related to the use of personal phones, internet, or other un-billed consumables.
4. The honorarium payable to the Mayor is:
 - 4.1 0-4 hours, a half day honorarium of \$175
 - 4.2 Over 4 hours, a full day honorarium of \$300
 - 4.3 Travel shall be compensated at the Canada Revenue Agency rate and includes getting to and from the location.
 - 4.4 \$100 per month to assist with expenses related to the use of personal phones, internet, or other un-billed consumables.
5. The following expenses will be reimbursed upon receipt when travelling to fulfill governance obligations on behalf of the Town within the approved annual budget.

- 5.1 Accommodation expense.
 - 5.2 Meal expenses with gratuity up to 10 percent excluding alcoholic beverages.
 - 5.3 Use of private vehicle, mileage will be paid in accordance with the Canada Revenue Agency rates. Carpooling is encouraged.
 - 5.4 Parking or park passes, c-train or bus fair, taxi, Uber, or other transport service.
6. It is the responsibility of the elected official to track all expenses and submit electronic expense forms quarterly to Town administration.
- 6.1 Town administration will send an email request a minimum of seven (7) days in advance of preparing quarterly payroll.
 - 6.2 Upon receipt of elected official honorarium and expense claims, Town administration shall compile the expense reports to be reviewed by the CAO to ensure expense claims align with meeting appointments and the annual budget.
 - 6.3 Town administration will send an electronic copy of the elected official expense claim forms to the Council for review. If an elected official chooses to dispute a claim, they must notify the CAO in writing. The CAO will include the dispute on the next council agenda for discussion. If it is determined that the dispute is validated, the amount paid will be deducted off the next quarterly remuneration payable.
7. The following benefits are provided to the elected officials through the Town's insurance:
- 7.1 Accidental Death & Dismemberment – up to \$50,000
 - 7.2 Accident Reimbursement Benefit – up to \$15,000
 - 7.3 Accidental Dental Expense Benefit – up to \$5,000
 - 7.4 Weekly Accident Indemnity – up to \$200
8. The following policies are hereby rescinded:
- 8.1 Policy TOB-201 Councillor Honorarium, Benefits and Expense
 - 8.2 Policy TOB-206 Councillor Compensation Review Committee

END OF POLICY



TOWN OF BASSANO

Employee History

2025-Oct-21

2:59:10PM

Employee 164 Last Name **JONES** First Name **KEVIN**

Start Date	2025-01-01	Deductions	0.00	OT	0.00	REMB Earnings	
Pay Period	Q202501	Holiday Pay		Taxable Benefit	0.00	NT Earnings	
Department	PART TIME	Regular	925.00	HP Accrued		Cheque Date	2025-03-31
Gross	925.00					Cheque #	20250024
Net Pay	925.00						

Class	Merit	Hrs Code	Hrs Worked	Hourly	Pay Value	Deduction	Employee	Employer	Benefit
COUN-TA\	3	ALLOWANCE	3.00	100.00	300.00	INCTAX	0.00	0.00	0.00
COUN-TA\	3	MEET	5.00	125.00	625.00				
Totals							0.00	0.00	0.00

Start Date	2025-04-01	Deductions	0.00	OT	0.00	REMB Earnings	
Pay Period	Q202502	Holiday Pay		Taxable Benefit	0.00	NT Earnings	
Department	PART TIME	Regular	1,175.00	HP Accrued		Cheque Date	2025-06-30
Gross	1,175.00					Cheque #	20250065
Net Pay	1,175.00						

Class	Merit	Hrs Code	Hrs Worked	Hourly	Pay Value	Deduction	Employee	Employer	Benefit
COUN-TA\	3	ALLOWANCE	3.00	100.00	300.00	INCTAX	0.00	0.00	0.00
COUN-TA\	3	MEET	7.00	125.00	875.00				
Totals							0.00	0.00	0.00

Start Date	2025-07-01	Deductions	0.00	OT	0.00	REMB Earnings	
Pay Period	Q202503	Holiday Pay		Taxable Benefit	0.00	NT Earnings	
Department	PART TIME	Regular	550.00	HP Accrued		Cheque Date	2025-09-29
Gross	550.00					Cheque #	20250101
Net Pay	550.00						

Class	Merit	Hrs Code	Hrs Worked	Hourly	Pay Value	Deduction	Employee	Employer	Benefit
COUN-TA\	3	ALLOWANCE	3.00	100.00	300.00	INCTAX	0.00	0.00	0.00
COUN-TA\	3	MEET	2.00	125.00	250.00				
Totals							0.00	0.00	0.00

Employee Totals		Deductions	0.00	OT	0.00	REMB Earnings	
Number	164	Holiday Pay		Taxable Benefit	0.00	NT Earnings	
Name	JONES, KEVIN	Regular	2,650.00	HP Accrued			

Class	Merit	Hrs Code	Hrs Worked	Hourly	Pay Value	Deduction	Employee	Employer	Benefit
COUN-TA\	3	ALLOWANCE	9.00	100.00	900.00	INCTAX	0.00	0.00	0.00
COUN-TA\	3	MEET	14.00	125.00	1,750.00				
Totals							0.00	0.00	0.00



TOWN OF BASSANO

Employee History

2025-Oct-21

2:59:10PM

Employee 215 Last Name **SLOMP** First Name **JOHN**

Start Date	2025-01-01	Deductions	2.98	OT	0.00	REMB Earnings			
Pay Period	Q202501	Holiday Pay		Taxable Benefit	0.00	NT Earnings			
Department	PART TIME	Regular	925.00	HP Accrued		Cheque Date	2025-03-31		
Gross	925.00					Cheque #	333		
Net Pay	922.02								
Class	Merit	Hrs Code	Hrs Worked	Hourly	Pay Value	Deduction	Employee	Employer	Benefit
COUN-TA\	3	ALLOWANCE	3.00	100.00	300.00	CPP	2.98	2.98	0.00
COUN-TA\	3	MEET	5.00	125.00	625.00	CPP2	0.00	0.00	0.00
						INCTAX	0.00	0.00	0.00
		Totals	8.00		925.00				
						Totals	2.98	2.98	0.00
Start Date	2025-04-01	Deductions	47.60	OT	0.00	REMB Earnings			
Pay Period	Q202502	Holiday Pay		Taxable Benefit	0.00	NT Earnings			
Department	PART TIME	Regular	1,675.00	HP Accrued		Cheque Date	2025-06-30		
Gross	1,675.00					Cheque #	598		
Net Pay	1,627.40								
Class	Merit	Hrs Code	Hrs Worked	Hourly	Pay Value	Deduction	Employee	Employer	Benefit
COUN-TA\	3	ALLOWANCE	3.00	100.00	300.00	CPP	47.60	47.60	0.00
COUN-TA\	3	MEET	11.00	125.00	1,375.00	CPP2	0.00	0.00	0.00
						INCTAX	0.00	0.00	0.00
		Totals	14.00		1,675.00				
						Totals	47.60	47.60	0.00
Start Date	2025-07-01	Deductions	0.00	OT	0.00	REMB Earnings			
Pay Period	Q202503	Holiday Pay		Taxable Benefit	0.00	NT Earnings			
Department	PART TIME	Regular	800.00	HP Accrued		Cheque Date	2025-09-29		
Gross	800.00					Cheque #	906		
Net Pay	800.00								
Class	Merit	Hrs Code	Hrs Worked	Hourly	Pay Value	Deduction	Employee	Employer	Benefit
COUN-TA\	3	ALLOWANCE	3.00	100.00	300.00	CPP	0.00	0.00	0.00
COUN-TA\	3	MEET	4.00	125.00	500.00	CPP2	0.00	0.00	0.00
						INCTAX	0.00	0.00	0.00
		Totals	7.00		800.00				
						Totals	0.00	0.00	0.00
Employee Totals		Deductions	50.58	OT	0.00	REMB Earnings			
Number	215	Holiday Pay		Taxable Benefit	0.00	NT Earnings			
Name	SLOMP, JOHN	Regular	3,400.00	HP Accrued					
Class	Merit	Hrs Code	Hrs Worked	Hourly	Pay Value	Deduction	Employee	Employer	Benefit
COUN-TA\	3	ALLOWANCE	9.00	100.00	900.00	CPP	50.58	50.58	0.00
COUN-TA\	3	MEET	20.00	125.00	2,500.00	CPP2	0.00	0.00	0.00
						INCTAX	0.00	0.00	0.00
		Totals	29.00		3,400.00				
						Totals	50.58	50.58	0.00



TOWN OF BASSANO

Employee History

2025-Oct-21

2:59:10PM

Employee 242 Last Name **MOREY** First Name **IRVIN**

Start Date	2025-01-01	Deductions	600.00	OT	0.00	REMB Earnings			
Pay Period	Q202501	Holiday Pay		Taxable Benefit	0.00	NT Earnings			
Department	PART TIME	Regular	2,050.00	HP Accrued		Cheque Date		2025-03-31	
Gross	2,050.00					Cheque #		334	
Net Pay	1,450.00								
Class	Merit	Hrs Code	Hrs Worked	Hourly	Pay Value	Deduction	Employee	Employer	Benefit
MAYOR-T/	3	ALLOWANCE	3.00	100.00	300.00	INCTAX	600.00	0.00	0.00
MAYOR-T/	3	MEET	10.00	175.00	1,750.00				
		Totals	13.00		2,050.00		600.00	0.00	0.00
Start Date	2025-04-01	Deductions	600.00	OT	0.00	REMB Earnings			
Pay Period	Q202502	Holiday Pay		Taxable Benefit	0.00	NT Earnings			
Department	PART TIME	Regular	3,350.00	HP Accrued		Cheque Date		2025-06-30	
Gross	3,350.00					Cheque #		599	
Net Pay	2,750.00								
Class	Merit	Hrs Code	Hrs Worked	Hourly	Pay Value	Deduction	Employee	Employer	Benefit
MAYOR-T/	3	ALLOWANCE	3.00	100.00	300.00	INCTAX	600.00	0.00	0.00
MAYOR-T/	3	FULL DAY	2.00	300.00	600.00				
MAYOR-T/	3	MEET	14.00	175.00	2,450.00				
		Totals	19.00		3,350.00		600.00	0.00	0.00
Start Date	2025-07-01	Deductions	600.00	OT	0.00	REMB Earnings			
Pay Period	Q202503	Holiday Pay		Taxable Benefit	0.00	NT Earnings			
Department	PART TIME	Regular	2,475.00	HP Accrued		Cheque Date		2025-09-29	
Gross	2,475.00					Cheque #		907	
Net Pay	1,875.00								
Class	Merit	Hrs Code	Hrs Worked	Hourly	Pay Value	Deduction	Employee	Employer	Benefit
MAYOR-T/	3	ALLOWANCE	3.00	100.00	300.00	INCTAX	600.00	0.00	0.00
MAYOR-T/	3	FULL DAY	2.00	300.00	600.00				
MAYOR-T/	3	MEET	9.00	175.00	1,575.00				
		Totals	14.00		2,475.00		600.00	0.00	0.00
Employee Totals		Deductions	1,800.00	OT	0.00	REMB Earnings			
Number	242	Holiday Pay		Taxable Benefit	0.00	NT Earnings			
Name	MOREY, IRVIN	Regular	7,875.00	HP Accrued					
Class	Merit	Hrs Code	Hrs Worked	Hourly	Pay Value	Deduction	Employee	Employer	Benefit
MAYOR-T/	3	ALLOWANCE	9.00	100.00	900.00	INCTAX	1,800.00	0.00	0.00
MAYOR-T/	3	FULL DAY	4.00	300.00	1,200.00				
MAYOR-T/	3	MEET	33.00	175.00	5,775.00				
		Totals	46.00		7,875.00		1,800.00	0.00	0.00



TOWN OF BASSANO

Employee History

2025-Oct-21
2:59:10PM

Employee 262 Last Name **MILLER** First Name **SYDNEY**

Start Date	2025-01-01	Deductions	17.85	OT	0.00	REMB Earnings
Pay Period	Q202501	Holiday Pay		Taxable Benefit	0.00	NT Earnings
Department	PART TIME	Regular	1,175.00	HP Accrued		Cheque Date 2025-03-31
Gross	1,175.00					Cheque # 335
Net Pay	1,157.15					

Class	Merit	Hrs Code	Hrs Worked	Hourly	Pay Value	Deduction	Employee	Employer	Benefit
COUN-TA\	3	ALLOWANCE	3.00	100.00	300.00	CPP	17.85	17.85	0.00
COUN-TA\	3	MEET	7.00	125.00	875.00	CPP2	0.00	0.00	0.00
						INCTAX	0.00	0.00	0.00
Totals			10.00		1,175.00		17.85	17.85	0.00
						Totals	17.85	17.85	0.00

Start Date	2025-04-01	Deductions	2.98	OT	0.00	REMB Earnings
Pay Period	Q202502	Holiday Pay		Taxable Benefit	0.00	NT Earnings
Department	PART TIME	Regular	925.00	HP Accrued		Cheque Date 2025-06-30
Gross	925.00					Cheque # 600
Net Pay	922.02					

Class	Merit	Hrs Code	Hrs Worked	Hourly	Pay Value	Deduction	Employee	Employer	Benefit
COUN-TA\	3	ALLOWANCE	3.00	100.00	300.00	CPP	2.98	2.98	0.00
COUN-TA\	3	MEET	5.00	125.00	625.00	CPP2	0.00	0.00	0.00
						INCTAX	0.00	0.00	0.00
Totals			8.00		925.00		2.98	2.98	0.00
						Totals	2.98	2.98	0.00

Start Date	2025-07-01	Deductions	0.00	OT	0.00	REMB Earnings
Pay Period	Q202503	Holiday Pay		Taxable Benefit	0.00	NT Earnings
Department	PART TIME	Regular	300.00	HP Accrued		Cheque Date 2025-09-29
Gross	300.00					Cheque # 908
Net Pay	300.00					

Class	Merit	Hrs Code	Hrs Worked	Hourly	Pay Value	Deduction	Employee	Employer	Benefit
COUN-TA\	3	ALLOWANCE	3.00	100.00	300.00	CPP	0.00	0.00	0.00
						CPP2	0.00	0.00	0.00
						INCTAX	0.00	0.00	0.00
Totals			3.00		300.00		0.00	0.00	0.00
						Totals	0.00	0.00	0.00

Employee Totals		Deductions	20.83	OT	0.00	REMB Earnings
Number	262	Holiday Pay		Taxable Benefit	0.00	NT Earnings
Name	MILLER, SYDNEY	Regular	2,400.00	HP Accrued		

Class	Merit	Hrs Code	Hrs Worked	Hourly	Pay Value	Deduction	Employee	Employer	Benefit
COUN-TA\	3	ALLOWANCE	9.00	100.00	900.00	CPP	20.83	20.83	0.00
COUN-TA\	3	MEET	12.00	125.00	1,500.00	CPP2	0.00	0.00	0.00
						INCTAX	0.00	0.00	0.00
Totals			21.00		2,400.00		20.83	20.83	0.00
						Totals	20.83	20.83	0.00



TOWN OF BASSANO

Employee History

2025-Oct-21

2:59:10PM

Employee 263 Last Name **WETZSTEIN** First Name **MIKE**

Start Date	2025-01-01	Deductions	0.00	OT	0.00	REMB Earnings			
Pay Period	Q202501	Holiday Pay		Taxable Benefit	0.00	NT Earnings			
Department	PART TIME	Regular	800.00	HP Accrued		Cheque Date	2025-03-31		
Gross	800.00					Cheque #	336		
Net Pay	800.00								
Class	Merit	Hrs Code	Hrs Worked	Hourly	Pay Value	Deduction	Employee	Employer	Benefit
COUN-TA\	3	ALLOWANCE	3.00	100.00	300.00	CPP	0.00	0.00	0.00
COUN-TA\	3	MEET	4.00	125.00	500.00	CPP2	0.00	0.00	0.00
						INCTAX	0.00	0.00	0.00
		Totals	7.00		800.00	Totals	0.00	0.00	0.00
Start Date	2025-04-01	Deductions	25.29	OT	0.00	REMB Earnings			
Pay Period	Q202502	Holiday Pay		Taxable Benefit	0.00	NT Earnings			
Department	PART TIME	Regular	1,300.00	HP Accrued		Cheque Date	2025-06-30		
Gross	1,300.00					Cheque #	601		
Net Pay	1,274.71								
Class	Merit	Hrs Code	Hrs Worked	Hourly	Pay Value	Deduction	Employee	Employer	Benefit
COUN-TA\	3	ALLOWANCE	3.00	100.00	300.00	CPP	25.29	25.29	0.00
COUN-TA\	3	MEET	8.00	125.00	1,000.00	CPP2	0.00	0.00	0.00
						INCTAX	0.00	0.00	0.00
		Totals	11.00		1,300.00	Totals	25.29	25.29	0.00
Start Date	2025-07-01	Deductions	47.60	OT	0.00	REMB Earnings			
Pay Period	Q202503	Holiday Pay		Taxable Benefit	0.00	NT Earnings			
Department	PART TIME	Regular	1,675.00	HP Accrued		Cheque Date	2025-09-29		
Gross	1,675.00					Cheque #	909		
Net Pay	1,627.40								
Class	Merit	Hrs Code	Hrs Worked	Hourly	Pay Value	Deduction	Employee	Employer	Benefit
COUN-TA\	3	ALLOWANCE	3.00	100.00	300.00	CPP	47.60	47.60	0.00
COUN-TA\	3	FULL DAY	1.00	250.00	250.00	CPP2	0.00	0.00	0.00
COUN-TA\	3	MEET	9.00	125.00	1,125.00	INCTAX	0.00	0.00	0.00
		Totals	13.00		1,675.00	Totals	47.60	47.60	0.00
Employee Totals		Deductions	72.89	OT	0.00	REMB Earnings			
Number	263	Holiday Pay		Taxable Benefit	0.00	NT Earnings			
Name	WETZSTEIN, MIKE	Regular	3,775.00	HP Accrued					
Class	Merit	Hrs Code	Hrs Worked	Hourly	Pay Value	Deduction	Employee	Employer	Benefit
COUN-TA\	3	ALLOWANCE	9.00	100.00	900.00	CPP	72.89	72.89	0.00
COUN-TA\	3	FULL DAY	1.00	250.00	250.00	CPP2	0.00	0.00	0.00
COUN-TA\	3	MEET	21.00	125.00	2,625.00	INCTAX	0.00	0.00	0.00
		Totals	31.00		3,775.00	Totals	72.89	72.89	0.00



REVIEW

Meeting: October 27, 2025

Agenda Item: 3.2

SUBJECT: Municipal Planning Commission Honorarium and Expense Policy P-TOB66/001-21

(64/66) Planning & Development

During the annual organizational meeting, council reviews the Municipal Planning Commission Board Honorarium and Expense policy.

Pending the outcome of the councillor remuneration discussion, this policy may also have to be revised. The revisions would occur at a regular council meeting.

Like council remuneration, the Municipal Planning Commission member-at-large receives an honorarium. Where possible, Municipal Planning Commission and Council meetings occur at the same time and only one expense is incurred by the elected member.

Attachments:

1. Municipal Planning Commission Board Honorarium and Expense Policy – P-TOB66/001-21

Prepared By: Amanda Davis, CAO



Policy Title	Municipal Planning Commission Honorarium and Expense Policy
Authority	Council
Approved (Dates/Motion #)	Mar. 8, 2021 (M# TOB63/21)
Policy Number	P-TOB66/001-21
Review	To be reviewed annually at the AGM
Reviewed by/date	Council on Oct. 15, 2024

Policy Statement

The Town provides its elected officials and MPC Member at Large an honorarium to compensate the members' time and involvement in planning and development leadership while demonstrating sound financial stewardship.

The Town shall provide guidelines to reimburse elected officials and MPC Member at Large fees and expenses incurred in the performance of duties carried out on behalf of the Town and within approved annual budget.

Definitions

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Education – mean planning and development related education and training session(s).

Elected Official – means an elected representative of the Town tasked with MPC functions in Bassano.

Expenses – means expenses incurred as a result of carrying out the MPC functions in Bassano within the approved annual budget.

Honorarium – means an amount paid to the elected official and/or the Member at Large for carrying out duties related to the MPC function for the Town.

Town - means the incorporated municipality of Bassano.

Meeting – means an MPC meeting that authorizes an elected official and Member at Large's attendance within the approved annual budget.

Member at Large – means a Member at Large from the Town appointed annually by council to serve as a voting member on the MPC.

Municipal Planning Commission – mean the Development Authority as defined in the Town's Land Use Bylaw.

Responsibility

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

Elected Official Process

1. An elected official of the Town is entitled to receive an honorarium for participating in an MPC meeting as established in Policy P-TOB11/001-21 only if the meeting is set on a date/time outside of a regular or special council meeting. If a council meeting follows the MPC meeting one payment will be issued to the elected official in attendance for the overall length of the combined meetings.

Member at Large Process

2. An appointed Member at Large of the Town is entitled to receive an honorarium for participating in an MPC meeting or for attending planning and development related education or workshops as approved within the annual budget.
3. The honorarium payable to a Member at Large is:
 - 3.1 A flat fee of \$100 per meeting, workshop, or seminar.
4. The following expenses will be reimbursed upon receipt when travelling to fulfill MPC obligations on behalf of the Town within the approved annual budget.
 - 5.1 Accommodation expense.
 - 5.2 Meal expenses with gratuity up to 10 percent excluding alcoholic beverages.
 - 5.3 Use of private vehicle, mileage will be paid in accordance with the Canada Revenue Agency rates. Car pooling is encouraged.
 - 5.4 Parking or park passes, c-train or bus fair, taxi, Uber, or other transport service.
5. It is the responsibility of the Member at Large to track all expenses and submit an electronic expense form quarterly to Town administration.
6. The following policy is hereby rescinded:
 - 6.1 Policy TOB-202 Municipal Planning Commission Board Honorarium and Expense

END OF POLICY



REVIEW

Meeting: October 27, 2025

Agenda Item: 3.3

SUBJECT: Subdivision and Development Appeal Board Honorary and Expense Policy P-TOB66/002-21

(64/66) Planning & Development

During the annual organizational meeting, council reviews the Subdivision and Development Appeal Board (SDAB) Honorary and Expense policy.

Pending the outcome of the councillor remuneration discussion, this policy may also have to be revised. The revisions would occur at a regular council meeting.

Like council, and the MPC remunerations, the SDAB members and member-at-large receives an honorary in accordance with the regional bylaw. This policy aligns to the ISADB bylaw 896/20.

Attachments:

1. Subdivision and Development Appeal Board Honorary and Expense Policy – P-TOB66/002-21

Prepared By: Amanda Davis, CAO



Policy Title	Subdivision and Development Appeal Board Honorarium and Expense Policy
Authority	Council
Approved (Dates/Motion #)	Mar. 8, 2021 (M# TOB66/21)
Policy Number	P-TOB66/002-21
Review	To be reviewed annually at the Organizational meeting
Reviewed by/date	Council on October 10, 2023

Policy Statement

The Town provides its appointed Subdivision and Development Appeal Board members an honorarium to compensate the members' time and involvement in planning and development leadership while demonstrating sound financial stewardship.

Definitions

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

Council – means the elected body of the Town.

Honorarium – means an amount paid to the SDAB member for carrying out duties related to the SDAB function for the Town or region.

ISDAB – means the Intermunicipal Subdivision and Development Appeal Board Agreement between the City of Brooks, County of Newell, Town of Bassano, and Villages of Duchess and Rosemary.

Town - means the incorporated municipality of Bassano.

Member – means a member of the Regional Subdivision and Development Appeal Board duly appointed by participating municipalities in accordance with the *Municipal Government Act*.

Responsibility

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

Process

1. Members shall receive honorariums in accordance with the ISDAB.
2. The following policy is hereby rescinded:

2.1 Policy TOB-203 SDAB Honorarium and Expense

END OF POLICY



REVIEW

Meeting: October 27, 2025

Agenda Item: 4.1

SUBJECT: Procedural Bylaw 951/25

(11) Council

During the annual organizational meeting, council reviews the Procedural bylaw. A Procedural bylaw is legislated under the *Municipal Government Act* and governs council procedure. Council must always follow the rules established within its Procedural bylaw.

Various policies are attached that compliment the Procedural bylaw.

Attachments:

1. Procedural Bylaw #951/25
2. Decorum in Chambers Policy – P-TOB11/002-21
3. Electronic Recording of Meetings Policy -P-TOB11/003-21
4. Public Participation Policy – P-TOB11/004/21
5. Public Procurement and Tendering Policy – P-TOB11/005-21

Prepared By: Amanda Davis, CAO



BYLAW

Bylaw Number: 951/25
Bylaw Name: **Procedural Bylaw**

A BYLAW OF THE MUNICIPALITY IN THE PROVINCE OF ALBERTA, TO REGULATE THE PROCEDURES AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS.

WHEREAS Council of the Town of Bassano has the authority under section 145 of the *Municipal Government Act*, R.S.A. 2000 s-M-26, and related amendments, to enact bylaws respecting the establishment of Council Committees, Procedures and Conduct of Council, Council Committees, and the Conduct of Councillors and Members of Council Committees; and

WHEREAS Council of the Town of Bassano considers it expedient and desirable for effective governance to regulate the procedure and conduct of Council, Councillors and others attending Council and Council Meetings in the Town of Bassano;

NOW THEREFORE the Council of the Town of Bassano enacts as follows:

1. TITLE

1.1 This bylaw shall be known as the **"Council Procedural Bylaw"** and applies to all Members attending Meetings of Council and Committees established by the Council of the Municipality.

2. DEFINITIONS

- 2.1 **"Act"** means the *Municipal Government Act*, revised statutes of Alberta 2000, Chapter M-26 and amendments.
- 2.2 **"ad hoc"** means an organization, committee, or commission created for a specific task.
- 2.3 **"Agenda"** means the list of items and order of business for any meeting.
- 2.4 **"Amend"** means a motion to add context or details to a currently debated motion.
- 2.5 **"Business Day"** means a full regularly scheduled working day for the Administration Office. In reference to Delegations (Section 26 of this Bylaw), full business days allow for the correlating and copying of information to be included in Council Packages.
- 2.6 **"Bylaw"** means a bylaw of the Town of Bassano.

- 2.7 **"Call the Question"** means immediately terminating debate and calling for a vote. This is a non-debatable motion.
- 2.8 **"Chief Administrative Officer" or "CAO"** means the person appointed to the position of Chief Administrative Officer by Council.
- 2.9 **"Chief Executive Officer" or "CEO"** means the person appointed to the position of Chief Executive Officer as defined in the Act, which shall be the Mayor unless otherwise determined by Council.
- 2.10 **"Chair"** means the person presiding and conducting meetings.
- 2.11 **"Closed Session"** shall mean a session which is held in private (closed to the public) and may include specific persons invited to attend by the Chair, Council, or the Committee. All discussions in closed sessions are deemed as confidential, and no motions can be made in closed sessions.
- 2.12 **"Committee"** means a committee created by Council (such as at the annual Organizational meeting) that is either a Standing Committee, Special Committee, ad hoc Committee, or an external Council Committee.
- 2.13 **"Committee of the Whole" means** a committee consisting of all Members of Council. A meeting of the Committee of the Whole may be held in a closed session or in a public session depending on the issue being discussed.
- 2.14 **"Council"** means the council of the municipality.
- 2.15 **"Councillor"** means a Councillor elected to represent the Town of Bassano.
- 2.16 **"Delegation"** means any person or persons having permission of Council to appear before Council, or a Committee of Council to provide pertinent information and views about the subject before Council or Council Committee.
- 2.17 **"Deputy Mayor"** means the Member of Council who is appointed pursuant to the Act to act as Mayor in the absence or incapacity of the Mayor.
- 2.18 **"Electronic Means"** means the use of an electronic device for meetings.
- 2.19 **"Ex Officio"** means by right of the office, the C.E.O. is a Member of all Council Committees and all bodies to which Council has the right to appoint Members. Unless the named Members or alternate to the Committee, the C.E.O. does have voting privileges.
- 2.20 **"Mayor"** means the Chief Elected Official (C.E.O.) for the Town.
- 2.21 **"Member"** means a Councillor or Member at Large, appointed by Council to a Committee of Council.



- 2.22 **"Member at Large"** means a Member of the public appointed by Council to a Committee of Council.
- 2.23 **"Meetings"** means meetings of Council and Council Committees.
- 2.24 **"Motion"** means an action presented by a Councillor or Member of a Committee and made through the Chair that requests some consideration of action by Council or Committee. For a Motion to be structurally complete, it is required to address the who, what, when, where and why questions.
- 2.25 **"Municipality"** means the corporation of the Town of Bassano,
- 2.26 **"Person"** includes an individual, partnership, association, body corporate, trustee, executor, administrator, or legal representative.
- 2.27 **"Point of Information"** means a question or request directed through the Chair to another Member or to staff for information relevant to the business at hand but not related to the Point of Procedure.
- 2.28 **"Point of Order"** means the raising of question directed to the Chair to call attention to any departure from the Procedure Bylaw.
- 2.29 **"Point of Procedure"** means a question directed to the Chair to obtain information of a matter of the rules of the Town bearing on the business at hand in order to assist a Member to make an appropriate Motion, raise a point of order, or understand the situation or the effect of a Motion.
- 2.30 **"Question of Privilege"** means a raising of a question which concerns a Member of Council, or the Council collectively when a Member believes that another Member has spoken disrespectfully towards him/her or the Council, or when he/she believes comments have been misunderstood or misinterpreted by another Member or Members.
- 2.31 **"Quorum"** means a majority (50% + 1) of those Members elected and serving on Council.
- 2.32 **"Recess"** means a non-debatable action for a temporary break of Council/Committee business; any Member may request a recess through the Chair.
- 2.33 **"Recording Secretary"** means the person assigned to record minutes of the meeting.
- 2.34 **"Table"** means a Motion to delay the consideration of any matter to a definite time, when further information is to be obtained.
- 2.35 **"Town"** means the Town of Bassano.
- 2.36 **"Urgency"** or **"emergent items"** (in reference to Addendums Section 25.7 of this Bylaw) means an item (Addendum – addition to the agenda) is to be added to a previously



distributed Agenda, then the Addendum shall pass a test of 'Urgency'. If the Addendum is time-sensitive or where failure to provide immediate action may cause financial or other distress to the Municipality, Council or a Committee, then the Chair may authorize the addition of the Addendum to the Agenda. All additions must be supported by written background information.

3. GENERAL

- 3.1 In accordance with Section 204 of the Act, the municipal office shall be the Town of Bassano Administration Office located at 502 2nd Avenue, Bassano, Alberta.
- 3.2 Council of the Town of Bassano shall consist of five (5) elected officials.
- 3.3 At the Organizational Meeting following the date of the general Election, and annually thereafter, not later than two weeks after the third Monday in October, Council Members shall elect one of its elected officials as Mayor and one of its elected officials as Deputy Mayor.
- 3.4 The CEO shall be referred to as the Mayor.
- 3.4.1 Responsibilities of the Mayor are established in Part 5, Division 3, Duties, Titles, and Oaths of Councillors of the Act.
- 3.4.2 If the Mayor, through illness, absence, or other cause, is unable to perform the duties of this office, or when the office is vacant, the Deputy Mayor will assume the powers of the Mayor and shall perform all the duties of the Mayor during the Mayor's inability or absence.
- 3.4.3 When both the Mayor and Deputy Mayor, through illness, absence or other cause, are unable to perform the duties of the office, the Council may appoint a temporary Acting Chief Elected Official or Chair as per Section 152(3) of the Act.
- 3.4.4 The Mayor and Deputy Mayor who have been appointed to their offices by the Council may resign their appointments while retaining their seats on the Council.
- 3.4.5 When the office of Mayor or Deputy Mayor become vacant by death, resignation, forfeiture or otherwise, the Council shall forthwith elect one of the Councillors to fill the position for the remainder of the term of office and in accordance with Section 162 of the Act.



3.4.6 The Mayor and Members of Council may be paid remuneration, travel, subsistence and out of pocket expenses that may be set by the Council and outlined in Council Policies.

3.5 General duties of Councillors and the Mayor are established in Part 5, Division 3, Duties, Titles, and Oaths of Councillors of the Act.

3.6 The Council is responsible for:

3.6.1 developing and evaluating the policies and programs of the Town;

3.6.2 ensuring that the powers, duties, and functions of the Town are appropriately carried out; and

3.6.3 carrying out the powers, duties and functions expressly given to it under the MGA or any other enactment.

4. SERVABILITY

4.1 If any portion of this Bylaw is declared invalid by a Court of competent jurisdiction, then the invalid portion shall be severed, and the remainder of the Bylaw shall be deemed valid.

5. Meetings

Organizational Meetings

5.1 An Organizational Meeting of Council shall be held annually not later than 2 weeks after the 3rd Monday in October, as per Section 192 of the Act.

5.2 The Councillors shall take the Oath of Office upon being elected (Part 5, Section 3, 156, as per the Act). By right of this office and taking of the Oath, the Councillor is a Commissioner for Oaths.

5.3 The Agenda of the Organizational Meeting shall be restricted to:

5.3.1 Establishing regular meeting dates for Council for the next twelve months and all Members of Council must be present

5.3.2 Establishing any ad hoc Council Committees;

5.3.3 Selection of the Mayor and Deputy Mayor by election of elected Councillors;



by either show of hands or secret ballot. The voting method shall be determined by show of hands;

- 5.3.4 Appointment of Councillors as Members and alternates to Council Boards and Committees and ad hoc Council Committees;
- 5.3.5 Appointment of Members at Large to any agencies, committees, boards to which Council has the right to appoint Members;
- 5.3.6 Any such other business as is required by the Act;
- 5.3.7 Annual appointment of Professionals including but not limited to Assessor, Auditor, Legal Advisor, Engineer, Banking Services, and Designated Officers.
- 5.3.8 Referring to Section 5.3.2 and 5.3.4 of this Bylaw, the Mayor will lead Council through the Boards & Committees list. If a Councillor wishes to be the representative or alternate on a particular board or committee, they must verbally indicate their desire when that board or committee is being addressed. In the case of two or more Councillors wishing to be the representative or alternate to a board or committee, a vote of Council shall be taken, by either show of hands or secret ballot. The voting method shall be determined by show of hands.
 - 5.3.8.1 Should a Councillor dispute or disagree with an appointment recommendation, Council as a whole shall debate the appointment and, by majority vote, complete the final determination.

6. REGULAR COUNCIL MEETINGS

- 6.1 Notice of regularly scheduled meetings, as per Section 5.3.1, do not need to be advertised.
- 6.2 Attendance by Councillors is required as pursuant to Section 153(c) of the Act.
- 6.3 If Council changes the date, time, or place of a regularly scheduled meeting, the Town shall give at least 24 hours' notice of the change:
 - 6.3.1 to any Member of Council not present at the meeting at which the change was made, and such notice shall be in accordance with Section 196(1) of the Act; and
 - 6.3.2 to the public and such notice shall be by means of posting a notice on the front door of the Municipal Office and noting the change on the Town Website.



6.4 The time for Regular Council Meetings shall be 6:30 p.m.

6.5 All meetings shall be held in public excepting "Closed Sessions".

7. SPECIAL MEETINGS

7.1 Special Meetings shall be held as per Section 194 of the Act.

8. CANCELLATION OF MEETINGS

Regular and Special meetings may be cancelled by a resolution of Council if:

8.1 By a majority of Members at a previously held Meeting.

9. COMMITTEE MEETINGS

9.0 Council Committees are created by Bylaw as required by Section 145 of the MGA.

9.1 The times for the beginning of Council Committee meetings shall be set by Motion by the Council Committee.

9.2 Standing Council Committees shall be established and governed by a Bylaw approved by Council. Where appropriate authority is delegated to a Standing Committee, such Committee and its mandate shall be established by Bylaw.

9.3 The Mayor shall be deemed to be an *ex officio* Member of all Committees of Council, if appointed by name.

9.3.1 When attending a Committee, which the Mayor has not been specifically assigned as a representative, the Mayor shall have a right to vote only when an appointed Member of Council assigned to that Committee is absent and the Mayor has been asked, either formally or informally, to be the representative or alternate.

9.3.2 Staff may be asked to participate as advisors to Committees of Council. Unless otherwise specified in the Terms of Reference of a Committee, advisors are not voting Members.

9.4 Council Committee Chairs:

9.4.1 For Committees of Council, the position of Chair shall be selected by vote of the Members appointed by Council, which shall include Members at Large appointments.

9.4.2 Where the Town and another Municipality share representation on the



Council Committee or Boards, the Members shall select the Chair by a vote of the Members.

9.5 Ad hoc Committees:

9.5.1 Council may create an ad hoc Committee meeting by motion of council at a regular meeting as required by section 145 of the *MGA* to address a single issue or matter. An ad hoc Committee shall be deemed as temporary, with a life-span of no more than twelve (12) months after creation.

9.5.2 The ad hoc Committee shall be advised of their mandate by Council at the time of creation, and Council shall appoint the Members.

9.5.3 The ad hoc Committee will provide regular written reports to Council at least once a month and Council shall determine, with each report, whether there is a need for the ad hoc Committee to continue to exist.

9.5.4 Should the term of the ad hoc Committee come to an end, or Council determines that the work of the ad hoc Committee should continue, Council may choose to:

9.5.4.1 Extend the life of the ad hoc Committee for an additional twelve (12) months by Motion; or

9.5.4.2 Convert the ad hoc Committee to a Standing Committee of Council, by Bylaw, with a long-term mandate.

9.5.5 ad hoc Committees', though temporary in nature, shall operate as other committees, being public meetings, with minutes kept, and same procedures followed as Standing Committees.

9.6 Alternates: The Mayor may temporarily appoint any Council Member to take the place of any Member or alternate of the Council Committee who is unable to attend a meeting of that Council Committee. Council Committee Alternates must be appointed during the Organizational Meeting.

9.7 Council Committees shall meet at the call of the Chair, and have a written agenda, but notice must be provided to Committee Members and the Public pursuant to the requirements of this Bylaw and the Act.



- 9.8 All Council Committees are advisory to Council unless authority to exercise or perform any power or duty has been specifically delegated by a Council Bylaw.
- 9.9 The basic responsibilities of a Council Committee are as follows:
- 9.9.1 to analyze all matters placed before them and submit written recommendations to Council on ways and/or means of dealing with these matters;
 - 9.9.2 to receive written reports for information purposes. Written reports received for information may be forwarded to Council at the discretion of the Council Committee, and must be forwarded to Council if required under any policy, bylaw or statute;
 - 9.9.3 to refer matters to Administration, through the CAO, for research and to provide direction on the preparation of written reports;
 - 9.9.4 to submit recommendations to Council on any action or decision recommended on any matter within the jurisdiction of the Council Committee;
 - 9.9.5 in appropriate cases, to submit matters to Council without recommendations;
 - 9.9.6 not to appropriate, expend, commit, or direct the expenditure of any money not provided for in the budget and authorized in Committee mandate and Bylaw by Council;
 - 9.9.7 not to bind its actions on the Town unless power to take such action has been specifically delegated to the Committee by Council in a Bylaw;
 - 9.9.8 not to give direct instructions to any Town employee except through the CAO.
- 9.10 All Council Board and Committee Members must follow the procedural rules of Council as set out in this Bylaw.
- 9.11 All Committees created by Council shall be reviewed annually at the Organizational Meeting.



External Committees:

- 9.12 External agencies, boards, commissions, and committees refer to an agency, board, commission or committee not created by Council and shall be made in reference to in this Bylaw as External Committees.
- 9.12.1 Councillors will review the appointment chart for External Committees annually at the Organizational Meeting;
- 9.12.2 Council may add an External Committee by Motion during a Regular Council Meeting.
- 9.12.3 Councillors will be appointed, along with alternates, to the External Committees at the Organizational Meeting annually;
- 9.12.4 Each External Committee shall elect its own Chair;
- 9.12.5 Councillors serving on External Committees shall represent the interest of the whole Town and shall keep Council informed of Committee business with written reports and provide an update during the Council External Committee Report portion of the Regular Council Meeting;
- 9.12.6 Councillors appointed to an External Committee that are motioned by that External Committee to attend an event apart from the scheduled meeting, in support of that External Committee do so under the External Committee Budget;
- 9.12.7 Following the appointment of the Mayor, Councillor or Member-at-Large to an External Committee, the CAO shall advise the External committee of the appointment and the following:
- 9.12.7.1 that the Member to the External Committee, shall forward to the Town of Bassano a ratified copy of the minutes, of any board that holds meetings monthly, within 30 days of each meeting, along with the dates and locations of any scheduled future meetings, and
- 9.12.7.2 that where the Mayor or a Councillor is appointed to the External Committee shall not be expected to act as an advocate for the External Committee, and significant issues



such as funding requests and long-term plans should be presented to the Town of Bassano Council by the Chair, or their designate of the External Committee.

10. CLOSED SESSIONS

- 10.1 Council recognizes that Section 198 of the Act provides for the public to be present at meetings, and it is the intent and desire of Council to remain open, accountable, and transparent to the public.
- 10.2 Closed sessions shall only be permitted for matters pursuant to Sections 17, 18, & 19 of the Freedom of Information and Protection of Privacy Act.
- 10.3 Whenever Council or a Committee meets in a closed session the CAO, or designate, shall be present. An exception is provided when Council meets to discuss the CAO annual performance.

11. PUBLIC HEARINGS

- 11.1 The conduct of any statutory Public Hearing shall be governed by this Bylaw.
- 11.2 Wherever possible, persons interested in speaking at a Public Hearing should register with the Recording Secretary or submit their questions and concerns in writing prior to the Public Hearing.
- 11.3 The Chair shall declare the Public Hearing in session and shall outline the Public Hearing Procedures.
 - 11.3.1 The Chair may call upon the CAO or Department Manager to introduce the Motion or Bylaw, and to briefly state the intended purpose.
 - 11.3.2 Public Hearing presentations are followed by:
 - 11.3.2.1 those speaking in favour;
 - 11.3.2.2 those speaking against;
 - 11.3.2.3 follow-up questions from Members; and
 - 11.3.2.4 Motions.
- 11.4 Where applicable, the CAO shall advise of any third party officially applying for the Bylaw or Motion (For example, as in proposed Bylaws to amend the Land Use Bylaw).



- 11.5 Immediately following the introduction of the Bylaw or Motion, any Member who has pecuniary interest in the Motion or Bylaw for which the Public Hearing is being held shall declare this interest and shall be excused from the table.
- 11.6 Upon leaving the table, the Member has the same rights as any other person attending the Public Hearing and may stay in attendance at the Public Hearing and make presentations. However, when the matter reviewed at the Public Hearing comes before Council for deliberation, the Member must adhere to all clauses of Section 30 of this Bylaw pertaining to Pecuniary Interest.
- 11.7 The Chair shall request those who wish to make presentations to identify themselves so that their names can be recorded in the minutes. A five (5) minute time limit is given per presentation unless otherwise determined by the Chair.
- 11.8 Members, who are absent for the whole of the Public Hearing, are not entitled to vote on the matter.
- 11.9 Public Hearings shall offer electronic means for public engagement.

12. ELECTRONIC MEETING

- 12.1 Members may attend any meeting electronically where the means to do so is provided, contingent upon the person being visually present throughout the entirety of their attendance at the meeting. This means, the electronic video setting must be turned on so the person is seen and can engage,
- 12.2 A person must identify themselves when attending meetings electronically. Electronic attendance must include a working camera, with proper voice, and bandwidth, to ensure seamless engagement.
- 12.3 Electronic participation of council is excluded for regular or special meetings unless a motion of council is passed authorizing such attendance on a case-by-case basis.
- 12.4 Electronic participation of council is prohibited during closed sessions.
- 12.5 Regular per diem rates apply for electronic participation of meetings.
- 12.6 Wherever possible regular and special council meetings will have an electronic log-in options for the public to observe the meeting.
- 12.6.1 The Town shall use a digital platform of their choosing (e.g. LifeSize, Zoom, or Teams).

12.6.2 Where electronic log-in options are provided, access details will be included on the public agenda, and within the events calendar on the Town website.

12.6.3 Electronic meetings will not be password protected.

MEETING PROCEDURES

13. QUORUM

13.1 As soon as there is a Quorum of Members of Council after the hour fixed for the meeting, the Chair shall call the meeting to order; in the case of the Mayor or Deputy Mayor not in attendance within fifteen (15) minutes after the hour appointed for the meeting and a quorum is present, the CAO shall call the meeting to order and a Chairman shall be chosen by the Councillors present who shall preside during the meeting until the arrival of the Mayor or Deputy Mayor. The Recording Secretary shall record the arrival and departure of Council Members at meetings should a Member of Council arrive late at a meeting or depart prior to the completion of the meeting.

13.2 Unless a Quorum is present within fifteen (15) minutes after the time appointed for the meeting, the meeting shall stand adjourned until the next regular meeting date or until a Special Meeting is called to deal with the matters intended to be dealt with at the adjourned meeting.

13.3 The Recording Secretary shall record the names of the Members of Council present at the expiration of the fifteen (15) minute time limit and such record shall be appended to the next Agenda.

13.4 The only action that can legally be taken in the absence of Quorum is to fix the time in which to adjourn (if more than fifteen (15) minutes is being allowed), adjourn, recess, or to take measures to obtain a Quorum.

13.5 In the event that Quorum is lost after a meeting is called to order, the meeting shall be suspended until Quorum is obtained. If Quorum is not obtained within fifteen (15) minutes, the meeting shall stand adjourned.

14. PUBLIC CONDUCT

14.1 Members of the public who constitute the audience in the Council Chamber during a Council meeting shall:

14.1.1 maintain order and quiet;

14.1.2 not applaud or otherwise interrupt any speech or action of the Members, or



any other person addressing Council; and

14.1.3 all personal electrical devices need to be on vibrate or turned off.

13.2 A Member of the public who persists in a breach of 13.1 above, after having been called to order by the Chair may, at the discretion of the Chair be ordered to leave Council Chambers.

15. MEMBERS CONDUCT

15.1 Each Member or delegate, as the case may be, shall address the Chair but shall not speak until recognized by the Chair.

15.2 The Chair, with the approval by Motion of the Members, may authorize a person in the public gallery to address Members only on the topic being discussed at that time and within the time limits specified by the Chair.

15.3 The preparation and distribution of minutes of Council and Committees shall be the responsibility of the CAO and may be delegated to a Recording Secretary (see Section 209 of the Act).

15.4 Members will have all personal electronic devices on vibrate or turned off during meetings.

15.5 A Member who wishes to leave the meeting of Council, without intent to return prior to adjournment, shall so advise the Chair and the time of departure shall be recorded in the minutes.

16. RULES OF DEBATE

16.1 In Council, a Councillor wishing to speak on a matter that has been brought before Council shall indicate their intention by raising their hand to be recognized by the Chair, and shall not speak more than once until every Member of Council has had the opportunity to speak except:

16.1.1 in the explanation of the material part of the speech which may have been misunderstood; or

16.1.2 in reply, to close debate, after everyone else wishing to speak has spoken, or to provided that the Member of Council presented the Motion to the meeting.



- 16.2 Through the Chair, a Member of Council may ask questions of another Member of Council or Staff on a point of information relevant to the business at hand.
- 16.3 All questions or debate shall be directed through the Chair.
- 16.4 Members shall:
- 16.4.1 refrain from the use of offensive words or language, or name calling in the meeting;
 - 16.4.2 adhere to the rules of the meeting or decision of the Chair or of the Members on questions of order or practice; or upon the interpretation of the rules of the meeting;
 - 16.4.3 not leave their seat or make any noise or disturbance while a vote is being taken and the result is declared;
 - 16.4.4 not interrupt a Member while speaking, except to raise a Point of Order or Question of Privilege;
 - 16.4.5 not have side conversations with other Members.
- 16.7 A Member who wishes to leave the meeting prior to the adjournment shall so advise the Chair and the time of the departure shall be noted in the minutes.

17. MOTIONS

- 17.1 A Motion is put to the floor for a vote after discussion.
- 17.1.1 A Motion shall not require a seconder.
- 17.2 A Motion may be withdrawn at any time before voting, subject to no objection from any Member, as the case may be.
- 17.3 Any Member may require the Motion to be read at any time during the debate, except when a Member is speaking.
- 17.4 A mover of a Motion must be present when the vote on the Motion is taken. If a Motion cannot be voted on before the meeting is adjourned, the Motion shall be deemed as



lost.

17.5 When a Motion is under debate, no Motion shall be received other than a Motion to:

17.5.1 WITHDRAW: When the mover wishes to withdraw the Motion or substitute a different one in its place. Once the Motion is withdrawn, the effect is the same as if the Motion had never been made and no record of the motion will be recorded in the minutes;

17.5.2 TABLE: When a Member(s) requires additional information or wants to have a time or date for the issue to be brought back. This Motion is non-debatable, and the vote is called;

17.5.3 CALL THE QUESTION: That a vote must now be taken, and discussion has closed;

17.5.4 REFER: Generally used to send a pending question to a Committee, department or selected persons so that the question may be carefully investigated and put into better context for Council to consider, and should include direction as to the Person or Group to which it is being referred;

17.5.5 AMEND:

17.5.5.1 Only one amendment at a time shall be presented to the main Motion. When the amendment has been disposed of, another may be introduced. All amendments must relate to the matter being discussed in the main Motion and shall not so substantially alter the Motion as to change the basic intent or meaning of the main Motion. The Chair shall rule on disputes arising from amendment.

17.5.5.2 The amendment shall be voted upon and, if any amendment is carried, the main Motion, as amended, shall be put to vote, unless a further amendment is proposed.

17.5.5.3 Nothing in this section shall prevent other proposed amendments from being read for the information of the Members.

17.5.5.4 When the Motion under consideration contains distinct



propositions, the vote upon each proposition shall, at the request of any Member, be taken separately.

17.5.6 RESCIND: Motion to Rescind is a Motion that may be accepted by the Chair only if the action of the motion has not commenced. If passed by a majority vote of the Members present, the previous Motion referred to would be declared null and void.

17.5.7 NOTICE OF MOTION: should be used to give notice by a Member when an extended period of time is advisable prior to considering a subject.

17.5.7.1 A Notice of Motion shall be recorded in the minutes and shall form part of the Agenda for the subsequent or future meeting as requested.

17.5.8 The following Motions are NON-DEBATABLE by Members:

- 17.5.8.1 ADJOURNMENT;
- 17.5.8.2 CALL THE QUESTION;
- 17.5.8.3 LIMIT DEBATE on a matter before Members;
- 17.5.8.4 POINT OF ORDER;
- 17.5.8.5 QUESTION OF PRIVILEGE;
- 17.5.8.6 TABLE;
- 17.5.8.7 TAKE A RECESS.

17.5.9 The wording of a Motion may be either POSITIVE or NEGATIVE in presentation. (i.e.: "... Council shall support ..." or "... Council shall not support ...")

17.5.10 DEFEATED: When a Motion is defeated by Council the Motion shall not be brought back to the table for a period of six (6) months from the date the Motion was defeated unless there is a reconsidering motion where information relevant to the defeated motion may change the result.

18. POINTS OF INFORMATION, ORDER, PROCEDURE AND QUESTION OF PRIVILEGE

18.1 When a Point of Information or Order, Point of Procedure, Question or Privilege arises, it shall be considered immediately.

19. POINTS OF INFORMATION

19.1 When a Point of Information is raised, the Chair shall answer or direct the Point to the appropriate Member of the Administration.



20. QUESTIONS OF PRIVILEGE

20.1 A Member who desires to address Council upon a matter which concerns the rights or privileges of the Council collectively shall be permitted to raise such Question of Privilege. While the Chair is ruling on the Question of Privilege, no one shall be considered to be in possession of the floor.

21. APPEAL RULING

21.1 The decision of the Chair shall be final, subject to an immediate appeal by a Member. If the decision is appealed, the Chair shall give concise reasons for his/her ruling and Council, without debate, shall set aside the question. The ruling of Council shall be final.

22. POINT OF ORDER

22.1 The Chair shall preserve order and decide upon any Points of Order.

22.2 A Member who desires to call attention to an infraction of procedure shall raise a Point of Order to the Chair. When the Member has been acknowledged, the Member shall state the Point of Order with a concise explanation and shall accept the decision of the Chair upon the Point of Order.

22.3 The speaker in possession of the floor, when the Point of Order was raised, shall retain in the right to the floor when debate resumes.

22.4 A Member called to order by the Chair shall immediately vacate the floor until the Point of Order is dealt with and shall not speak again without the permission of the Chair unless to appeal the ruling of the Chair.

22.5 The decision of the Chair shall be final, subject to an immediate appeal by a Member of the meeting.

22.6 If a decision of the Chair is appealed (Section 20.1 of this Bylaw), the Chair shall provide concise reasons for the ruling and the Members shall, without debate, decide the question. Decision of the Members shall be final.

23. VOTING ON A QUESTION

23.1 In accordance with Section 174(f) of the Act, every Member of Council present, including the Mayor, shall vote on every matter at a Council or Committee Meeting at which they are present, unless they are required to or permitted to abstain from voting under this



or any other Bylaw, Act, or other legislation.

- 23.1.1 The Mayor shall read out the Motion for clarity before a Call for Question takes place.
- 23.2 When a Motion that a vote be taken (Call for Question) is presented, it shall be put to a vote without debate and, if carried by a majority vote of the Members present, the Motion and any amendments thereto shall be submitted to a vote immediately without further debate.
- 23.3 A Member present at a meeting shall make a request for a recess if, for any reason, the Member may be away from the Meeting during a time when a vote on a matter is imminent, unless that Member is excused from the voting pursuant to this Section.
- 23.4 Voting shall be completed simultaneously by raising of the hand after the Chair has called for those "In Favor" and those "Opposed" to the Motion.
- 23.5 When a Chair, having ascertained that no further information is required, commences to take a vote, no Member shall speak to, or present another Motion, until the vote has been taken on the current Motion or amendment, and the decision announced by the Chair.
- 23.6 Any Member who disagrees with the announcement made concerning the result of a vote may immediately object to the declaration, and the Chair shall call for the vote a second and final time. The determination of the Chair shall be final.
- 23.7 Whenever the Chair is of the opinion that a Motion is contrary to the rules and Privileges of Council, the Chair shall inform the Member thereof immediately, before Calling the Question, and shall cite reasons applicable to the case without argument or comment.
- 23.8 In all cases not provided for in the proceedings of the Council, a two-thirds (2/3) majority of Council shall determine to uphold the ruling of the Chair, or not, as the case may be.
- 23.9 If a vote of Council is requested to be a RECORDED VOTE by a Member then the Recording Secretary shall enter a Recorded Vote in the Minutes. The request for a recorded vote must be made prior to the call for the question.
- 23.10 If there is a TIE VOTE for or against a Motion or Bylaw, then the Motion or Bylaw is defeated.

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- 23.11 The CAO shall advise Council whenever expert advice is required or requested.
- 23.12 Council, and all individual Councillors, shall ensure that all advice, including engineering advice, staff advice, and recommendations/advice from Administration is considered and that if the advice is not going to be followed, Council must document as part of the minutes the reasons for not following such advice.

24. ADJOURNMENT OF MEETINGS & ADJOURNMENT TIME

- 24.1 If all items on the Agenda have been addressed, the Chair shall simply state that the Agenda has been completed, note the time to the Recording Secretary, and call the meeting adjourned, without a Motion from the Members.
- 24.2 Should the Agenda NOT be completed, a non-debatable Motion to adjourn the meeting can be presented, but it must be supported by two-thirds majority (2/3) of the quorum;
- 24.3 Unless otherwise determined pursuant to the provisions of this Bylaw, Adjournment Time is:
- 24.3.1 at the conclusion of the Agenda as adopted by Council; or
- 24.3.2 at 10: 30 p.m. in the evening if a meeting is in session at that hour.
- 24.4 Notwithstanding the provisions in Section 23.3 of this Bylaw, Council may, by a unanimous Motion of Members present, agree to an extension of the meeting time. A vote to extend the time of the meeting beyond 10:30 p.m. in the evening must be taken not later than Ten o'clock in the evening (10:00 p.m.).
- 24.5 Unless there has been a Unanimous Motion passed within the prescribed time extending the meeting beyond the Ten thirty in the evening (10:30 p.m.) all matters of business which appear on the Agenda for the Meeting, and which have not been dealt with by that time, shall be deemed to be postponed until the next Regular or Special Meeting.

25. DUTIES OF THE CHAIR

- 25.1 The Chair shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on Points of Order, replying on Point of Procedure, and deciding on questions relating to the orderly procedure of the meeting, subject to an appeal by any Member from any ruling of the Chair.
- 25.2 Any Member at any time, through the Chair, can request a short recess between Agenda

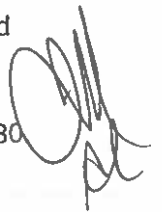


items, at any meeting. The Chair shall make reasonable efforts, including calling for a recess, to ensure all Members in attendance at a meeting are present while a vote is being taken, unless a Member is excused from voting in accordance with the Act or this Bylaw.

- 25.3 The Chair should provide every Member the opportunity to speak on a discussed item.
- 25.4 A Member, through the Chair, may invite persons forward from the audience to speak with the permission of the Council or Committee, if it is deemed to be within the best interests of the issue being discussed, the public, and the conduct of good business.
- 25.5 In the absence or inability of the Mayor or Deputy Mayor to act as Chair of the Meeting, Council shall appoint a Councillor as Acting Mayor or Chair as provided by the Section 152(3) of the Act.
- 25.6 The Chair shall be expected to participate in debate and vote, without relinquishing the Chair.

26. AGENDA AND ORDER OF BUSINESS

- 26.1 The Agenda is a document used by Council or a Committee, therefore although the duty to collate the Agenda may be delegated, Council or the Committee shall have final determination as to what will or will not be included on the Agenda.
- 26.2 Prior to each meeting, the CAO shall cause to be prepared a statement of the order of business to be known as the "Agenda" of all matters to be brought before Council. To enable the CAO to do so, all documents and notice of delegation intended to be submitted to the Council shall be received by the CAO no later than 12:00 Noon on the third (3rd) business day before the meeting.
- 26.3 The CAO shall place at the disposal of each Member a copy of the Agenda and all supporting materials no later than 2:00 PM, three (3) calendar days before the meeting.
- 26.4 The business intended to be dealt with shall be stated in the Agenda.
- 26.5 The order of business established in Section 25.4 of this Bylaw shall apply unless altered by the Chair with no objection from Members, or otherwise determined by a majority vote of the Members present, and the vote upon a matter of priority of business shall be decided without debate.
- 26.6 Where the deadline in Sections 25.2 and 25.3 of this Bylaw are not met, the Agenda and



supporting materials shall be deemed to be acceptable by Council when the Agenda is adopted at any Council meeting.

26.7 Addendums:

26.7.1 Council may consider the Urgency of any item(s) proposed to be added only with supporting written documentation, or proposed to be deleted, before voting to adopt the Agenda "As Amended".

26.7.2 During the course of the meeting, should a Member of Council deem that an item be added to the Agenda for Council's consideration, the Member shall propose the Addendum by Motion, after which the Chair shall rule on the urgency:

26.7.2.1 If the Chair rules that the Motion stand, the Chair shall add the item to the end of the pertinent section of the Agenda.

26.7.2.2 If the Chair rules that the Motion does not meet the test of Urgency, or no written supporting documentation is presented, the item shall be tabled and added to the next Agenda.

26.8 The order of business at a meeting is the order of the items on the Agenda except:

26.8.1 When the same subject matter appears in more than one place on the Agenda and Council decides, by Motion, to deal with all items related to the matter at the same time;

26.8.2 When Council decides not to deal with an item on the Agenda and tables the matter to a subsequent meeting.

27. SCHEDULED DELEGATIONS

27.1 A person or a representative of any delegation or group of persons who wish to bring any matter to the attention of Council, or who wish to have any matter considered by Council, shall address a letter (or other written communication) together with the provided form, "Delegation Request Form" (Schedule A). The letter shall be signed in the correct name of the writer; the address of the writer, and delivered (by hand, mail, or email) to the CAO. The letter must arrive by noon at least seven (7) business days immediately preceding the meeting at which it is to be presented. If the person wishes to appear before Council on the matter it shall be stated in the letter.



- 27.2 The CAO shall review the content of the "Delegation Request Form" and determine if the request is appropriate to appear before Council in consultation with the CEO where appropriate. The request to appear before Council may also be referred to Council. If the CAO determines that the request to appear before Council is inappropriate, a written report will be provided by the CAO that explains the rationale for rejecting the delegation.
- 27.3 Scheduled Delegates shall be granted a maximum of fifteen (15) minutes to present the matter outlined in the letter. Where the Chair determines that additional time shall be granted to a delegation, the length of the extension shall be specified, and the Chair may limit the time.
- 27.4 Matters of confidential nature, as referred to in Section 10 of this Bylaw, shall not be discussed during Public Presentations to Council.
- 27.5 Information presented by a person or group shall relate only to the subject matter for which the presentation was originally requested.
- 27.6 Each person or group will be given an opportunity to make a public presentation only once in respect to a given issue. Council or the Committee may waive this restriction if it is of the view that there have been significant new developments in respect of the issue or if sufficient time has elapsed such that Council, or the Committee, is prepared to consider the issue again.
- 27.7 Extensions of time limits for any verbal presentations during the Public Presentation to Council or the Committee may be granted by consent of Council or the Committee, based on one or more of the following:
- 27.7.1 The issue or Bylaw under discussion is deemed by Council or the Committee to be contentious or complex and the allotted time is not sufficient, in the opinion of Council or the Committee, to give the matter due consideration;
 - 27.7.2 The granting of an extension of time will not prejudice the rights of other presenters to their allotted presentation time as prescribed by this Bylaw.
- 27.8 Where a Delegation requests support from Council, requiring a Motion of Council, Council shall first refer the matter to Administration, who shall bring back more information and a recommendation at a subsequent meeting so that Council can make an informed decision.



- 27.8.1 Where a Delegation requests correspondence in regard to clarifying the topics of the Delegation, Council will direct Administration to compile the necessary information and prepare correspondence for the Delegation to be signed by the Chairperson. Once a decision by Council has been made on a topic from a Delegation, Council is not obligated to hear the matter again.

28. ROLE OF MANAGEMENT IN REGARD TO DELEGATIONS

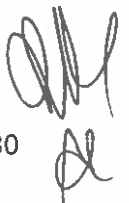
- 28.1 Administration will schedule the delegation in consultation with the Chair.
- 28.2 Administration will notify the delegation of the time and place of the meeting they wish to attend.
- 28.3 The CAO shall explore the reasons why the delegation wishes to attend and provide Members and committee Members with all back up information for their perusal prior to the arrival of the delegation.

29. ROLE OF CHAIRPERSON IN DELEGATIONS

- 29.1 If there is more than one Member in the delegation, the Chair shall request that the delegation appoint a spokesperson and inform the spokesperson that all questions and comments be addressed to the Chair.
- 29.2 The Chair shall ensure that all points of this Bylaw are followed by Members, Committee Members and Administration.
- 29.3 Comments of intent by the Chair, Members or Committee Members in the presence of the delegation shall not be made.
- 29.4 The Chair shall ensure that the delegation restricts its presentation to the issue.
- 29.5 After Council or the Committee has obtained all the information from the Delegation, the Chair shall dismiss the delegation to allow Council or the committee to discuss the matter.

If:

- 29.5.1 more information is required; or
- 29.5.2 time constraints on the agenda do not allow to discuss the topic, the item will be tabled to the next meeting.



29.6 The Chair may request the Council or Committee to go into a closed session to discuss the issue if the matter falls within the privacy issues.

30. ROLE OF THE COUNCILLOR OR COMMITTEE MEMBER IN DELEGATIONS

30.1 Members of Council or the Committee shall notify the CAO of any delegations wanting to make a presentation to Council or the Committee and ensure the delegation arranges a meeting date with the CAO.

30.2 Members of Council or the Committee may question the delegation to clarify the issue; however, shall not debate the issue with the delegation.

30.3 Members of Council or the Committee shall not criticize staff, government employees or other Council or Committee Members while the delegation is present.

30.4 No comments or motions of intent will be entertained until the delegation has been dismissed from the table. The persons making up the delegation may remain in the Council Chambers but may not participate in any further discussion.

31. PECUNIARY INTEREST

31.1 Members of Council who reasonably believe that they have a pecuniary interest (as defined in the Act, Part 5, Division 6, Sections 169 -173) in any matter before Council, any Committee of Council, or any Board, Commission, Committee or Agency to which they are appointed as a representative of Council, shall, if present, declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter, abstain from discussions, or voting on any questions relating to the matter, and shall where required by the act, remove themselves from the room until the matter is concluded. It is the responsibility of each Member to determine and/or declare whether they have a pecuniary interest, not other Members of Council or Administration.

31.2 The minutes shall indicate the declaration of disclosure, the time at which the Member of Council left the room, and the time the Member of Council returned.

31.3 Prior to the meeting, if a Member of Council is unsure of whether or not they may be in a 'conflict of interest' (pecuniary) situation with regard to an upcoming issue or vote, the Member shall be encouraged to discuss the matter with the CAO.

31.4 Prior to the meeting and after discussing the issue with the CAO (as per Section 30.3 of this Bylaw), a Councillor may wish to seek a legal opinion at their own expense to determine whether or not there is a conflict of interest situation with regard to the



upcoming issue or vote.

- 31.5 If the matter with respect to which the Councillor has a pecuniary interest in a payment of an account for which funds have previously been committed, it is not necessary for the Councillor to leave the room.
- 31.6 If the matter with respect to which the Councillor has a pecuniary interest is a question on which the Councillor as an elector or property owner has the right to be heard by the Council:
- 31.6.1 it is not necessary for the Councillor to leave the room, and
- 31.6.2 the Councillor may exercise the right to be heard in the same manner as a person who is not a Member of the Council.
- 31.7 If a Councillor is temporarily absent from a meeting when a matter in which the Councillor has a pecuniary interest is introduced, the Councillor shall immediately on returning to the meeting, or as soon thereafter, as the Councillor becomes aware that the matter has been considered, disclose the general nature of the Councillors interest in the matter.

32. BYLAW PROCEDURES

- 32.1 Where a Bylaw is presented to a meeting for enactment, the CAO or designate shall cause the number, short title and brief description of the Bylaw to appear on the Agenda.
- 32.1.1 As per Section 187 of the Act, all Bylaws shall have three distinct and separate readings. The Motion to move a Bylaw for consideration shall be the first reading.
- 32.1.2 As per Section 187(4) of the Act any proposed Bylaw must not have more than two (2) readings at a Council Meeting unless the Councillors present unanimously agree to consider third reading, which requires a Motion of Council.
- 32.2 The following shall apply to the passage of a Bylaw:
- 32.2.1 A Bylaw shall be introduced for first reading by a Motion that it be read a first time specifying the number and short name of the Bylaw;



- 32.2.2 After a Motion for first reading of the Bylaw has been presented, Members may debate the substance of the Bylaw, and propose and consider amendments to the Bylaw;
- 32.2.3 Any proposed amendments shall be put to vote, if required, and, if carried, shall be considered as having been incorporated into the Bylaw at first reading.
- 32.2.4 When all amendments have been accepted or rejected, the Chair shall Call the Question on the Motion for first reading of the Bylaw.
- 32.2.5 When a Bylaw is subject to a statutory Public Hearing, A Public Hearing date and time shall be established prior to proceeding to second reading.
- 32.2.6 When a Bylaw must receive approval of a Minister of the Crown, it must be forwarded for such approval prior to proceeding to second reading.
- 32.2.7 All aspects of the passage of a Bylaw at first reading shall apply to second or third reading of any Bylaw.

33. BYLAW AND POLICY APPEAL

- 33.1 When a Bylaw or Policy is defeated by Council, the Bylaw or Policy shall not be available for review by Council for a period of six (6) months from the date the Bylaw or Policy being defeated unless there is a reconsidering motion where information relevant to the defeated motion may change the result.

34. REPEAL

- 34.1 Bylaw 941/25 is hereby repealed.

35. EFFECTIVE DATE

- 35.1 This Bylaw shall take effect on the date of 3rd and final reading.
- 35.2 Read a first time this 14 day of October 2025.
- 35.3 Read a second time this 14 day of October 2025.
- 35.4 READ a third and final time this 14 day of October 2025.



TOWN OF BASSANO



MAYOR



CHIEF ADMINISTRATIVE OFFICER

Approved





Schedule 'A'
TOWN OF BASSANO

DELEGATION REQUEST FORM

Delegation Rules and Guidelines

A delegation is an opportunity to appear before Council to communicate information. The purpose of the delegation process is to allow residents to make their views known to Council. Rules and Guidelines stated below are compliant with the Town of Bassano Procedural Bylaw No. 951/25:

THE APPLICATION PROCESS

- Regular Town Council meetings are held every 2nd Monday of each month unless otherwise posted. When the meeting falls into a statutory holiday the Council meeting will be held on the Tuesday following the holiday. Additional information regarding Town Council meeting dates and times can be found on the town website, www.bassano.ca.
- Delegates are required to complete the attached application form along with a detailed letter explaining their delegation request, to the CAO, seven (7) days prior to a regularly scheduled Council meeting. The Chief Administrative Officer will review the request and determine the status of the delegation, the request may be referred to council.
- You will be contacted by the CAO or his/her delegate regarding approval/rejection of the delegation request.

PREPARING FOR THE DELEGATION

- Delegations will be limited to a maximum presentation time of fifteen (15) an extension is granted during the application review.
- Council shall hear the delegation and may ask questions.
- Only the spokesperson of the delegation can address Council.

AFTER THE DELEGATION

- Decisions to be made on a delegation request will be dealt with later, under "New Business" or in the "Closed-Session" portion of the meeting.
- Decisions may be postponed to a later Council meeting if the agenda does not allow additional business to be addressed due to time constraints, or if more information is requested by Council.
- You are not required to remain for the entire meeting duration, you may leave after your issue has been dealt with by Council.



Schedule 'A
TOWN OF BASSANO

DELEGATION REQUEST FORM

Application Date: _____ Organization/Applicant Name: _____

Matter to be Discussed:

Action(s) being Requested:

Name(s) of Representatives:

Name of Spokesperson: _____

Contact Information:

Address: _____ Telephone: _____

Email: _____

Preferred Date of Delegation: _____

Additional printed information/materials will be distributed with my delegation: Yes / No

Additional Documents Attached (Letter, Picture, Etc.): Yes / No

Once this completed form is received by the Town of Bassano Office, someone will contact you to confirm acceptance/rejection of your delegation request.



Policy Title	Public Participation Policy
Authority	Council
Approved (Dates/Motion #)	Mar. 8, 2021 (M#TOB68/21)
Policy Number	P-TOB11/004-21
Review	To be reviewed annually at the Organizational meeting
Reviewed by/date	Council on October 15, 2024

1.0 Policy and Application

In accordance with Section 216.1 of the *Municipal Government Act*, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

2.0 Definitions

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

Council – means the elected body of the Town.

Municipality – means the Town of Bassano.

Municipal Stakeholder – means a resident of the Town, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Town.

Public Participation – includes a variety of non-statutory opportunities where Municipal Stakeholder receive information and/or provide input to the Municipality.

Public Participation Plan – means a plan which identifies which Public Participation Tools will be used to obtain public input in a particular circumstance.

Public Participation Tools – means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:

- i. in-person participation which may include at-the-counter interactions, door-knocking, interviews, meetings, round-tables, town halls, open houses and workshops;
- ii. digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
- iii. written participation which may include written submissions, email, and mail- in surveys, polls and workbooks; and
- iv. representative participation which may include being appointed to an advisory

committee, ad hoc committee or citizen board.

3.0 Responsibility

3.1 It is the responsibility of the Council and the CAO to implement this policy.

4.0 General Policy Principles

4.1 Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:

- 4.1.1 Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;
- 4.1.2 Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;
- 4.1.3 Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and
- 4.1.4 Recognizing that although councillors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required and can enrich the decision-making process.

5.0 Council Responsibilities

5.1 Council shall:

- 5.1.1 review and approve Public Participation Plans developed by the CAO in accordance with this Policy or as directed by Council;
- 5.1.2 consider input obtained through Public Participation;
- 5.1.3 review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation; and
- 5.1.4 promote and support Public Participation.

6.0 Administrative Responsibilities

6.1 The CAO shall:

- 6.1.1 in accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval;

- 6.1.2 implement approved Public Participation Plans;
- 6.1.3 consider timing, resources and engagement when developing and modifying Public Participation Plans;
- 6.1.4 report the findings of the Public Participation to Council; and
- 6.1.5 communicate to Council and the public, when appropriate, the effectiveness of a Public Participation Plan and the Public Participation Tools used.

7.0 Public Participation Opportunities

7.1 The CAO shall develop and implement a Public Participation Plan in the following circumstances:

- 7.1.1 When new programs or services are being established;
- 7.1.2 Annually for gathering input or formulating recommendations with respect to the Town's operating and capital plans; or
- 7.1.3 When otherwise directed by Council.

8.0 Policy Expectations

- 8.1 All Public Participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation.
- 8.2 All Public Participation will be undertaken in accordance with all existing municipal policies.
- 8.3 This Policy shall be available for public inspection and may be posted to the Municipality's website.
- 8.4 This Policy will be reviewed at least once every four years.
- 8.5 Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.
- 8.6 Public Participation activities will be conducted in a professional and respectful manner.
- 8.7 Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by

Administration, may be excluded from Public Participation opportunities.

- 8.8 The results of Public Participation will be made available to Council and Municipal Stakeholders in a timely manner in accordance with municipal policies.

9.0 Public Participation Plans

- 9.1 When so directed by this Policy or Council, the CAO shall develop a Public Participation Plan for approval by Council which shall consider the following:

- 9.1.1 the nature of the matter for which Public Participation is being sought;
- 9.1.2 the impact of the matter on Municipal Stakeholders;
- 9.1.3 the demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, level of engagement and time for input;
- 9.1.4 the timing of the decision and time required to gather input;
- 9.1.5 what information is required, if any, to participate; and
- 9.1.6 available resources and reasonable costs.

- 9.2 Public Participation Plans will, at minimum, include the following:

- 9.2.1 a communication plan to inform the public about the Public Participation plan and opportunities to provide input;
- 9.2.2 identification of which Public Participation Tools will be utilized;
- 9.2.3 timelines for participation;
- 9.2.4 information about how input will be used; and
- 9.2.5 the location of information required, if any, to inform the specific Public Participation.

10.0 Rescind

- 10.1 Policy TOB-207 Public Participation

END OF POLICY



Policy Title	Decorum in Chambers Policy
Authority	Council
Approved (Dates/Motion #)	Mar. 8, 2021 (M# TOB64/21)
Policy Number	P-TOB11/002-21
Review	To be reviewed annually at the Organizational meeting
Reviewed by/date	Council on October 15, 2024

Policy Statement

The purpose is to establish decorum within the Council Chamber for Council or Committee meetings

Definitions

Chamber – means the Council Chamber of the Town where business is conducted.

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.

Electronic Devices – means any electronic device that may interrupt or interfere with a meeting that includes but is not limited to cellular phones, tablets, iPads or devices with notifications.

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.

Meeting – means a council meeting, sub-committee meeting, board meeting, commission meeting, corporation meeting, function, or conference established by a motion of council that authorizes an elected official's attendance within the approved annual budget.

Responsibility

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

Statement

It is expected that members of Council and Committees along with members of the public that attend meetings of Council should respect the members and the institution.

Process

1. All persons entering the Chamber for a meeting with Council or a Committee of Council are expected to remove their head covering, with the exception of a religious head covering, and turn their electronic devices off or put their electronic devices on vibrate.
2. Signage will be placed at the doorway of the Chamber to advise the public a head covering, with the exception of religious head covering, and the use of electronic devices are not permitted within the Chamber.
3. The Chairman of the meeting that is proceeding may request anyone who does not remove their head covering, with the exception of religious head covering or uses an electronic device to do so to respect the decorum of the meeting, or alternatively to leave the room.
4. The following policy is hereby rescinded:
 - 4.1 Policy TOB-204 Head Covering and Use of Cell Phones in Council Chambers

END OF POLICY



Policy Title	Electronic Recording of Meetings
Authority	Council
Approved (Dates/Motion #)	Mar. 8, 2021 (M# TOB65/21)
Policy Number	P-TOB11/003-21
Review	To be reviewed annually at the Organizational meeting
Reviewed by/date	Council on October 15, 2024

Policy Statement

The purpose of this policy is to set out guidelines to be followed when meeting of the Town are being electronically recorded.

Definitions

Chamber – means the Council Chamber of the Town where business is conducted.

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.

Electronic Recording Devices – means an electronic device that is used to record meetings.

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.

Meeting – means any public council meeting, council committee meeting, Municipal Planning Commission, Assessment Review Board, or Subdivision and Development Review Board meetings.

Responsibility

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

General Statement

Electronic recording of some Town meetings may be necessary. At times, the local news media also prefers to electronically record all or a portion of a meetings for recall purposes. Council believes that all individuals, whether they are elected, appointed, staff, or the public have the right to know that they are being electronically recorded.

Process

1. Council and council committee meetings are open to the public. Any meeting that is open to the public may be electronically recorded in part or in whole. Any person attending the meeting is permitted to record meeting proceedings on their own recording devices. The retention or use of these recording cannot be directly controlled by the Town. For that reason, the following measures will be taken:
 - 1.1 The Town shall place signs on the doors entering the Chambers indicating that public meetings may be electronically recorded.
 - 1.2 A tent sign shall be placed on the Council Chambers table indicating that any public meeting may be electronically recorded.
 - 1.3 Any recorded meetings by the Town will be kept in archives for a period of 12 months from the day of the recording.
 - 1.4 Any recorded meeting by the Town kept in archives may be viewed by the public during regular office hours.
2. Closed session meetings shall not be electronically recorded.
3. The following policy are hereby rescinded:
 - 3.1 Policy TOB-205 Electronic Recording of Town Meetings

END OF POLICY



Policy Title	Public Procurement and Tendering Policy
Authority	Council and Administration
Approved (Dates/Motion #)	Mar. 8, 2021 (M# TOB69/21) Oct. 10, 2023 (M# TOB181/23)
Policy Number	P-TOB11/005-21
Review	To be reviewed annually at the Organizational meeting
Reviewed by/date	Council on October 15, 2024

Policy Statement

Municipal operations require the procurement of services, supplies, and assets. The purpose of this policy is to establish a process for the procurement of services, supplies, and assets.

The Town endeavours to support its local business sector wherever possible for the procurement of services, supplies, and assets while being fiscally responsible stewards of taxpayer dollars. The Town acknowledges that there are instances where it must procure non-local services, supplies, or assets from businesses.

Request for Proposal (RFP) and Request for Quotation (RFQ) will be used for the procurement of services, supplies, and assets to ensure tenders are awarded fairly.

Definitions

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

Department Head – means an Employee of the Town responsible for the leadership and management of a specific department (e.g. administration, public works, parks and beautification, fire).

Council – means the elected body of the Town.

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. The policy applies to all municipal departments.

Process

1. An RFP or RFQ shall be formally issued for the procurement of any service or good exceeding \$10,000 unless the service or good is required for day-to-day operations of the Town (e.g. crack sealant for roads) or required for an emergency repair or upgrade to a Town asset.

2. The RFP or RFQ will be posted on the Town website (www.bassano.ca) and where applicable on Alberta Purchasing Connection.
3. Where possible the department head issuing the RFP or RFQ shall notify local vendors of the opportunity.
4. The RFP or RFQ will include the following sections (where applicable):
 - a. Project name,
 - b. Project location,
 - c. Submission details (contact name, contact number, submission deadline),
 - d. Proposal details to include a project summary and relevant background information, and photos,
 - e. Completion requirements, and
 - f. Grade matrix.
5. Where applicable, the RFP or RFQ will be presented to council by the CAO or the department head during a regular or special meeting with award recommendations.

END OF POLICY



REVIEW

Meeting: October 27, 2025

Agenda Item: 4.2

SUBJECT: Municipal Planning Commission Bylaw 919/21

(64/66) Planning & Development

During the annual organizational meeting, council reviews the Municipal Planning Commission (MPC) Bylaw. The MPC is comprised of five members, four councillors and one member-at-large. It is the MPC's responsibility to make decisions on discretionary use development permit applications in accordance with the Land Use Bylaw.

MPC meetings are scheduled prior to the regularly scheduled council meeting unless a matter is high priority. When a high priority development matter arises, a special MPC meeting may be called. An example of a high priority development matter would be a new commercial investment. By prioritizing the development permit application, we build confidence with the investor to enable them to start their project as quickly as possible as every development, once approved with/without conditions is subject to a 21-day appeal period (legislated).

At the meeting, council must appoint a member-at-large. The appointed member-at-large may be for a minimum term of one year and a maximum term of four years.

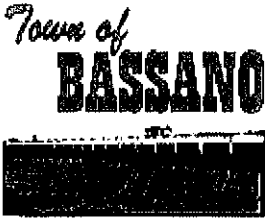
Member at Large

An invitation to become the member at large was issued on September 23, 2025. One application for the member at large position was received from Irv Morey.

Attachments:

1. Subdivision and Development Authority/Municipal Planning Commission Bylaw #919/21
2. Member at Large Invitation – September 23, 2025
3. Application – Irv Morey – October 20, 2025

Prepared By: Amanda Davis, CAO



BYLAW

Bylaw Number: 919/21

Bylaw Name: **Subdivision and Development Authority/Municipal Planning Commission Bylaw**

A BYLAW OF THE MUNICIPALITY IN THE PROVINCE OF ALBERTA, TO ESTABLISH A MUNICIPAL SUBDIVISION AND DEVELOPMENT AUTHORITY AND MUNICIPAL PLANNING COMMISSION.

WHEREAS, the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 as amended (MGA) requires the municipality to adopt a bylaw to establish a municipal Subdivision Authority and a municipal Development Authority;

WHEREAS, the Subdivision Authority is authorized to make decisions on applications for subdivision approval;

WHEREAS, the Development Authority is authorized to make decisions on applications for development;

WHEREAS, the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 as amended permits the municipality to adopt a bylaw to establish a Municipal Planning Commission to act as the municipal Subdivision Authority and Development Authority;

AND WHEREAS, this bylaw may be cited as the Town of Bassano Subdivision and Development Authority/Municipal Planning Commission Bylaw;

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

1. DEFINITIONS

- (a) **Authorized person** means a person, organization, or regional services commission authorized by the Council to which the municipality may delegate any of its Subdivision Authority and/or Development Authority powers, duties or functions.
- (b) **Council** means the Municipal Council of the Town of Bassano.
- (c) **Designated Officer** means a person or persons authorized to act as the designated officer for the municipality as established by bylaw.
- (d) **Development Officer** means a person or persons authorized to act as the development officer for the municipality as established by the Town of Bassano Land Use Bylaw.
- (e) **Members** means the persons appointed to the Municipal Planning Commission
- (f) **Municipal Planning Commission** means the persons appointed to exercise and perform Development Authority and Subdivision Authority powers and duties on behalf of the Town of Bassano as are specified:
 - (i) in the MGA, or

- (ii) in the Town of Bassano Land Use Bylaw, or
 - (iii) in this bylaw, or
 - (iv) by resolution of Council.
- (g) **MGA** means the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended from time to time.
- (h) **Municipality** means the Town of Bassano in the Province of Alberta.
- (i) **Secretary** means the person or persons appointed by Council to act as secretary of the Municipal Planning Commission.
- (j) **Subdivision and Development Authority** means the person or persons appointed to exercise subdivision and development powers and duties as are specified:
- (i) in the MGA, or
 - (ii) in the Town of Bassano Land Use Bylaw, or
 - (iii) in this bylaw, or
 - (iv) by resolution of Council.
- (k) All other terms used in this bylaw shall have the meaning as is assigned to them in the Municipal Government Act, as amended from time to time.
2. This bylaw hereby establishes a Subdivision and Development Authority and Municipal Planning Commission in accordance with the MGA.
 3. For the purpose of this bylaw, the Subdivision and Development Authority for the municipality shall be the Municipal Planning Commission, except in such instances whereby the Development Officer may be the Development Authority in accordance with the Land Use Bylaw. The Development Officer and the Municipal Planning Commission are authorized to act as Designated Officer for the purposes of the Land Use Bylaw.
 4. The Municipal Planning Commission shall be comprised of five (5) members, four (4) of whom shall be an elected member of Council and one (1) of whom shall be appointed by Council from the citizens of the Town at large. Council may appoint as many alternate members as deemed appropriate from the Citizens at Large.
 5. Appointments to the Municipal Planning Commission shall be made by resolution of Council.
 6. Appointments to the Municipal Planning Commission shall be made for a minimum term of one (1) year and a maximum term of four (4) years.
 7. When a person ceases to be a member of the Municipal Planning Commission before the expiration of his/her term, Council shall, by resolution, appoint another person for the unexpired portion of that term.
 8. Should an elected official not remain as a member of Council then he/she ceases to be a member of the Municipal Planning Commission. Council shall, by resolution, appoint another elected official for the unexpired portion of that term.

9. After the organizational meeting of Council each year, the members of the Municipal Planning Commission shall elect one of themselves as chairman, and one of themselves as vice-chairman to hold office for a term of one (1) year.
10. Each member of the Municipal Planning Commission shall be entitled to such remuneration, travelling, and living expenses as may be fixed from time to time by Council; and the remuneration, travelling, and living expenses shall be paid by the Town of Bassano.
11. Council shall appoint a secretary who shall be an employee of the municipality and shall attend all meetings of the Municipal Planning Commission, but shall not vote on any matter before the Municipal Planning Commission.
12. The Municipal Planning Commission shall hold regular meetings at least 12 times a year on a date to be determined by the Municipal Planning Commission unless there are no agenda items and it may also hold special meetings at any time at the call of the chairman or vice-chairman.
13. Three (3) members of the Municipal Planning Commission shall constitute a quorum.
14. The decision of the majority of the members present at a meeting shall be deemed to be the decision of the whole Municipal Planning Commission.
15. The Municipal Planning Commission may make rules to govern meetings.
16. Members of the Municipal Planning Commission shall not be members of the Subdivision and Development Appeal Board.
17. The secretary shall attend all meetings of the Municipal Planning Commission and shall carry out the administrative duties of preparing agendas, minutes, record retention and any other matters directed by the Municipal Planning Commission and the Chief Administrative Officer.
18. The Subdivision and Development Authority may make orders, decisions, development permits, and approvals, and may issue notices with or without conditions.
19. The Council of the Town of Bassano may delegate any of its subdivision authority or development authority powers, duties or functions to an authorized person.
20. This bylaw shall come into effect upon third and final reading thereof.
21. Bylaw No. 905/20, being a bylaw of the Town of Bassano in the province of Alberta to establish a municipal Subdivision and Development Authority/Municipal Planning Commission, and amendments thereto is hereby rescinded.

READ a **first** time this 13 day of September, 2021.



Mayor – Ron Wickson



Chief Administrative Officer – Amanda Davis

READ a **second** time this 13 day of September 2021.



Mayor – Ron Wickson



Chief Administrative Officer – Amanda Davis

READ a **third** time and finally PASSED this 13 day of September 2021.



Mayor – Ron Wickson



Chief Administrative Officer – Amanda Davis



Chief Administrative Officer
502 – 2nd Avenue | P.O. Box 299
Bassano, Alberta T0J 0B0
403-641-3788
cao@bassano.ca

OPPORTUNITY CALL – JOIN US

September 23, 2025

Municipal Planning Commission – Member-at-Large Call

The Municipal Planning Commission (MPC) is seeking a dedicated person from the Town of Bassano to serve as a Member-at-Large on the board. The Member is a person appointed by Council to serve on the MPC for a one-year term (with an option to extend to a maximum of four years) alongside four councillors.

The MPC meets an average of four times per year. Each meeting is approximately one-hour. The Development Officer prepares an agenda package for the board with all the necessary background information to ensure the MPC can make an informed decision related to a discretionary use development permit application.

Decisions by the MPC are made in accordance with the Land Use Bylaw 921/21. Matters referred to the MPC pertain to discretionary use development permits where adjacent landowners have been notified of a planned development.

In-house training is provided to the successful Member-at-Large and each member is entitled to an honorarium of \$100 per meeting.

A successful applicant should have a background or common understanding in of the fields of land use planning, construction, building, development, or administration. This person should be a critical thinker and be able/willing to see how a development could affect adjacent landowners to make decision for the best interest of the community. This is a team environment – we welcome diverse opinions.

All MPC board packages are available at www.bassano.ca/municipal-planning-commission-mpc-agenda/. By reviewing the board packages, you can gain a better understanding of the role appointed members. Also, refer to the MPC Bylaw #919/21 on the website.

Please submit a letter of interest to Amanda Davis, CAO by October 15, 2025 at 4:00 p.m. Within the letter, tell us a bit about who you are, your understanding of development, and why you would be the most suitable Member-at-Large to join the MPC. Email your submission to cao@bassano.ca or deliver to the Bassano Town Office. Questions may be directed to any of the current MPC members, Irv Morey, Mike Wetzstein, Sydney Miller, Kevin Jones, or Dale Luchuck (current member at large whose final term is set to expire) or to Amanda Davis, CAO.

From: [Irvin Morey](#)
To: [Bassano CAO](#)
Subject: EXTERNAL - Member at Large/ Re: MPC
Date: Monday, October 20, 2025 2:55:10 PM

CAUTION: This email is from an external source. Do not click links, images, or open attachments unless you recognize the sender and know the content is safe.

Please accept this email as my application as Member at Large on the Municipal Planning Commission for the Town of Bassano.

Having recently stepped down as a Councillor I feel that my experience as a Councillor for the past 6 years should be of assistance regarding decisions that are asked to be made for the Town of Bassano by the MPC

Thank you for your consideration

Irv Morey



REVIEW

Meeting: October 27, 2025

Agenda Item: 4.3

SUBJECT: Intermunicipal Subdivision & Development Appeal Board Bylaw 896/20

(64/66) Planning & Development

During the annual organizational meeting, council reviews the Intermunicipal Subdivision & Development Appeal Board (ISADB) Bylaw. The ISDAB governs subdivision and development appeal with partners from the County of Newell, the City of Brooks, the Town of Bassano, and Villages of Duchess and Rosemary.

One member of council must be appointed to the ISADB board. This member cannot be appointed to the Municipal Planning Commission. They must be neutral to prevent a conflict of interest. In other words, a person acting as a development authority (MPC) cannot make a decision on an appeal.

ISADB members must be trained - training is arranged with regional partners.

Attachments:

1. Intermunicipal Subdivision & Development Appeal Board Bylaw #896/20.

Prepared by: Amanda Davis, CAO



BYLAW

Bylaw Number: 896/20

Bylaw Name: **Intermunicipal Subdivision and Development Appeal Board**

A BYLAW OF THE MUNICIPALITY IN THE PROVINCE OF ALBERTA TO ESTABLISH AN INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD

AND WHEREAS, the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 as amended requires the municipality to adopt a bylaw to establish a Subdivision and Development Appeal Board;

AND WHEREAS, the Subdivision and Development Appeal Board is authorized to render decisions on appeals resulting from decisions of the Subdivision and Development Authority in accordance with; Provincial land use policies, the subdivision and development regulations, the local land use bylaw, and statutory plans;

AND WHEREAS, the County of Newell and City of Brooks and the Town of Bassano and the Village of Duchess and the Village of Rosemary (the Participating Municipalities) wish to establish an Intermunicipal Subdivision and Development Appeal Board to fill that role within their municipalities;

AND WHEREAS, this bylaw may be cited as the Intermunicipal Subdivision and Development Appeal Board Bylaw;

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

1. TITLE

1.1 This bylaw shall be known as the **“Intermunicipal Subdivision and Development Appeal Bylaw”** Bylaw.

2. DEFINITIONS

2.1 **“Act”** means the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended from time to time.

2.2 **“CAO”** means the Chief Administrative Officer of the Town of Bassano regardless of any subsequent title that may be conferred on that officer by Council or statute, or designate;

2.3 **“Clerk”** means the person or persons appointed by the Councils of the Participating Municipalities to act as Clerk of the Intermunicipal Subdivision and Development Appeal Board.

2.4 **“Council”** means the Municipal Council of the Town of Bassano.

- 2.5 **“Member”** means a member of the Intermunicipal Subdivision and Development Appeal Board.
- 2.6 **“Municipality”** means the Town of Bassano in the Province of Alberta.
- 2.7 **“Regional Pool”** means the group of Subdivision and Development Appeal Board Members duly appointed by the Councils of the Participating Municipalities.
- 2.8 **“Subdivision and Development Appeal Board (SDAB)”** means the tribunal established to act as the Intermunicipal Subdivision and Development Appeal Board.

3. GENERAL

- 3.1 The purpose of this Bylaw is to authorize the Town of Bassano to enter into an Agreement to establish a SDAB
- 3.2 The SDAB shall carry out the duties and responsibilities as set out in the Municipal Government Act, R.S.A. 2000, Chapter M – 26 as amended.
- 3.3 For the purpose of this bylaw, the Regional Pool of SDAB Members shall be comprised of persons who are adult residents within the geographical boundaries of the participating municipalities.
- 3.4 Appointments to the Regional Pool for the SDAB shall be made by resolution approved from time to time by the Councils of the County of Newell and the City of Brooks and the Town of Bassano and the Village of Duchess and the Village of Rosemary. Such appointments to be made in accordance with the provisions outlined within the Agreement to establish a SDAB.
- 3.5 If a vacancy shall occur at any time, the Councils of the participating municipalities shall by resolution, appoint another person to fill the vacancy.
- 3.6 Appointments to the SDAB shall be made for a term of four years
- 3.7 Members appointed to the SDAB shall participate in and complete the mandatory training required for all SDAB members.
- 3.8 A member shall not participate in any SDAB hearing until the mandatory training is complete.
- 3.9 Council delegates authority to the CAO to assign duly appointed members from the Regional Pool for SDAB hearings. Up to Five (5) members from the Regional Pool may be selected with quorum being Three (3) members.
- 3.10 The members of the SDAB selected to hear an appeal shall elect one of themselves as chairman for that particular hearing.
- 3.11 Each member of the SDAB shall be entitled to such remuneration, travelling, and living expenses in accordance with the provisions of the Intermunicipal SDAB Agreement. Expenses shall be paid by the municipality for which the hearing is being held.
- 3.12 Council may, by resolution, appoint a Clerk who shall attend meetings of the SDAB, but shall not vote on any matter before the SDAB. In the absence of a Council appointed Clerk, the CAO for the Town of Bassano is delegated authority to appoint a SDAB Clerk for hearings.

- 3.13 A Clerk shall not be appointed by resolution of Council without the mandatory training.
- 3.14 The SDAB shall hold meetings as required pursuant to the Act on a date determined by the SDAB, and it may also hold special meetings at any time at the call of the chairman or vice-chairman.
- 3.15 The decision of the majority of the members present at a meeting shall be deemed to be the decision of the whole SDAB for the specific hearing in question.
- 3.16 The SDAB may make its orders, decisions, development permits, approvals, and may issue notices with or without conditions.
- 3.17 The SDAB may make rules to govern its hearings.
- 3.18 Members of the SDAB shall not be members of the Subdivision and Development Authority.
- 3.19 The Clerk of the SDAB shall attend all meetings of the SDAB and shall keep the following records with respect thereto:
- 3.19.1 the minutes of all meetings;
 - 3.19.2 all applications;
 - 3.19.3 records of all notices of meetings and or persons to whom they were sent;
 - 3.19.4 copies of all written representations to the SDAB;
 - 3.19.5 notes as to each representation;
 - 3.19.6 the names and addresses of those making representations at the meeting;
 - 3.19.7 the decision of the SDAB;
 - 3.19.8 the reasons for the decision of the SDAB;
 - 3.19.9 the vote of the members of the SDAB on the decision;
 - 3.19.10 records of all notices of decision and of persons to whom they were sent;
 - 3.19.11 all notices, decisions and orders made on appeal from the decision of the SDAB;
 - 3.19.12 such other matters as the SDAB may direct.
- 3.20 Any appeal filed with the Clerk of the Subdivision and Development Appeal Board shall be accompanied by the fee specified in the Schedule of Fees set by resolution of Council.

4. REPEAL

- 4.1 Bylaw No. 882/18 is repealed.

5. ENACTMENT

- 5.1 This Bylaw shall come into full force and effect, when it receives third reading and is duly signed.

6. EFFECTIVE DATE AND READINGS

- 6.1 This Bylaw shall take effect on the date of 3rd and final reading.
- 6.2 Read a first time this 9 day of March 2020.
- 6.3 Read a second time this 9 day of March 2020.
- 6.4 READ a third and final time this 9 day of March 2020.

TOWN OF BASSANO



MAYOR



CHIEF ADMINISTRATIVE OFFICER

**INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD
AGREEMENT**

THIS AGREEMENT made in duplicate this 1st day of September, 2018

BETWEEN:

The City of Brooks

OF THE FIRST PART

-and-

The County of Newell

OF THE SECOND PART

-and-

The Town of Bassano

OF THE THIRD PART

-and-

The Village of Duchess

OF THE FOURTH PART

-and-

The Village of Rosemary

OF THE FIFTH PART

WHEREAS the Municipal Government Act, R.S.A 2000, Chapter M-26 as amended, requires the establishment of Subdivision and Development Appeal Boards;

AND WHEREAS the Municipal Government Act, R.S.A 2000, Chapter M-26 as amended, authorizes two or more Councils to jointly establish an Intermunicipal Subdivision and Development Appeal Board to exercise that function within their municipalities;

AND WHEREAS the Participating Municipalities wish to establish an Intermunicipal Regional Subdivision and Development Appeal Board that would fulfill that role within their municipalities.

NOW THEREFORE the Participating Municipalities agree as follows:

1. DEFINITIONS

In this Agreement, unless the context provides otherwise, the following words or phrases shall have the following meanings:

- a. **"Chief Administrative Officer"** means the Chief Administrative Officer of a Participating Municipality regardless of any subsequent title that may be conferred on that officer by Council or statute, or his designate;
- b. **"Clerk"** is the person appointed to act in that role for the Intermunicipal Subdivision and Development Appeal Board in accordance with this agreement;
- c. **"Intermunicipal Subdivision and Development Appeal Board (SDAB)"** is the Board jointly appointed by the Participating Municipalities to hear appeals on subdivision and development appeals in accordance with the Municipal Government Act, RS.A. 2000, Chapter M-26 as amended;
- d. **"Member"** means a member of the Regional Subdivision and Development Appeal Board duly appointed by Participating Municipality's in accordance with the Municipal Government Act, RS.A. 2000, Chapter M-26 as amended;
- e. **"Regional Pool"** means the group of Subdivision and Development Appeal Board members duly appointed by the Councils of the Participating Municipalities.

2. BYLAWS

- 2.1 Each Participating Municipality shall pass a Bylaw establishing the Intermunicipal SDAB and authorizing the Participating Municipality to enter into this agreement.

3. MEMBERS

- 3.1 The Participating Municipalities' Chief Administrative Officers will recommend to their respective Council potential Members for the Intermunicipal SDAB. Potential Members may be either Members at Large or Elected Council Members who are not serving on the Municipal Planning Commission for the Municipality. Individuals thus appointed will form a Regional Pool from which five members will be selected to participate as a Board that hears appeals on an as need basis. The Councils for the City of Brooks and the County of Newell may each appoint up to four (4) members. The Councils of the Town of Bassano, and the Villages of Duchess and Rosemary may each appoint one (1) member. The total number of members appointed to the Regional SDAB pool will not exceed eleven (11).

- 3.2 The initial term for Members appointed to the Regional Pool shall be four (4) years. Member appointments may be extended for additional terms.
- 3.3 For a hearing within their respective municipality, the CAO for the municipality shall select a committee of five (5) Members from the Regional Pool to participate in the Hearing, with Quorum for the hearing being three (3) Members. No more than one (1) member of a Municipal Council can participate as a SDAB member for a given hearing.
- 3.4 The Participating Municipalities shall ensure that the Members receive the required training prior to the Members carrying out their functions and duties.
- 3.5 Members will be compensated for completing the training at the rate of three hundred dollars (\$300.00) per day, reimbursed for the use of their vehicle to attend the training at the annual rates prescribed by the Canadian Revenue Agency and reimbursed for other costs including meals and lodging at cost. These costs shall be shared proportionally to the number of SDAB members appointed by each Municipality in article 3.1 above
- 3.6 Compensation and expenses for Members attending hearings shall be as per Schedule "A". The Participating Municipality for which the hearing is required is responsible for the compensation and expenses of the Members for that hearing.

4. CLERKS

- 4.1 The Participating Municipalities hereby delegate the County of Newell to act as Administrative Coordinator of the Intermunicipal SDAB.
- 4.2 The Administrative Coordinator shall; organize training and ensure that each Board Member has been formally trained in their role, assist each Clerk with their duties regarding an SDAB hearing within the Participating Municipality's jurisdiction including issuing notices of decisions and advice on how to obtain a legal opinion or advice if required.
- 4.3 Each Participating Municipality must appoint a Clerk who qualifies for that appointment. In the absence of a specific appointment being made by the individual Councils of the participating municipalities, the County of Newell CAO is the Clerk of the Intermunicipal SDAB, however; in accordance with the MGA, the Newell CAO may delegate Clerk duties to those who meet the required qualifications.
- 4.4 Participating Municipalities that appoint their own Clerk shall ensure that the individual thus appointed has received the required training.

- 4.5 Each Participating Municipality for which a hearing is required is responsible for costs associated with filling the Clerk's duties.
- 4.6 The Participating Municipalities may enter into an agreement to jointly appoint one (1) Clerk to the Regional SDAB.
- 4.7 The Clerk shall receive applications for hearings, ensure the applicable complaint fee has been received and shall keep the following records:

- Notice of the hearing and of persons to whom it was sent
- Minutes of the hearing
- Names and addresses of those making representations at the hearing
- Copies of all written representations to the SDAB
- Decisions of the Regional SDAB
- Reasons for the decisions of the Regional SDAB
- Notice of the decision and of persons to whom it was sent
- Such other matters as the Regional SDAB may direct.

5. TERM

- 5.1 This agreement is effective for four (4) years from the execution date and may be extended for a further four (4) year term if agreed to by the Participating Municipalities.

6. TERMINATION OF AGREEMENT

- 6.1 A Participating Municipality may withdraw from this agreement at any time upon providing One Hundred and Eighty (180) days written notice to each of the other Participating Municipalities.

7. DISPUTE RESOLUTION

- 7.1 All claims, disputes, and other matters arising out of this Agreement or relating to a breach thereof may, upon agreement of the parties, be referred to either:
 - a. Mediation – voluntary, no risk, non-binding process bringing the parties to a resolution. The mediator will be appointed upon the agreement of the parties; or,
 - b. Arbitration – upon the agreement of the parties, be referred to a single arbitrator under the Arbitration Act, and if so referred, the decision of the arbitrator shall be final, conclusive and binding upon the parties. If the parties are not able to agree on an arbitrator, the Alberta Court of Queens Bench shall select one. All costs associated with the appointment of the arbitrator shall be

shared equally unless the arbitrator determines otherwise in accordance with the Arbitration Act of Alberta.

8. INDEMNIFICATION

- 8.1 The Participating Municipalities agree, to the fullest extent permitted by law, to indemnify and hold harmless the other Participating Municipalities, their Officers, Directors and Employees against all damages, liabilities or costs arising out of matters pertaining to this agreement.
- 8.2 The Participating Municipalities are solely responsible for compliance with the outcome of any SDAB rulings within their Municipality.

9. INSURANCE

- 9.1 The Participating Municipalities agree to continuously maintain, in full force and effect, throughout the term of this agreement, a comprehensive general liability insurance policy with a limit of not less than \$2,000,000 per occurrence. Each Participating Municipality agrees to arrange for its insurer to provide the Administrative Coordinator of the Regional SDAB with thirty (30) days written notice of the expiry or termination of the insurance policy. Each Participating Municipality agrees to provide the Administrative Coordinator of the Regional SDAB with a copy of the detailed insurance certificate.

10. NOTICES

- 10.1 Any notice to be given by one party to the other shall be mailed or personally delivered to the receiving party at the appropriate address shown below:

City of Brooks	County of Newell
Box 879	Box 130
Brooks, Alberta	Brooks, Alberta
T1R 1B7	T1R 1B2

Town of Bassano	Village of Duchess	Village of Rosemary
Box 299	Box 158	Box 128
Bassano, Alberta	Duchess, Alberta	Rosemary, Alberta
T0J 0B0	T0J 0Z0	T0J 2W0

Either party may change its address for purposes of this agreement by providing written notice of its new address to the other party.

11. FORCE MAJEURE

- 11.1 Each party reserves the right, at its option, either to suspend or cancel this Agreement, in whole or in part, at any time, without incurring any costs or damages whatsoever, where such suspension or cancellation is caused by force majeure, including, but not limited to, acts of God, the public enemy of the government, strikes or other labour disputes, fires, floods, freight embargoes, unusually severe weather or other contingencies beyond the control of the parties.

12. SINGULAR AND MASCULINE

- 12.1 Words importing the singular number shall include the plural number and vice versa and words importing one gender only in this Agreement shall include all genders and words importing parties or persons in this Agreement shall include individuals, partnerships, corporations, and other entities, legal or otherwise.

13. GOVERNING LAW

- 13.1 This Agreement shall be deemed to have been made in accordance with the laws of the Province of Alberta. The Courts of Alberta shall have sole and exclusive jurisdiction over any dispute or lawsuit between the parties.

14. INTERPRETATION

- 14.1 The headings in the Agreement are for ease of reference only and shall not affect the meaning or the interpretation of this Agreement.

15. SUCCESSORS

- 15.1 This Agreement shall inure to the benefit of and be binding upon the parties and, except as herein before provided, the successors and assigns thereof.

16. ENTIRE AGREEMENT

- 16.1 This Agreement is the whole agreement between the parties and may not be modified, changed, amended or waived except by signed written agreement of the parties.
- 16.2 This Agreement shall be reviewed annually by the Chief Administrative Officer's or their designate of the participating municipalities, and if so

reviewed that review be undertaken and completed no later than November 30th.

17. EFFECTIVE DATE

17.1 This Agreement becomes effective September 1, 2018.

The parties have affixed their corporate seals signed by the hands of their proper officers.

SEAL

City of Brooks

Mayor

[Signature]

Chief Administrative Officer

SEAL

County of Newell

[Signature]

Reeve

[Signature]

Chief Administrative Officer

SEAL

Town of Bassano

[Signature]

Mayor

[Signature]

Chief Administrative Officer

SEAL

Village of Duchess

[Signature]

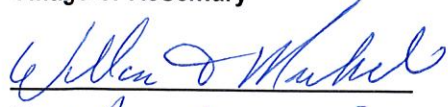
Mayor

[Signature]

Chief Administrative Officer

SEAL

Village of Rosemary



Mayor



Chief Administrative Officer

Schedule "A"

Schedule of Compensation for Regional Subdivision
Development Appeal Board Members

\$150.00 For meetings, related to SDAB, of a duration not exceeding four (4) hrs including travel time.

\$300.00 For meetings, related to SDAB, of a duration exceeding four (4) hrs including travel time.

Mileage: Mileage will be reimbursed for the use of their vehicle to attend hearings at the annual rates prescribed by the Canadian Revenue Agency.

Meals: Meals will be reimbursed without receipts to a maximum allowance (including all taxes and gratuities) as follows:

- Breakfast \$15.00
- Lunch \$20.00
- Dinner \$30.00



REVIEW

Meeting: October 27, 2025

Agenda Item: 4.4

SUBJECT: Boards & Committee Appointments

Council members are appointed to various boards and committees as part of their role as the elected body. Appointments vary between local and regional organizations, each playing a key role in the function of the municipality.

Council's role on local boards and committees is to act as the communication conduit (liaison) and to ensure responsible operations and fiscal management per the lease/operating agreements.

Council's appointment on regional boards is more complex. Regional boards may be structured as a commission or association with a dedicated operating team. The Town may have shares within the regional board that carry liabilities, or it may hold an advisory role. On regional boards, the appointed member is responsible to work collaboratively with other stakeholders, represent Bassano's interests, and provide strategic direction to the operating body. It is imperative that appointed representatives bring relevant information back to council and administration from regional boards.

Regional boards provide orientations separately.

A general overview of local and regional boards and committees is attached. In preparation of appointing representatives to boards and committees, council should complete an assessment of member strengths/weaknesses and interests to help determine the right fit for each appointment having had a year to learn about the processes. This may be facilitated at the meeting. Once this exercise is complete, council shall review the board and committee appointments from 2025/26 and proceed to nominate appointments for the 2025/26 term.

Boards & Committee Summary

Intermunicipal Affairs Committee (IAC) – new

This is a new committee that replaces Joint Shared Services coming into effect with the 2025 council term. Its purpose is to enhance the working relationship between the participating municipalities with respect to common concerns, interests, improved service delivery, and providing governance for regional economic development.

- Representation – entire council
- Meeting schedule – quarterly
 - Bassano hosts the first meeting on December 13, 2025 from 5:30PM – 8:30PM at the Community Hall – *details to follow on a regular agenda*

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www.bassano.ca

Intermunicipal Subdivision and Development Appeal Board

This board makes decisions on appeals resulting from decisions of a subdivision authority or a development authority in accordance with provincial land use policies, the Subdivision and Development Regulation, the local land use bylaw and statutory plans. Individuals appointed will form a Regional Pool from which five members will be selected to participate as a board that hears appeals on an as-needed basis.

The council appointed representatives on the ISDAB cannot be a member of the Municipal Planning Commission (MPC).

- Representation – one elected official
- Meeting schedule – as required

Regional Emergency Management Agency

The Mayor/Reeve of each community is appointed to the Agency and is responsible to support the advancement of the Regional Emergency Management Plan.

- Representation – Mayor
- Meeting schedule – minimum of quarterly

Municipal Planning Commission (MPC)

The MPC is comprised of 4 elected officials and a minimum of one member at large to deal with discretionary use development in accordance with the Town's Land Use Bylaw 921/21 alongside subdivision application.

The administration of the MPC is provided by the CAO.

- Representation – 4 x elected official
- Meeting schedule – as required

Ag Society

The Ag Society leases agriculture lands from the town. This allows for local event planning and for various users to operate programs like the Prairie Racers Association and the Bassano Rodeo Committee.

- Representation – 1 x elected official
- Meeting schedule – typically twice a year, October and December

Bassano Bowling, Curling, and Golf Clubs

These societies work together to operate the Bassano Recreation Complex per the agreement with the Town.

- Representation – 1 x elected official
- Meeting schedule – as required

Bassano Memorial Library

The board is appointed by council to operate the library and to provide services per the agreement with the Town in accordance with the *Libraries Act*.

- Representation – 1 x elected official (no alternate)
- Meeting schedule – 1st Monday of every month excluding July and August

Community Futures Wild Rose

Committed to increasing community and regional capacity through Community Economic Development (CED). CED is the practice of identifying local issues, developing strategies, and then implementing local solutions to enhance community economic health, diversity, and prosperity. Extending beyond business financing and counseling, they aim to nurture partnerships, inspire innovative thinking, develop best practice initiatives, and promote a healthy, vibrant economic future for our area. Bassano is the only community in the Brooks Region appointed to Community Futures Wild Rose per the districting. The remaining municipalities are affiliated with Community Futures Entrecorp. Wild Rose and Entrecorp collaborate where possible.

- Representation – 1 x elected official
- Meeting schedule – Meets monthly
- [Your Rural Business Development Partner | Community Futures Wild Rose](#)

Newell 911 (Brooks Fire Department – 504 Cassils Roads East in the EOC Room)

The committee deals with aspects of the 911 service in the County of Newell including communication issues, fees, and billing.

- Representation – 1 x elected official
- Meeting schedule – meets monthly

Newell Housing Foundation (meets in Brooks)

The Newell Housing Foundation (NHF) is a non-profit organization which supplies subsidized housing across the region with requisition authority.

Major project: Connection Flats and Seniors Housing Development in Bassano – active representation on this board is critical. It requires relationship development with different provincial ministries and a collaborative mindset for regional development.

- Representation – 1 x elected official
- Meeting schedule – Meets monthly
- [Home » Newell Housing Foundation](#)

Newell Regional Services Corporation (NRSC) – 330 Canal Street E., Brooks

NRSC is responsible for all water and some wastewater services for member municipalities. They ensure quality potable water reaches the Town's water treatment plan and has an operating contact with the municipality accordingly. The Town is a shareholder of NRSC.

Major project (localized): NRSC is involved in two major local projects – header upgrades at the water treatment plant, and planning support for the Town’s Core Infrastructure Renewal Program.

- Representation – 1 x elected official
- Meeting schedule – meets monthly
- [Newell Regional Services Corp.](#)

Newell Regional Solid Waste Management Authority (meets in Duchess)

The Authority operates the landfill and transfer stations within the Brooks Newell Region.

Major project: Energy to Waste Facility – active representation on this board is critical. It requires relationship development with different provincial ministries and a collaborative mindset for regional development.

- Representation – 1 x elected official
- Meeting schedule – meets monthly
- [Newell Regional Landfill](#)

Brooks Region Tourism Association

The Association is the destination marketing organization focused on enhancing tourism opportunities in the region.

- Representation – 1 x elected official
- Meeting schedule – monthly (generally a daytime meeting)
- [Brooks Region Tourism | Fun Adventures, Unique Sights & Recreational Experiences](#)

Oldman River Regional Services Commission (ORRSC)

ORRSC is a municipal cooperative professional planning organization that provides urban and rural municipal planning services to in southwestern Alberta. Bassano is a member.

- Representation – 1 x elected official
- Meeting schedule – quarterly
- [Oldman River Regional Services Commission](#)

Palliser Economic Partnership (PEP)

PEP is a non-profit partnership working to improve and expand economic development in Southeast Alberta.

- Representation – 1 x elected official
- Meeting schedule – meets monthly (rotating throughout SE Alberta)
- [Palliser Alberta 2024](#)

Recreation Funding Committee (RFC)

The purpose of the RFC is award recreation grants in accordance with the Intermunicipal Collaboration Framework agreement within Bassano and Division 6 of the County of Newell. The board is comprised of two town reps and two county reps.

The RFC is administered by the Town.

- Representation – 2 x elected officials
- Meeting schedule – twice per year (spring and fall)

Shortgrass Library System

The board governs the operations of the Shortgrass Library System, which provides library services to many municipalities in the southern Alberta region.

- Representation – 1 x elected official
- Meeting schedule – meets monthly in Medicine Hat
- [Home - Shortgrass Library System](#)

Attachments:

1. Board and Committee Member List

Prepared by: Amanda Davis, CAO

Town of Bassano
2025/26 Board and Committee Appointments

(R) = Regional

(L) = Local

Committees	2025/26	2025/26 Alt. Liaison
Intermunicipal Affairs Committee (new) - R	All council	
Intermunicipal Subdivision and Development Appeal Board - R		
Intermunicipal Development Plan (IDP) -R/L		
Director Emergency Management - R	Stewart Luchies	n/a
Deputy Director of Emergency Management - R	Amanda Davis, Sharon Zacharias, Yvonne Cosh, Cory Cochrane, Kevin Swanson	n/a
Regional Emergency Management Agency - R		
Mayor & Reeves Meetings - R		
Municipal Planning Commission - L		n/a
Board Representatives		
Ag Society (2 meetings) - L		
Bassano Bowling, Curling & Golf Clubs - L		
Bassano & District Centennial Arena (1 meeting) - L		
Bassano Memorial Library - L		
Community Futures - Wild Rose - R		
Newell 911 - R		
Newell Housing Foundation - R		
Newell Regional Services Corporation - R		
Newell Regional Solid Waste Management Authority - R		
Newell Regional Tourism Association/Brooks Region Tourism - R		
Oldman River Regional Services Commission - R		
Palliser Economic Partnership - R		
Recreation Complex Management (1 meeting) - R		
Recreation Funding Committee (2 members) - L/R		
Shortgrass Library System - R		



REVIEW

Meeting: October 27, 2025

Agenda Item: 5.1-5.7

SUBJECT: Appointment of Professionals

Council must appoint professionals each year in accordance with the *Municipal Government Act* even though contracts are in place for service.

The following appointments are required:

Assessor	Benchmark Assessment Consultant
Auditor	JDP Wasserman
Financial Institution	Bank and credit card accounts – Connect First Credit Union Investment Accounts – Bank of Montreal (BMO) Nesbitt Burns Scholarship Chequing Accounts for Shydrowski – Connect First Credit Union Shydrowski Scholarship Investment Account - Bank of Montreal (BMO) Nesbitt Burns Interac – Global Payments Online banking – Connect First Credit Union, Scotia Bank, Alberta Treasury Branch (ATB) Financial, Royal Bank of Canada (RBC) and Toronto Dominion (TD).
Engineering Firm	ISL Engineering & Land Services for CIRP. Pending matters arising.
Legal Council	Reynolds Mirth Richards and Farmer LLP/Field Law and others pending matters arising.
Planning Commission	Oldman River Regional Services Commission
Designated Officers	Community Peace Officers – County of Newell

Attachments:

1. None

Prepared by: Amanda Davis, CAO



REVIEW

Meeting: October 27, 2025

Agenda Item: 6

SUBJECT: Signing Authority

Council must appoint signatories per policy P-TOB12/001-21 Financial Actions. Signing authority shall consist of two signatories, the Mayor or Deputy Mayor and the CAO.

Attachments:

1. Policy P-TOB12/001-21 – Financial Action

Prepared by: Amanda Davis, CAO



Policy Title	Financial Actions
Authority	Council
Approved (Dates/Motion #)	TOB117/22 Oct. 10, 2023 (M#TOB181/23)
Policy Number	P-TOB12/001-21
Review	To be reviewed annually at the Organizational Meeting
Reviewed by/date	Council on October 15, 2024

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. 3rd Party Accounting

- 17.1 Where the Town assists with 3rd 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



REVIEW

Meeting: October 27, 2025

Agenda Item: 7

SUBJECT: Meeting Dates

Council must set meeting dates for regular council and the Municipal Planning Commission (MPC). Traditionally, council and MPC meetings are held the second Monday of each month at 6:30PM except on Statutory holidays; the meetings will be held on the following day.

Council meetings were set at 6:30PM for the prior term to accommodate work schedules. Please discuss starting council meetings at 6:00PM

Attachments:

1. None

Prepared by: Amanda Davis, CAO