



**MINUTES OF THE REGULAR MEETING OF THE TOWN OF BASSANO  
HELD IN PERSON ON DECEMBER 8, 2025 IN THE COUNCIL CHAMBERS.**

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**ELECTED OFFICIALS**

MAYOR	Mike Wetzstein
DEPUTY MAYOR	Mike Phillips
COUNCILLORS	Gary Lee Sydney Miller Matthew Loewen

STAFF Amanda Davis, Chief Administrative Officer

DELEGATES/PUBLIC Jeremy Wickson (virtual)  
Sgt. Joe Schmidt, Bassano RCMP  
Sandra Stanway, Brooks Bulletin (virtual)

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**1. CALL TO ORDER**

Mayor Wetzstein called the meeting to order at 6:30 p.m.

**2. EXCUSED FROM MEETING**

- None

**3. ADOPTION OF AGENDA**

**TOB199/25** Moved by **COUNCILLOR LEE** that the agenda is approved as amended with the addition of 11.1 Closed Session.

**CARRIED**

**4. ADOPTION OF MINUTES**

**4.1 Adoption of minutes from the regular meeting of November 19, 2025**

**TOB200/25** Moved by **COUNCILLOR LOEWEN** that the November 19, 2025 minutes are approved as amended with 5.1 "Q&A session ensured" stating "...ensued".

**CARRIED**

**5. DELEGATIONS**

_____ Mayor 01/26/26	_____ CAO 01/26/26
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**5.1 Bassano RCMP – Sgt. Schmidt – 6:45 p.m.**

Sgt. Schmidt entered the meeting at 6:45 p.m.

Sgt. Schmidt was introduced to council followed by an overview of local RCMP operations.

Sgt. Schmidt departed at 7:24 p.m.

**6. UNFINISHED BUSINESS**

**6.1 BUILD Bassano – 2024 Development Projects**

A BUILD Bassano 2024 Development Project update was provided. Discussion ensued.

**6.2 2025-2034 Core Infrastructure Renewal Program**

A 2025-2034 Core Infrastructure Renewal Program update was provided. Discussion ensued.

**TOB201/25** Moved by **MAYOR WETZSTEIN** that council directs administration to update all accounting, project, and grant records defined as “G3-T2 Infrastructure Upgrade – Priority Zone 1” to be known as the 2025 – 2034 Core Infrastructure Renewal Program (CIRP). The passing of CIRP resulted in capital expenditures of \$404,424.50 in 2025. These costs shall be applied to the Town’s Municipal Sustainability Initiative Capital, and CCFB project applications accordingly.

**CARRIED**

**6.3 Bassano Water Pump Station – 2026 Header and Piping System Replacement Project**

**TOB202/25** Moved by **COUNCILLOR MILLER** first, that council directs administration to establish a new capital reserve account for the Bassano Water Pump Station 2026 Header and Piping System Replacement Project. Second, that council approves an allocation of \$200,000 from the Town’s general operating account (accumulated surplus) to the reserve prior to December 31, 2025. Lastly, in reference to motion TOB197/25, the surplus funds from the sale of 801 – 5 Avenue be directed to the new capital reserve account.

**CARRIED**

**7. NEW BUSINESS**

None

**8. BOARD AND COMMITTEE REPORTS**

_____ Mayor 01/26/26	_____ CAO 01/26/26
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**8.1 – 8.6** Written board and committee reports were presented and discussed.

**TOB203/25** Moved by **DEPUTY MAYOR PHILLIPS** to accept the Board and Committee written reports as presented and discussed as attached to and forming part of these minutes.

**CARRIED**

**9. CAO REPORTS**

**9.1 Operations Report**

A written CAO report was provided for the period ending November 30, 2025.

**TOB204/25** Moved by **COUNCILLOR MILLER** authorizing additional contract hours for CAO services between the 2052900 Alberta Ltd. and the Town of Bassano for the period of December 1 – December 13, 2025.

**CARRIED**

**TOB205/25** Moved by **DEPUTY MAYOR PHILLIPS** that the terms of the contract between 2052900 Alberta Ltd. (Amanda Davis) and the Town of Bassano for CAO services has been fulfilled and will conclude in its entirety on December 13, 2025 at midnight, as mutually agreed between the parties.

**CARRIED**

**TOB206/25** Moved by **COUNCILLOR LOEWEN** that Jeremy Wickson is appointed as the Chief Administrative Officer of the Town of Bassano, effective December 14, 2025 with contractual compensation for onboarding days of December 12 and 13, 2025.

**CARRIED**

**TOB207/25** Moved by **MAYOR WETZSTEIN** that council approves the 2025 operating and capital budgets as the Town's interim operating and capital budgets.

**CARRIED**

**TOB208/25** Moved by **COUNCILLOR LEE** that the regular January council meeting is held on January 26, 2026 at 6:30 p.m.

**CARRIED**

**TOB209/25** Moved by **MAYOR WETZSTEIN** that the appointment of the County of Newell and City of Brooks Regional Emergency Management personnel be updated as follows within the Town's board and committee appointment list:

- County of Newell → Regional Director of Emergency Management, Stewart Luchies, Regional Deputy Director of Emergency Management, Cory Cochrane, Deputy Director of Emergency Management, CAO Matt Fenske
- City of Brooks, Deputy Director of Emergency Management is the CAO, when the CAO position is vacant it falls to the Director of Protective Services, Mark

Shantz, and the next Deputy Director of Emergency Management is the Fire Chief, Kevin Swanson.

- All other Deputy Director of Emergency Management personnel remain unchanged.

**CARRIED**

**9.2 Financial Statement**

A financial statement for the month ending October 31, 2025 was presented.

**9.3 Cheque Listing**

A cheque listing for the month ending October 31, 2025 was presented.

**9.4 FCSS Report**

An FCSS Director report for the month ending November 30, 2025 was presented.

**9.5 Recreation & Community Services Liaison Report**

None

**9.6 CPO Report**

A CPO report for the month ending November 30, 2025 was presented.

**9.7 RCMP Report**

None

**TOB210/25** Moved by **COUNCILLOR LOEWEN** that the CAO report for the period ending November 30, 2025 is approved as presented and discussed as attached to and forming parts of these minutes.

**CARRIED**

**10. CORRESPONDENCE**

**10.1-10.7** Items of correspondence were presented and discussed.

**TOB211/25** Moved by **MAYOR WETZSTEIN** that Deputy Mayor Phillips is appointed as the Town of Bassano's voting representative on the Pioneer Gas Co-op.

**CARRIED**

**TOB212/25** Moved by **COUNCILLOR MILLER** to approve the list of correspondence and to file it as information.

**CARRIED**

**11. CLOSED SESSION**

_____ Mayor 01/26/26	_____ CAO 01/26/26
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**TOB213/25** Moved by **MAYOR WETZSTEIN** to enter a closed session at 7:38 p.m. to discuss land matters in accordance with the *Access to Information Act Section 20* with all persons excluded except Town Council, CAO Davis, and Jeremy Wickson.

**CARRIED**

**TOB214/25** Moved by **DEPUTY MAYOR PHILLIPS** to revert to a regular meeting at 8:14 p.m.

**CARRIED**

**12. ROUND TABLE**

A round table discussion was held.

**13. ADJOURNMENT**

**TOB215/25** Moved by **MAYOR WETZSTEIN** for adjournment of the regular council meeting of December 8, 2025 at 8:26 p.m.

**CARRIED**

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Mayor

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Chief Administrative Officer