

# AGENDA

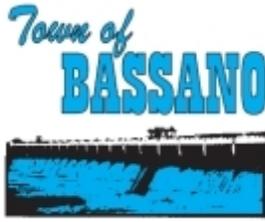
Meeting: October 28, 2019 6:00 p.m. – 10:00 p.m.  
Council Chambers  
502 – 2 Avenue Bassano

We, the undersigned, hereby agree that a Special Meeting of the Council of the Town of Bassano will be held in Council Chambers at 502 2<sup>nd</sup> Avenue, on **October 28, 2019 at 6:00 p.m.** to attend to the following items:

1. **CALL TO ORDER**
2. **EXCUSED FROM MEETING**
3. **ADOPTION OF AGENDA**
4. **UNFINISHED BUSINESS**
  - 4.1 Council Honorarium Policy
  - 4.2 Strategic Plan Updates
  - 4.3 Town Hall Meeting
5. **NEW BUSINESS**
  - 5.1 Intermunicipal Meeting
6. **CLOSED SESSION**

None
7. **ADJOURNMENT**

<b>Mayor Ron Wickson</b>	
<b>Deputy Mayor Tom Rose</b>	
<b>Councillor Kevin Jones</b>	
<b>Councillor Doug Barlow</b>	
<b>Councillor Jackie Seely</b>	
<b>Councillor Irvin Morey</b>	
<b>Councillor John Slomp</b>	



# Open Discussion

Meeting: October 28, 2019  
Agenda Item: 4.1

## Council Honorarium Policy

### BACKGROUND:

At the organizational meeting, council inquired how changes to the Federal Income Tax Act would impact honorarium compensation recognizing that in 2018, council passed a three-year budget/projection after many discussions regarding committee appointments, meeting schedules and fiscal sustainability objectives. Council meetings were reduced to one meeting per month unless a special meeting is required, committee appointments were merged where necessary and a motion was made to reduce the number of councillors from 7 to 5 before the next election. The multi-year budget was prepared accordingly.

The payroll department prepared the following analysis to address council's inquiry. Under the Federal Income Tax Act, since 1953, municipal elected officials received up to one-third of their total compensation tax-free. Effective January 1, 2019, this tax exemption was eliminated. Councils full remuneration is now taxable based on the credits claimed on their TD-1 and TD-1 AB (Personal Tax Credits Returns).

Based on \$5,000 per year in remuneration, last year, 2/3 of that amount was taxable, or \$3,333.34. This year, the full \$5,000 is taxable. Therefore, this would add an additional \$1,666.66 to taxable income that was not taxed the year before.

The chart below is the **base rate** for income taxes. Actual tax is based on several variables.

Federal Tax rates and income thresholds		Provincial Tax rates and income thresholds	
Annual Taxable income	Federal Tax Rate	Annual Taxable income	Provincial Tax Rate
\$0.00 to \$47,630.00	15%	\$0.00 to \$131,220.00	10%
\$47,630.71 to \$95,259.00	20.5%	\$131,220.01 to \$157,464.00	12%
\$95,259.01 to \$147,667.00	26%	\$157,464.01 to \$209,952.00	13%
\$147,667.01 to \$210,371.00	29%	\$209,952.01 to \$314,928.00	14%
\$310,371.01 and over	33%	\$314,928.01 and over	15%

For example, a persons monthly taxable income is \$2,000.00/month. The first quarter remuneration in \$2,000.

Council remuneration is  $\$2,000 \div 3 \text{ months} = \$666.67$  per month

Scenario 1. Total monthly income is \$2,666.67/month.

If the basic personal tax credit amount is considered, the Federal and Provincial taxes would be **\$299.15 per month.**

Scenario 2. 2018 and prior, only 2/3 of the \$2,000.00 remuneration is taxable. The monthly income would be \$2,444.45 and the Federal and Provincial taxes would be **\$245.70/month.**

The scenarios provide a snapshot but do not truly reflect the impact that the tax exemption has on each councillor because it is solely dependent on an individual's income and tax credits. In 2018, the average annual compensation per councillor was \$5,800. The highest councillor honorarium in 2018 was \$9,200 and the lowest was \$3,200. The exemption is not expected to impact councillor compensation.

**CAO COMMENTS:**

A comparison of councillor honorariums was completed as shown in attachment 2. Each municipality compensates elected officials differently based on their policy. In 2018, various compensation options were provided to council that include flat rate and hourly/meeting rates. Council opted to maintain the current level of compensation as well as decrease the frequency of meetings in order to support long-term viability objectives.

**Attachments:**

1. TOB 201 – Councillor Honorarium Policy
2. Council Honorarium Summary – October 2019

**Prepared by:** Amanda Davis, Interim CAO/Christine Petkau, Payroll Clerk



Policy Title:	<b>Council Honorarium, Benefits and Expenses Policy</b>		
Authority:	Council		
Motion Number:	161/13		
Date passed:	July 22, 2013	Reviewed: October 15, 2019	
Policy Number:	TOB 201 – Council Policy		

## Policy Statement

The Town of Bassano would like to pay all Council members an honorarium that reflects the Town's appreciation for the time commitment required and the dedicated work of Council members on behalf of all citizens but at the same time reflecting Council's desire to demonstrate sound financial stewardship.

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

## Guidelines:

1. An elected official of the Town is entitled to receive an honorarium for participating in a Council meeting, a board, committee, commission, corporation, association, jurisdiction or other authority established by Council.
2. If Council requests an elected official of the Town to carry out any function in addition to those listed in 1.0, the elected official may receive an honorarium for:
  - 2.1 Meetings with government officials on behalf of the Town;
  - 2.2 Making a presentation or attending a meeting including ad hoc committee meetings on behalf of the Town;
  - 2.3 Meeting with elected representatives of other municipalities;
  - 2.4 Conferences and special meetings whether Committee and/or Board related or not must be approved by Council in advance by email or by motion.
3. An Honorarium claim may not be made if the Council member is receiving reimbursement from a board, committee, commission, corporation, association, jurisdiction or other authority.
4. Education assistance for attendance of courses, workshops, conferences and conventions will be reimbursed with Council approval.
5. The honorarium payable to elected officials is:
  - 5.1 Up to 4 hours, a half day honorarium of \$100.00



5.2 Over 4 hours, a daily honorarium of \$200.00

At the discretion of the Council member, travel time may be included for Board/Committee Meetings, Events, Special Meetings etc. by rounding off to the nearest hour.

Ex: 4½ hours = 4 hours at ½ day rate or over 4 hours at full day rate

Ex: 4¾ hours = 5 hours at full day rate

6. The honorarium payable to chief elected official is:

6.1 Up to 4 hours, a half day honorarium of \$150.00

6.2 Over 4 hours, a daily honorarium of \$250.00

At the discretion of the Chief Elected Official, travel time may be included for Board/Committee, Meetings, Events, Special Meetings etc. by rounding off to the nearest hour.

Ex: 4½ hours = 4 hours at ½ day rate or over 4 hours at full day rate

Ex: 4¾ hours = 5 hours at full day rate

7. The following expenses will be reimbursed upon receipt when on Town of Bassano business travel:

7.1 Accommodation expenses;

7.2 Meal expenses and no alcoholic beverages including gratuity;

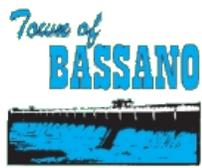
7.3 Use of own private vehicle - mileage will be paid in accordance with the Canada Revenue Agency rates. Car pooling is encouraged;

7.4 Parking or park passes, c-train or bus fares and taxis.

8. It is the Council member's responsibility to complete and submit the Council Expense Form to Administration on a quarterly basis for payment.

9. The following benefits are provided to Council Member's through the Town's Insurance provider:

- Accidental Death & Dismemberment – up to \$50,000.00



**Policy # TOB 201**

- Accident Reimbursement Benefit - up to \$15,000.00
- Accidental Dental Expense Benefit - up to \$5,000.00
- Weekly Accident Indemnity - up to \$200.00

10. End of Policy

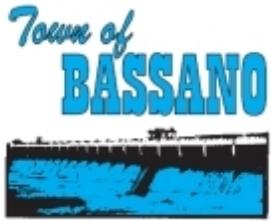
<b>To be reviewed:</b>	Annually	<b>Next review</b>	October 2020
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**Council Honorarium Summary  
October 2019**

Municipality	Population	Elected Officials	Monthly Honorarium - Mayor	Monthly Honorarium - Deputy Mayor	Monthly Honorarium - Councillor	Full Day Honorarium - Mayor	Full Day Honorarium - Deputy Mayor	Full Day Honorarium - Councillor	1/2 Day Honorarium - Mayor	1/2 Day Honorarium - Deputy Mayor	1/2 Day Honorarium - Councillor	Hourly rate
Bassano	1,200	7	\$ -	\$ -	\$ -	\$ 250	\$ 200	\$ 200	\$ 150	\$ 100	\$ 100	\$ -
Bow Island	1,983	7	\$ 625	\$ -	\$ -	\$ 240	\$ 240	\$ 240	\$ 145	\$ 125	\$ 125	\$ 31
Castor	929	7	\$ 650	\$ 500	\$ 450	\$ 150	\$ 150	\$ 150	\$ 75	\$ 75	\$ 75	\$ -
Duchess	1085	5	\$ -	\$ -	\$ -	\$ 250	\$ 250	\$ 250	\$ 150	\$ 150	\$ 150	\$ -
Hanna	2559	7	\$ 1,540	\$ 821	\$ 821	\$150/\$100	\$150/\$100	\$150/\$100	\$150/\$100	\$150/\$100	\$150/\$100	\$ -
Nanton	2,181	7	\$ 1,369	\$ 963	\$ 963	\$ 160	\$ 80					

General Notes	
<b>Bassano</b>	
<b>Bow Island</b>	Rates updated at 2019 Org. meeting per AUMA Wage Survey - average analysis.
<b>Castor</b>	EO receive monthly compensation to attend all regular meetings and to fulfill normal duties of council. The full-day and half-day rates are only charged based on submission. Most councillors do not charge the additional compensation for local (in-town) meetings.
<b>Duchess</b>	Mileage is charged for out of county meeting only on an approved meeting schedule.
<b>Hanna</b>	Full day/half day honorarium is the same, \$150 charged for out-of-town and \$100 charged for in-town. The monthly honorarium includes all council meetings, standing committee meetings and regular duties. Council may choose to submit for per diems in addition to annual rates for conventions and other appointments.
<b>Nanton</b>	Monthly honorarium includes all council meetings, standing committee meetings and regular duties. Additional honorariums are only charged for training. Per online policy 11-60-16/03/07.

*All honorarium policies are subject to change and many include details regarding meals, technology allowances and other. This comparison was only used to look at basis honorariums/per diems.*



# Open Discussion

Meeting: October 28, 2019

Agenda Item: 4.2

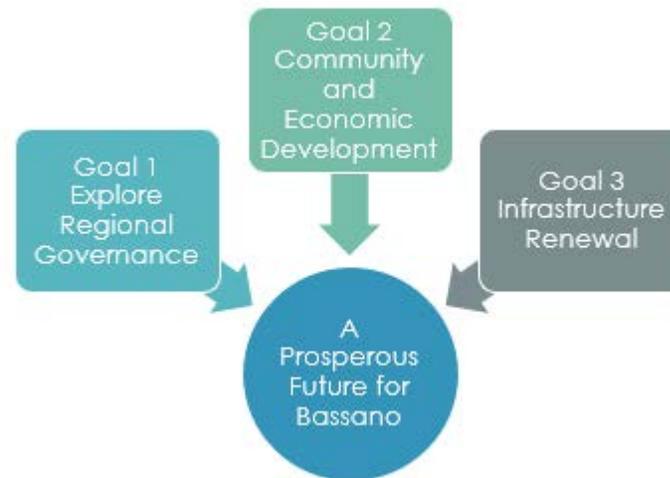
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## Strategic Plan Updates

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### **BACKGROUND:**

Council set and approved the Town's strategic plan on March 19, 2019. The strategic plan focuses on three core objectives with the intent of achieving the Town's vision "To become the most attractive and affordable urban community under 2,500 in Alberta where industry leaders want to invest, where tourists come for a new experience, and where people choose to live, work, and play".



The purpose of this discussion is to evaluate/measure the success of goals and objectives over the past 7.5 months as the plan is directly tied to the Town's operations budget and to look at the secondary tasks associated with each goal now that implementation is underway.

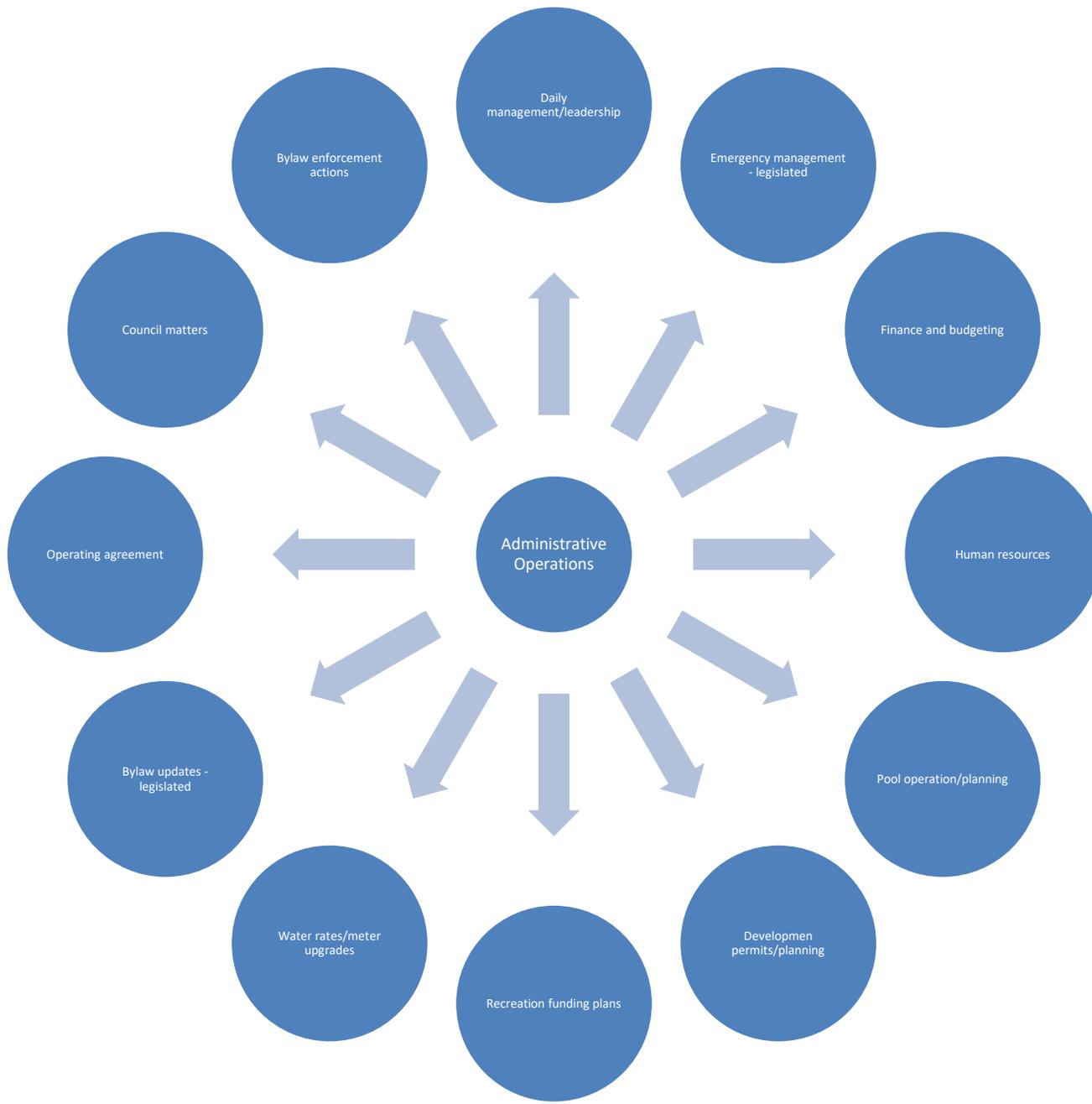
**CAO COMMENTS:**

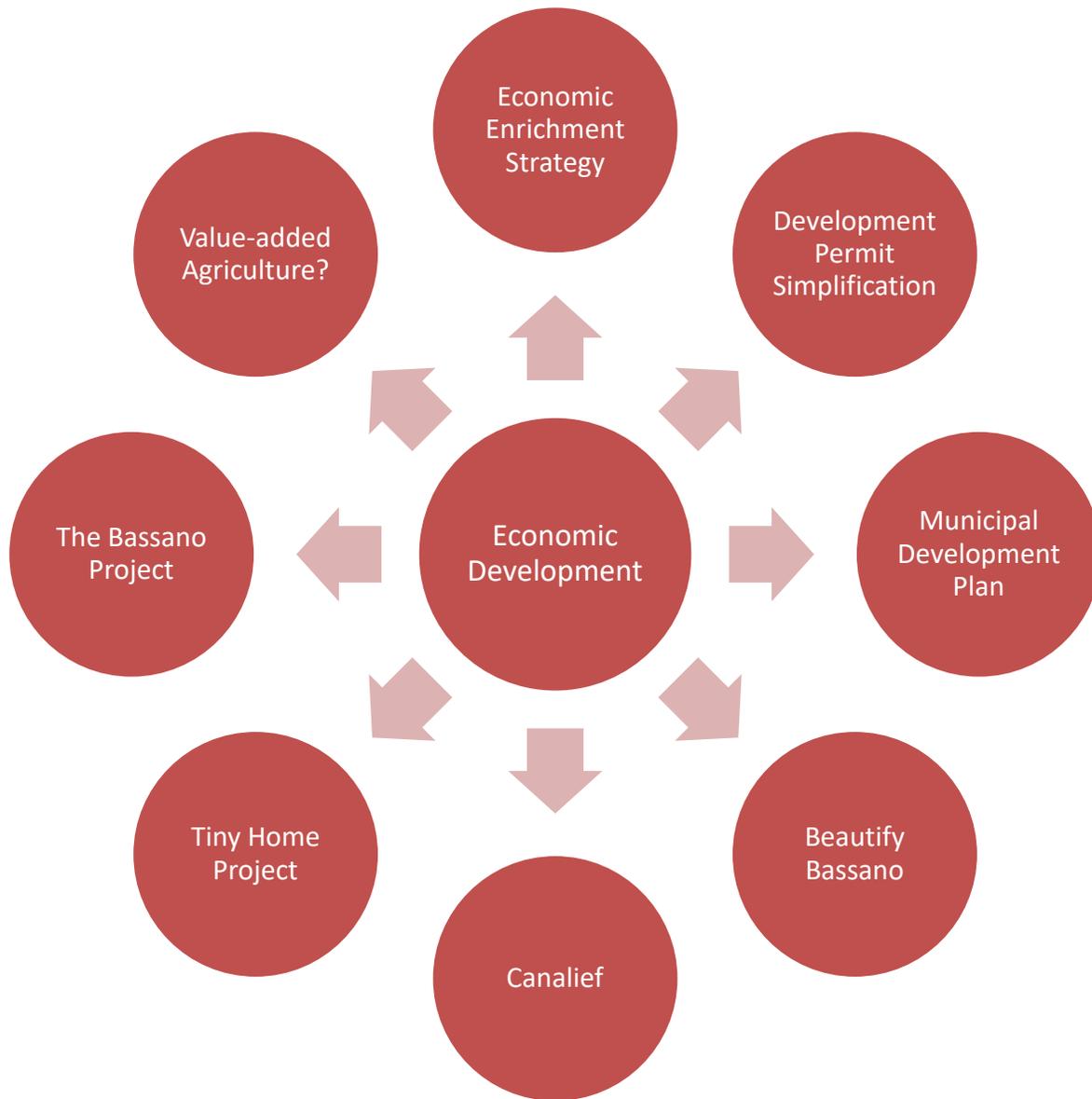
It is evident that council must redirect its efforts from regionalization to long-term sustainability as regional governance is no longer a priority. The time and resources that were applied to this objective could be redirected to economic actions. Before this occurs, a discussion is required related to time commitment, information absorption and visionary alignment – how is *council* able to manage the plans as the Town’s strategic and operational priorities are aggressive.

New demands are being put on all municipalities by upper levels of government that require greater planning and decision making, many with financial implications. One example is the potential to change the police funding model. This could have financial implications for Bassano which may require the Town to a) reduce service levels in other areas, b) increase the local tax base, or c) find innovative ways to reduce operating costs (e.g. partnership for service, privatization or services, etc.) to name a few. With these changes, council must also recognize that it may not be possible to complete all its strategic priorities based on limited resources (human and financial). Or, the timeline to complete priorities may have to be extended not only from an administrative standpoint but, also for elected officials decision making.

There is opportunity in every challenge. The opportunity currently results from innovation, collaborative efforts, the thoughtful planning and execution of strategies. For example, the loss of New West Milling will have an impact on the local assessment base. A decrease in the assessment base means a decrease in taxation revenue. Finding a way to replace the tax base is essential to ensure the municipality maintains tax revenue to operate so that the municipality can deliver core services/programs. An opportunity is present to obtain the support of Palliser Economic Partnership (PEP) on investment attraction via a value-added agriculture initiative.

As the strategic plan is reviewed and council discussion progresses as outlined above, it is important to understand operational priorities as the work done internally is referred to council. The maps below provide a high-level overview of the work currently underway.







Next steps

- Discuss current priorities and outcomes – council’s vision
  - Planning stages
- Discuss value-added agriculture project

- Potential appointment of an economic development committee
- Project alignment – objectives and terms of reference
- Future appointment of a social development committee.

*Note, this agenda items influences all budgetary planning.*

**Attachments:**

1. Strategic Plan – Council Updates
  - a. Beautify Bassano Initiative – Year 1 Outcomes
2. Beautify Bassano Initiative

**Prepared by:** Amanda Davis, Interim CAO

## Beautify Bassano Initiatives – Year 1 Outcomes

Services	Actions	Adoption/Success
Action 1: Spring clean-up ( <i>enhanced</i> )	<p>An annual spring clean-up was facilitated by the town and a steering committee was organized to assist with various tasks.</p> <ul style="list-style-type: none"> <li>▪ 10 volunteers formed a steering committee to assist with spring clean-up objectives. The committee helped residents and business clean their property (e.g. the Bassano Times).</li> <li>▪ Arranged donate-a-car to assist with the removal of inoperable or dilapidated cars. 10 residents inquired directly through the town office for this service. We cannot verify if the residents chose to use this free service.</li> <li>▪ Public works picked up bags of yard waste.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Acquired a new team of volunteers that helped to deliver the spring clean-up objective. <i>The volunteers want to take a more active long-term role in the beautification process. A term of reference and specific task list will be prepared for 2020.</i></li> <li>▪ The volunteers helped clean-up public lands at the cemetery.</li> <li>▪ The volunteers assisted residents at no charge who were not capable of cleaning their own properties.</li> <li>▪ Residents expressed interest in the donate-a-car initiative and continue to ask at the office about the initiative.</li> <li>▪ Public works completed yard waste pick-up over two days.</li> <li>▪ Residential property owners took advantage of the spring clean-up by participating in the program. Cleaner town.</li> </ul>
Action 2: Fall clean-up ( <i>enhanced</i> )	<p>An annual fall clean-up was facilitated by the town.</p>	<ul style="list-style-type: none"> <li>▪ Public works completed yard waste pick-up over one day.</li> <li>▪ Volunteer members of the spring clean-up committee made themselves available to assist residents that were unable to complete their yard work.</li> <li>▪ Residential property owners took advantage of the fall clean-up by</li> </ul>

		participating in the program. Cleaner town.
Action 3: Bi-weekly branch pick-up ( <i>new</i> )	A bi-weekly branch pick-up program was initiated to help residents keep their trees maintained between May 1 and September 30.	<ul style="list-style-type: none"> <li>▪ Residents bought into this program and took advantage of the bi-weekly branch pick up. On average, public works picked up branches from 15 properties bi-weekly in Bassano.</li> <li>▪ Properties were better maintained as a result of this value-added service delivery.</li> </ul>
Action 4: Tree farm incentive	The Town marketed the free transfer of trees from the local tree farm to local residents between March 31 - April 30 and September 15 – October 15.	<ul style="list-style-type: none"> <li>▪ Residents did not take advantage of the tree farm incentive. Comments received at the town office was that the trees were too big or too difficult to get at.</li> </ul>
Action 5: Weed removal on public lands ( <i>enhanced</i> )	The Town enhanced its weed removal actions to improve aesthetics – lead by example.	<ul style="list-style-type: none"> <li>▪ Contracted the County to manage weeds on public lands at the cemetery, highway subdivision, agricultural lands, recreation grounds and at municipal buildings.</li> <li>▪ Public work completed additional weed control along sidewalks, boulevards and ditches.</li> <li>▪ Residential and commercial property owners followed the example of the town and adopted weed control measures – this is verified by the phone calls received at the town office.</li> <li>▪ The town worked directly with CP Rail to manage their weeds. The process was slow but, we are continuing to build a strong relationship.</li> </ul>

<p>Action 6: Weed removal in culverts and ditches <i>(enhanced)</i></p>	<p>The Town enhanced its weed removal actions to improve aesthetics by focusing on cleaning up culverts and ditches.</p>	<ul style="list-style-type: none"> <li>▪ In addition to the contracted weed program listed in Action 5, public works actively worked to manage weeds in culverts and ditches, this included additional mowing/trimming.</li> </ul>
<p>Action 7: Road maintenance</p>	<p>The public works department focused efforts on improved road maintenance activities:</p> <ol style="list-style-type: none"> <li>1. Refreshed highway markings – painted crosswalk lines and curbs.</li> <li>2. Bi-weekly grading on gravel roads prior to the application of dust suppressant.</li> <li>3. Applied dust suppressant on gravel roads.</li> <li>4. Pothole repair – complete.</li> <li>5. Repaired all water break dig sites by installing cold mix.</li> <li>6. Back alley road maintenance – completed back alley grading program – Spring and Summer passes complete.</li> <li>7. Snow removal enhanced.</li> </ol>	<p>The public works department successfully achieved 7 out of 8 road maintenance efforts so far this year.</p> <ol style="list-style-type: none"> <li>1. Hi-way markings,</li> <li>2. Road grading,</li> <li>3. Dust suppressant,</li> <li>4. Pothole repair,</li> <li>5. Repair dig sites,</li> <li>6. Back alley road maintenance, and</li> <li>7. Snow removal.</li> </ol> <p><i>The only task that we were unable to complete was crack filling. This task will be carried forward to 2020 and will be listed as the first priority for completion. This task was not complete because resources were used to operate the pool and to install water meters.</i></p>
<p>Action 8: Sidewalks, curb and gutter maintenance.</p>	<p>Contractors were hired to complete sidewalk, curb and gutter maintenance based on the priority listing.</p>	<p>The town was able to complete 2 of the 3 priority sidewalk, curb and gutter repairs in 2019 based on the available budget.</p> <ol style="list-style-type: none"> <li>1. Removal of the sidewalk by the campground.</li> <li>2. Replace the sidewalk curb and gutter at the Post Office.</li> </ol> <p><i>The third priority area was the sidewalk, curb and gutter near the community hall. This task will be</i></p>

		<i>carried forward to 2020. The work exceeded the sidewalk, curb and gutter budget as an unplanned area was upgraded at the new dentist office in 2019.</i>
Action 9: Signage	The public works department was responsible to ensure all traffic signage was in good working order and visible.	Various traffic signs were order and will be installed in the fall to emphasise playgrounds zones and road markings.
Action 10: Municipal Greenspaces	The public works department was responsible to improve the aesthetics of all municipal greenspaces.	The public works department prioritized this task by: <ol style="list-style-type: none"> <li>1. Manicuring public greenspaces – mowing, trimming and weed maintenance.</li> <li>2. Tree trimming.</li> <li>3. Flower maintenance – volunteers assisted with watering and weed maintenance. A review of the flower installation plan is required in 2020 at the hanging baskets do not fair well in a wind climate.</li> </ol>
Action 11: Municipally Owned Facilities	The public works department was tasked with ensure the cleanliness of municipally owned facilities.	The public works department prioritized this task by: <ol style="list-style-type: none"> <li>1. Ensuring the public works yards were kept in a clean and tidy manner.</li> <li>2. Internal building maintenance.</li> </ol>
Action 12: Community Standards Bylaw	Council adopted a Community Standards Bylaw.	Administration and the Community Peace Officer focused on the implementation of the Community Standards Bylaw. <ul style="list-style-type: none"> <li>▪ 11 clean-up orders were issued along priority area one of the BBI. Completion photos of the most successful properties are shown below (before and after).</li> </ul>

		<ul style="list-style-type: none"> <li>▪ 18 clean-up orders were issued in addition to the priority one areas.</li> </ul> <p>The town continues to work with all parties that received clean-up orders to ensure they maintain compliance into the future. There is a 70 percent success rate in our efforts.</p>
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The success and outcomes of the Beautify Bassano Initiative needs to be celebrated. The residents and Bassano are following the lead of the town and this is visible in the cleanliness of properties in 2019. In addition, the efforts put in by municipal employees specifically public works has been outstanding – our small team goes above and beyond to support council’s vision for Bassano. Implementation was a huge undertaking in 2019.

Site 1 - Before



Site 1 - After



Site 2 – Before



Site 2 - After



Site 3 - Before



Site 3 - After



## Beautify Bassano Areas for Improvement

1. Developing a term of reference and work plan for the community volunteers. The public interest was not expected, and administration was not prepared/well equipped to fully utilize the efforts of the volunteers.
2. Marking signs were not designed in 2019 for the campground. The planned partnership for this project with the historical society did not evolve. Additional planning is required.
3. Continue to publicise the success of the initiative.

# TOWN OF BASSANO STRATEGIC PLAN

"Our vision is to become the most attractive and affordable urban community under 2,500 in Alberta where industry leaders want to invest, where tourists come for a new experience, and where people choose to live, work and play."

2019-2025

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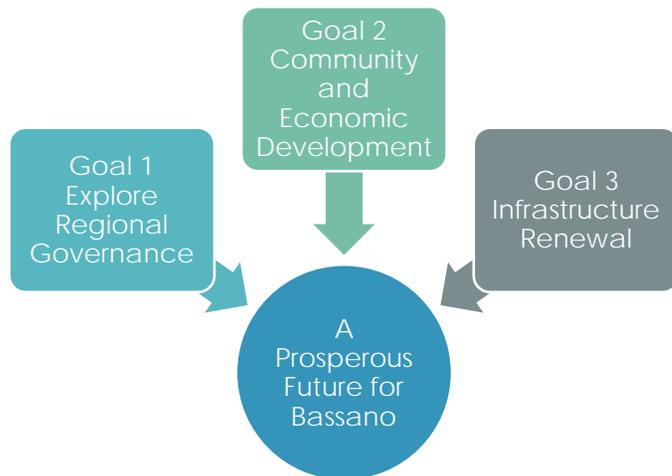
## BACKGROUND

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In 2018, the Town of Bassano’s Mayor and Council undertook a comprehensive strategic planning and visionary exercise. The purpose of the exercise was to identify where the elected body wanted to see the community in the future. It enabled them to develop a shared vision and to understand how the decisions they make influence the trajectory of the community.

A plan outline was presented at a town hall meeting in mid-November to which 70 residents attended or 6.0% of the population. Public engagement at the meeting confirmed town council’s vision and plan for Bassano. Attendees expressed their desire to see improved marketing and attractions along the TransCanada highway, the importance of beautification, the need to celebrate and recognize the successes of the community, with balanced infrastructure renewal projects.

Having heard the desires of the community and reflecting on the initial plan outline, the Mayor and Council reconvened for a second time on February 20, 2019 to develop a plan of action that enables the implementation of three overarching goals.



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## HOW TO USE THE PLAN

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A Strategic Plan is a working document and must be reviewed on a regular basis to ensure the goals and action plan remain relevant and to confirm that implementation is in fact leading to the community’s desired outcomes.

Decision makers should defer to the plan before a resolution is made to substantiate that the item being considered contributes directly to the goals and objectives of the plan. Following this process ensures decision makers stay focused on achieving priorities.

All goals and action items must be prioritized, and resources need to be allocated within the municipal budget to ensure implementation can occur. While, decision makers may get excited to implement every action at the same time, it is important to understand that this cannot occur. Plan implementation requires many calculations and methodical actions as each item builds off the next to create a lasting whole.

The action items below is the first phase of the plan. As town council and administration work through implementation, tasks and outcomes will be added as the action items grow and evolve.

*“The best way to predict the future is to create it.”  
– Peter Drucker*

# Goal 1: Explore Regional Governance

## Purpose

Status quo is not an option for Bassano. Actions need to be taken to ensure the community and region is viable well into the future. A viable community is service rich, affordable, welcoming, and efficient. Exploring regional governance will help determine whether banding together with neighboring municipalities, specifically, the City of Brooks, County of Newell and Villages of Duchess and Rosemary will contribute to the long-term viability of the region.

## End Result (Why)

The Town of Bassano will change how it does business in order to:

1. Eliminate the duplication of services,
2. Increase resources (e.g. human capital, equipment, assets) to improve service delivery,
3. Enhance and/or develop partnerships, and
4. Increase borrowing power.

## Action Plan (G1)

Task 1	Timeline	Responsibility	Resources	Measurement/Outcome	Confirmed Completion
Develop and approve an Intermunicipal Collaboration Framework (ICF) – Town of Bassano and County of Newell	Completion by March 31, 2019	CAO to complete administrative tasks and negotiations as directed by town council.  Town council to provide direction for negotiation of ICF.	Human capital – CAO (20-40 hours).  Legal review (if required) - \$2,000	ICF is approved and executed by both parties within the defined timeline.  ICF is equitable for both parties.  Improves partnerships between the parties.	ICF is complete and signed.

## Action Plan (G1 continued)

Task 2	Timeline	Responsibility	Resources	Measurement/Outcome	Confirmed Completion
Implementation of ICF	Completion by December 31, 2019	<p>CAO's (town and county) to draft an updated recreation agreement with recommendations to councils. Update agreement, facilitate meetings with recreation user groups as required, and provide information to councils so they can be the boots on the ground.</p> <p>Councils to act as agents (boots on the ground) to complete any negotiations with stakeholders.</p>	<p>Human capital – CAO (20-30 hours).</p> <p>Councils (20-40 hours).</p> <p>Legal review (if required) - \$1,000</p> <p>General (e.g. supplies, honorariums, etc.) - \$1,000</p>	<ol style="list-style-type: none"> <li>1. Development of new recreation agreement.</li> <li>2. Formation of a new committee.</li> <li>3. Negotiate with stakeholders.</li> <li>4. Approve new recreation agreement.</li> <li>5. Exchange/allocate recreation funds.</li> <li>6. Monitor the implementation of the ICF to ensure it is meeting intended outcomes – updates to be included in the monthly CAO report.</li> </ol>	<p>Each year as part of the budgetary process, the Town and County must review recreation/culture budgets in accordance with the ICF. New methods of reporting are required by administration to ensure the successful implementation of the plan.</p> <p>The County's organizational meeting happens at the end of October. Recreation funding committee members will be appointed and then Town administration is required to work with the committee to prepare a new Division 6 funding model – planned completion by December 31, 2019. Once approved, Town is required to complete 100 percent of the administration of the program including all financial accounting. This is a new task that will take up administration's time.</p>

Approved March 19, 2019

						Next, the Town and County state they will work to ensure there is adequate emergency management services for both municipalities. <i>Discussion required.</i>
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## Action Plan (G1 continued)

Task 3	Timeline	Responsibility	Resources	Measurement/Outcome	Confirmed Completion
<p>Regional Governance Working Committee (RWC) – active participation by town council</p>	<p>This task is influenced by the RWC and is defined as an ongoing priority.</p> <p>Ideally, Bassano aims to have a strategy/plan of action in place a minimum of six (6) months prior to the next general municipal election.</p>	<p>Town council – appointed members to attend monthly RWC meetings.</p> <p>Appointed RWC members to provide monthly reports to town council that summarizes the initiative’s progress.</p> <p>Town council must educate/communicate and actively engage the public regarding the initiative.</p> <p>Town council must actively negotiate on matters of importance with regional partners.</p> <p>CAO to act as a conduit and provide information to town council, the RWG and other stakeholders to support research, development and negotiations.</p>	<p>Human capital – CAO (40 – 60 hours per annum).</p> <p>Town council (5-10 hours per week. This includes regular consultation with the public).</p> <p>Honorariums and meeting expenses \$7,500 per annum.</p>	<ol style="list-style-type: none"> <li>1. Appointed members to provide regular reports to town council regarding the status of the initiative (consistent information sharing).</li> <li>2. Public notices linked to the town’s social media sites.</li> <li>3. Tangible plan of action developed by the RWC submitted to participating councils.</li> <li>4. Attend public open houses to support information sharing. Number of open houses shall be defined RWC.</li> <li>5. Actively discuss and vote on the plan of action presented by the RWC.</li> </ol>	<p>No longer a strategic priority as the project was cancelled in September 2019.</p> <p>Council must continue to build relationships with neighboring municipalities through the deliverables of the ICF above.</p> <p>Council must now shift its focus from “regionalization” to long-term local sustainability measures and this must include partnerships.</p>

### Action Plan (G1 continued)

Task 4	Timeline	Responsibility	Resources	Measurement/Outcome	Confirmed Completion
Elected Official Education – Regional Governance Initiative	Completion by February 29, 2020	Town council is responsible to research and understand the impacts of regionalization to ensure they can make an informed and educated decision when it comes to voting on the initiative.	Human capital – town council (20-50 hours per person per annum).	<ol style="list-style-type: none"> <li>1. Ability to understand and decipher information with an ability to clearly communicate with the rest of town council and the general public.</li> <li>2. Ability to ask constructive questions that strengthen the initiative.</li> <li>3. Overall awareness.</li> </ol>	No longer a strategic priority as the project was cancelled in September 2019.

# Goal 2: Community and Economic Development

## Purpose

The people of Bassano matter which is why community and economic development is imperative to the town. Community and economic development will help build the local economy, bring greater awareness to our assets and provide value added opportunities for residents, businesses, visitors and investors.

## End Result (Why)

The Town of Bassano’s message to the world is that we are open for business and partnerships. To us, being open for business and partnerships means we work to improve the experience every individual has when they enter the community and interact with the elected body, municipal employees and residents. By doing this, we aim to improve the quality of life for the populace which will lead to a more sustainable future.

## Action Plan (G2)

Task 1	Timeline	Responsibility	Resources	Measurement/Outcome	Confirmed Completion
Development permit simplification	September 30, 2019	<p>CAO and Oldman River Regional Services Commission (ORRSC).</p> <p>CAO to develop a step-by-step checklist to aid in the development permit application process.</p> <p>CAO and ORRSC to review the Land Use Bylaw and make recommendations to update the bylaw to simplify the development process if necessary.</p>	<p>Human capital – CAO (40 – 60 hours).</p> <p>ORRSC (20-40 hours).</p> <p>General items \$500.</p>	<ol style="list-style-type: none"> <li>1. Development permit checklist available.</li> <li>2. Municipal staff are trained on how to use the development permit checklist.</li> <li>3. Development permit packages are complete and available for pick-up in person or from the website.</li> </ol>	<p>Development permits checklists are complete and will be uploaded online.</p> <p>Additional tasks became apparent while completing the development permit simplification task. This includes:</p> <ol style="list-style-type: none"> <li>1. Safety Code Contract.</li> <li>2. Update LUB permit fees for ease.</li> </ol>

					<p>3. Update development permit applications as the forms are outdated.</p> <p>4. Set of development design standards are required.</p> <p>Council must consider the items listed above and determine if it wishes to expand the prioritization to include items 1-4 above as there are budget and human resource requirements.</p>
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### Action Plan (G2 continued)

Task 2	Timeline	Responsibility	Resources	Measurement/Outcome	Confirmed Completion
<p>Beautify Bassano Initiative (BBI)</p>	<p>Ongoing and immediate until 2025.</p>	<p>CAO is responsible to direct and oversee the implementation of the BBI.</p> <p>Town council is responsible for promotion of the BBI through public engagement and consultation.</p> <p>Town council is responsible to make decisions that improve the aesthetics of Bassano.</p>	<p>Human capital – CAO, administration and public works (10 – 30 hours per week per annum).</p> <p>Town council (1-3 hours per week per annum for public consultation).</p> <p>General items \$50,000 services, promotion, bylaw enforcement, revitalization.</p>	<ol style="list-style-type: none"> <li>1. Attractive/clean community.</li> <li>2. Less unsightly properties.</li> <li>3. Crime reduction.</li> <li>4. Renewed pride – volunteers and community members buy into the BBI and actively work to</li> </ol>	<p>Clean-up orders issues and achieving compliance.</p> <p>Volunteer steering committee formed to support clean-up efforts.</p> <p>Sign revitalization project is being rolled out.</p> <p>Completion of spring-clean up.</p> <p>Operational plans underway such as, bi-</p>

		<p>Residents and volunteers must buy-into the BBI and assist with its implementation. This can only occur if the town sets the standard and leads the way.</p> <p>Town council upholds the terms of the Community Standards Bylaw and BBI.</p>		<p>help with its implementation.</p> <ol style="list-style-type: none"> <li>5. Positive feedback from community members and visitors.</li> <li>6. Improved work processes for municipal employees.</li> <li>7. Efficient use of municipal resource</li> <li>8. New investments.</li> </ol>	<p>weekly branch pick-up, weed spraying, road maintenance, etc.</p> <ul style="list-style-type: none"> <li>- See additional comments on the Open Discussion summary.</li> </ul>
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### Action Plan (G2 continued)

Task 3	Timeline	Responsibility	Resources	Measurement/Outcome	Confirmed Completion
Unique Project – Tiny Home Pilot Project	March 31, 2019 – December 31, 2020	<p>CAO/Palliser Economic Partnership.</p> <p>Consultant</p>	<p>Human capital – CAO (75-100 hours).</p> <p>Consultant fees \$70,000</p> <p>General items \$10,000</p>	<ol style="list-style-type: none"> <li>1. Prepare a feasibility report.</li> <li>2. Present report to the public to see if there is buy-in to move forward with defined recommendations.</li> <li>3. Confirm land availability.</li> </ol>	<i>To be discussed in a closed session.</i>

				<ul style="list-style-type: none"> <li>4. Confirm economic and employment opportunities.</li> <li>5. Variety of housing and development opportunities.</li> <li>6. Create a competitive advantage that helps Bassano stand out.</li> <li>7. Update the Land Use Bylaw if required to accommodate growth.</li> </ul>	
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Action Plan (G2 continued)

Task 4	Timeline	Responsibility	Resources	Measurement/Outcome	Confirmed Completion
Economic Enrichment Strategy	September 30, 2019 – July 31, 2020.	Consultant	Human capital – CAO (5-10 hours)  Strategy development - \$50,000	<ul style="list-style-type: none"> <li>1. Prepare an economic enrichment strategy that confirms how the town can take advantage of the transportation and logistics corridors to build a robust local economy.</li> </ul>	Project is underway.

Approved March 19, 2019

				<ol style="list-style-type: none"><li>2. Approval/rejection of the strategy.</li><li>3. Implementation of strategy. Implementation would be the next phase of Task 4 (build out).</li></ol>	
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## Action Plan (G2 continued)

Task 5	Timeline	Responsibility	Resources	Measurement/Outcome	Confirmed Completion
<p>Develop partnerships for marketing and promotion of Bassano with local/regional Agencies, Boards, Commissions, and volunteer organizations.</p>	<p>February 1, 2020 – July 31, 2022</p>	<p>Town council – engage with organizations to encourage partnerships to build/enhance the town.</p> <p>Administration – provide support to volunteer organizations to encourage partnerships to build/enhance the town.</p> <p>Stakeholders (may include):</p> <ul style="list-style-type: none"> <li>- Agencies, boards and commissions.</li> <li>- Regional tourism association.</li> <li>- Joint Shared Services.</li> <li>- Volunteers and societies.</li> </ul>	<p>\$25,000 - \$40,000 for project specific items.</p> <p>Examples – signage, permits, website redevelopment, branding, etc.</p>	<ol style="list-style-type: none"> <li>1. Increased promotion of Bassano.</li> <li>2. Active leadership – leading others.</li> <li>3. Resources secured through platforms such as Grant Advance to advance the interest of the town and special projects/partnerships.</li> <li>4. New/renewed partnerships with stakeholders to support/develop new or ongoing projects not necessarily managed by the town (e.g. tourist booth, revitalization of buildings on main street).</li> </ol>	

## Goal 3: Infrastructure Renewal

### Purpose

Infrastructure renewal is essential in Bassano. With the resources available, the town will endeavor to upgrade local infrastructure to maintain and improve services, to build the local economy and to attract investors.

### End Result (Why)

The Town of Bassano's concludes that infrastructure renewal will lead to a strong foundation to support services and growth.

### Action Plan (G3)

Bassano must ensure it manages wastewater in accordance with its license granted through Alberta Environment and Parks. This is an essential service that must be provided to the residents.

Task 1	Timeline	Responsibility	Resources	Measurement/Outcome	Confirmed Completion
Sewage Lagoon Upgrade	2017 – December 31, 2020	Administration – project management – 1000 hours  Town council – resource allocation.  External (engineers, land agents, legal counsel, Alberta Transportation, Albert Environment and Parks)	\$7.020M (provincial/federal grants, reserves and general taxation).	<ol style="list-style-type: none"> <li>1. Achieve compliance with Alberta Environment and Parks.</li> <li>2. Grants have been applied for – secure external funds where applicable.</li> <li>3. Project is designed.</li> <li>4. Project is tendered.</li> <li>5. Project is awarded.</li> </ol>	<p>Capital budget complete.</p> <p>Project design and operations plans continue.</p> <p>Ongoing consultation with AEP.</p> <p>Ongoing consultation with Ministers to expedite the EOI process. Project is delayed for 1-2 construction seasons.</p>

				<ol style="list-style-type: none"><li>6. Project is constructed.</li><li>7. Project is in full operation.</li><li>8. Operating agreement in place with NRSC.</li><li>9. Any debt is paid off.</li></ol>	
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## Action Plan (G3 continued)

Bassano is the gateway to the region and, as such, we want to showcase what our community has to offer. We aim to be everyone’s first stop when travelling east on the TransCanada highway. In addition, we aim to be everyone’s final stop before leaving the region. Bassano has services and amenities to meet the needs of those living, relocating, working or commuting through the region.

Task 2	Timeline	Responsibility	Resources	Measurement/Outcome	Confirmed Completion
<p>Highway Re-development Project</p> <p>Purpose: to upgrade the highway commercial development to ensure it is attractive and accessible for users. The design must be attractive to draw people off the highway to come and experience what Bassano has to offer. This project consists of more than just pavement, it may include new/upgraded signage, wind barriers, picnic tables or bathrooms.</p> <p>Key features include paving, curb/gutter and utility placement.</p>	January 1, 2020 – September 30, 2023	<p>Town council – resource allocation and public consultation.</p> <p>Administration – project management.</p>	<p>External - design rendering for features – (estimated fee \$50,000).</p> <p>External – engineering design for hard infrastructure – (estimated fee \$200,000)</p> <p>Project cost – (estimated fee \$2M).</p> <p>Project to be funded by grants, capital reserves, levies and taxation.</p>	<ol style="list-style-type: none"> <li>1. Community planning session – what do we want to see.</li> <li>2. Design rendering.</li> <li>3. Public engagement process – present design rendering.</li> <li>4. Approve design rendering.</li> <li>5. Develop fee structure for upgrade – cost analysis.</li> <li>6. Hard infrastructure design – engineering.</li> <li>7. Project is designed.</li> <li>8. Project is tendered.</li> <li>9. Project is awarded.</li> </ol>	Immediate work on this project should not occur until Goal 2, Tasks 3 and 4 are complete as they may greatly impact the redevelopment project.

				<p>10. Project is constructed.</p> <p>11. Aspects of project tied to the economic enrichment strategy – monitoring /measurement plan.</p> <p>12. Any debt is paid off.</p>	
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### Action Plan (G3 continued)

To improve the flow of water and to eliminate dead end water lines, water looping must occur. This will ensure improve water pressure and eliminate the risk of stagnant water in sections of the lines.

Task 3	Timeline	Responsibility	Resources	Measurement/Outcome	Confirmed Completion
Water looping project.	January 1, 2022 – September 30, 2023	Town council – resource allocation.  Administration – project management.	Refer to the Infrastructure Master Plan – North water main looping \$1.6M  Project funding, grants, capital reserves and general taxation.	<ol style="list-style-type: none"> <li>1. Project is designed.</li> <li>2. Project is tendered.</li> <li>3. Project is awarded.</li> <li>4. Project is constructed.</li> <li>5. Any debt is paid off.</li> <li>6. Water system reaches full capacity for flow.</li> </ol>	

## Action Plan (G3 continued)

5<sup>th</sup> Avenue infrastructure upgrades are a priority as a result of their deterioration. 5<sup>th</sup> Avenue services the hospital, emergency services, school, residential and commercial business district. It is a main thoroughfare and requires attention.

Task 4	Timeline	Responsibility	Resources	Measurement/Outcome	Confirmed Completion
5 <sup>th</sup> Avenue (above ground and below ground infrastructure)	September 30, 2023 – September 30, 2025	Town council – resource allocation.  Administration – project management.	Refer to the Infrastructure Master Plan - \$1.2M (sanitary, water, road surface and manholes)  Project funding, grants, capital reserves and general taxation.	<ol style="list-style-type: none"> <li>1. Project is designed.</li> <li>2. Project is tendered.</li> <li>3. Project is awarded.</li> <li>4. Project is constructed.</li> <li>5. Any debt is paid off.</li> </ol>	

## Action Plan (G3 continued)

Revitalize our core. Upgrade above ground and below ground infrastructure to promote development, accessibility, tourism and active healthy living.

Task 5	Timeline	Responsibility	Resources	Measurement/Outcome	Confirmed Completion
2 <sup>nd</sup> Avenue Revitalization – Main Street (above ground and below ground infrastructure)	June 30, 2024 – December 31, 2027	Town council – resource allocation.  Administration – project management.	Refer to the Infrastructure Master Plan - \$4M (sanitary, water, road surface, manholes, curb/gutter, sidewalks, lighting and outdoor features (e.g. benches, monuments, etc.)).  Project funding, grants, capital reserves and general taxation.	<ol style="list-style-type: none"> <li>1. Community planning session – what do we want to see.</li> <li>2. Design rendering.</li> <li>3. Public engagement process – present design rendering.</li> <li>4. Approve design rendering.</li> <li>5. Develop fee structure for upgrade – cost analysis.</li> <li>6. Hard infrastructure design – engineering.</li> <li>7. Project is designed.</li> <li>8. Project is tendered.</li> <li>9. Project is awarded.</li> </ol>	

				<p>10. Project is constructed.</p> <p>11. Aspects of project tied to the economic enrichment strategy – monitoring /measurement plan.</p> <p>12. Any debt is paid off.</p>	
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### Action Plan (G3 continued)

Ensure the Town of Bassano’s approved stormwater discharge point is unobstructed to maintain the flow of stormwater. Work in collaboration with the Eastern Irrigation District and County of Newell to develop a proactive plan of action to mitigate stormwater conflicts.

Task 6	Timeline	Responsibility	Resources	Measurement/Outcome	Confirmed Completion
Bassano Spur Line	2017 – December 31, 2022	Town council – resource allocation.  Administration – project management.  Eastern Irrigation District  County of Newell  Province of Alberta		<ol style="list-style-type: none"> <li>1. Develop a cooperative plan of action with the Eastern Irrigation District and County of Newell to develop a plan of action to mitigate stormwater conflicts.</li> <li>2. Implement plan of action.</li> <li>3. Proper easements are in place to enable access and flow of stormwater.</li> <li>4. Completion of a storm water management plan.</li> <li>5. Completion of a community needs assessment.</li> <li>6. Risk mitigation checklist complete and monitored.</li> </ol>	

# Conclusion

## Communications Plan

1. A copy of this plan will be provided to the County of Newell as per the terms of the Intermunicipal Collaboration Framework.
2. A copy of this plan will be available to the public on the Town of Bassano’s municipal website ([www.bassano.ca](http://www.bassano.ca))
3. A copy of this plan will be available for pick-up at the Town of Bassano’s Municipal Office at 502 – 2<sup>nd</sup> Avenue, Bassano.
4. Administration will include regular progress updates regarding strategic priority outcomes in the bi-monthly newsletter.

## Town Council’s Responsibility

1. Town council will refer to this plan when making decisions that impact the community to ensure there is priority alignment.
2. Town council will complete a formal review of this plan by March 31 annually.
3. Town council will update this plan accordingly and ensure adequate resources are designated so projects can occur. If projects exceed the town’s financial capacity, the projects will be modified or removed from the plan.

## Administration’s Responsibility

1. Administration will implement this plan once it is formally approved by town council.
2. Administration will provide monthly updates regarding strategic priority outcomes at the regular council meeting.
3. Administration will assess all current and new projects to ensure they align with the town’s approved priorities.
4. Administration will notify town council immediately of issues/opportunities as they arise in relation to the priorities within this plan.

## Citizens of Bassano’s Responsibility

1. The citizens of Bassano will consult with Town Council and Administration and assist where possible to improve the development and long-term viability of the community.
2. The citizens of Bassano will take part in community planning and development exercises.
3. The citizens of Bassano will notify Town Council or Administration of their approval/concerns of the listed priorities listed in this plan.

## Participants

Town council: Ron Wickson, Tom Rose, Jackie Seely, Kevin Jones, Doug Barlow, Lynn MacWilliam, and John Slomp

## Adoption/Review

March 19, 2019 (M#50/19)				
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October 22, 2018

# Beautify Bassano Initiative

Town of Bassano

Prepared by: Amanda Davis, Interim CAO

## Executive Summary

The Town of Bassano is preparing to undertake a new initiative called, “Beautify Bassano”. The purpose of this initiative is to improve the competitive nature of the town to attract investment, to maintain or reduce local taxes, to improve the quality of life for residents and to focus on long-term viability of the community.

Our vision is to become the most attractive and affordable urban community under 2,500 in Alberta where industry leaders want to invest, where tourists come for a new experience, and where people choose to live, work and play.

The initiative provides a three to five-year framework for the community with an emphasis on our trademark idea to “Beautify, Build and Benefit” Bassano. The town’s three-year operational budget and work plans will reflect this initiative beginning in 2019. The initiative identifies how the town will maintain public lands to improve the overall aesthetics of the community starting with a weed removal program.

The initiative lays out the benefits and requirements for residents, businesses and institutions to meet the new community standards. For example, one benefit is an increase in local property values. In addition, we identify various local services and resources that will be provided to help residents achieve success.

There is a call to action for local Champions and Ambassadors, the “Communicators” and the “Doers”. This is done because we need the support of the community to be successful – we cannot do this alone.

Some of the practices identified in the strategy have been in effect for many years in Bassano. However, the initiative is all encompassing and it ties old and new processes together. By preparing this strategy, we have committed ourselves to the betterment of Bassano.

We encourage comments and ideas. Ask yourself, how can you contribute to the success of the “Beautify Bassano” initiative?

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## Our Initiative

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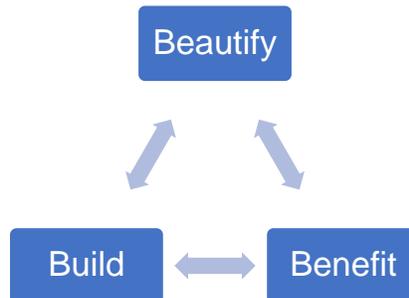
# BEAUTIFY BASSANO

The Town of Bassano is moving forward with a “Beautify Bassano” initiative to improve the aesthetics and competitive nature of the town.

For too many years, we have allowed the aesthetics of our community to decline and we need to make a change. We are raising the bar and the standards for our community because our people and businesses deserve better.

Bassano must compete on a provincial, federal and national scale when it comes to attracting business investment and growth. Without an increase in residential and commercial investments, the Town of Bassano is at risk of becoming unviable. Increasing investments in Bassano will enable the town to, over time improve service delivery and maintain or reduce property taxes.

Allow us to introduce the “Beautify Bassano” initiative because our strategy is simple. The town’s operational budget and workplans between 2019 and 2021 will focus on three key areas:



*Our vision is to become the most attractive and affordable urban community under 2,500 in Alberta where industry leaders want to invest, where tourists come for a new experience, and where people choose to live, work and play.*

## Local Government's Role

As the local decision makers, it is our duty to govern the town in the most efficient and effective way possible. This is achieved through the development and approval of policies, procedures and bylaws.

The town contracts bylaw enforcement services from the County of Newell. The contract is set on an hourly basis and we request a total of eight (8) hours of service per month. We pay \$13,000 annually to receive bylaw enforcement services in accordance with the contract. Bylaw officers deal with written complaints, traffic violations, and concerns issued by council or administration.

Bylaw enforcement is a profession and officer's duties are governed by provincial and local legislation. This means, when bylaw action is taken, the bylaw officer must follow legislative protocol.

For example, when a complaint is received, bylaw officers investigate it and assess the situation. If the complaint is considered legitimate, the bylaw officer must engage with the landowner to address the areas of concern. This may require a written warning and a ticket. If the landowner does not comply with the written order, the bylaw officer proceeds to take corrective action. A third party may be hired to rectify the situation. If a third party is hired to clean-up a property, the bylaw officer must be present during the clean-up. If a clean-up is needed to be done by a third party, the process can take several weeks or even months as the timeline is governed by provincial legislation.

On average it takes a bylaw officer three hours to assess a complaint and to prepare the preliminary paperwork. Everything must be documented properly to ensure the town meets legislative requirements. There is always a risk that the bylaw officer will have to attend court on behalf of the town after issuing an order.

Simply increasing bylaw enforcement hours is not effective because it does not get to the root cause of the problem. *There are too many unsightly properties in the Bassano.* It is not realistic for the town to drastically increase enforcement hours or to hire a full-time bylaw officer which is why the "Beautify Bassano" initiative was started.

It is within our powers as the governing authority to develop, approve and direct administration to implement this plan. It is very important to remember that no one property or person is exempt from the "Beautify Bassano" initiative. It will apply to all residents, businesses, institutions and volunteer organizations.

The "Beautify Bassano" initiative is but one part of a larger strategy being undertaken by town council.

The Town of Bassano will monitor the success of the strategy monthly. We will mark our success on the overall aesthetics of our community, investment inquiries, approved development permit applications, and the attitudes of our residents.

## Impacts

How does the “Beautify Bassano” initiative impact you as a resident, business owner, institution or volunteer organization?

Beginning January 1, 2019, the Town of Bassano will be enforcing a new Community Standards Bylaw (see Appendix A) to ensure standards are met. In addition, we will be reviewing the Land Use Bylaw (see Appendix B) to ensure that each person’s property use conforms to the permitted/discretionary use permits in which the occupant was authorized to operate.

The Town of Bassano is divided into five sections as shown in Appendix C. The Bylaw Enforcement Officer will be directed to pursue clean-ups in each section until every property in Bassano meets our community’s new standards. We anticipate that the community clean-up will take a minimum of five-years to complete and we are working with the resources we have available.

If a clean-up order is issued against your property, any costs incurred to complete the clean-up will be charged against your tax roll. In other words, the residents of Bassano are not responsible to pay for the expenses incurred to clean-up another residents’ property. It is in every land owners’ best interest to willingly clean-up their property before clean-up orders are issued. This will prevent the transfer of costs to ones’ tax roll.

## Residents

All residents are required to keep their private properties clean and tidy. Residential envelopes include:

- Front yards,
- Side yards,
- Back yards,
- Behind and around fences,
- Back alley boulevards,
- Boulevards,
- Trees, scrubs, plants, and
- Building exteriors (houses, garages, carports, sheds, etc.).

This means, residents will no longer be permitted to have derelict or inoperable vehicles strewn around the property. Garbage, debris and clutter must be removed. Overgrown trees, scrubs and weeds must be trimmed back and maintained on a regular basis. Buildings and fences must be in good repair.

Examples of properties that would be deemed unkempt as part of this initiative are shown below:

### Example 1



*Retrieved on September 23, 2018 from seeclickfix.com (location unknown)*

### Example 2



*Retrieved on September 23, 2018 from country94.ca (location unknown)*

### Example 3



Retrieved on September 23, 2018 from <https://i.cbc.ca> (location unknown)

### **Businesses (commercial/industrial)**

All businesses are required to keep their properties clean and tidy. Business envelopes include:

- Front yards,
- Side yards,
- Back yards,
- Behind and around fences,
- Back alley boulevards,
- Boulevards,
- Signage,
- Trees, scrubs, plants,
- Parking lots, access points, and
- Building exteriors (store, shops, sheds, garages, etc.).

This means, businesses will no longer be permitted to have derelict or inoperable vehicles or machinery strewn around the property. Garbage, debris and clutter must be removed. Buildings and fences must be maintained in good working order. Overgrown trees, scrubs and weeds must be trimmed back and maintained on a regular basis. Exterior signage must be well maintained and visible.

Examples of properties that would be deemed unkempt as part of this initiative are shown below:

### Example 4



Retrieved on September 23, 2018 from [www.junk4good.com](http://www.junk4good.com) (location unknown)

### Example 5



Retrieved on September 23, 2018 from [seeclifix.com](http://seeclifix.com) (location unknown)

## Example 6



Retrieved on September 23, 2018 from [www.kob.com](http://www.kob.com) (location unknown)

### Institutions (government/schools/hospitals)

All institutions are required to keep their properties clean and tidy. Institution envelopes include:

- Front yards,
- Side yards,
- Back yards,
- Behind and around fences,
- Boulevards,
- Back alley boulevards,
- Signage,
- Trees, scrubs, plants,
- Parking lots, access points, and
- Building exteriors (houses, garages, carports, sheds, etc.).

This means, institutions will no longer be permitted to have derelict or inoperable vehicles or machinery strewn around the property. Garbage, debris and clutter must be removed. Buildings and fences must be maintained in good working order. Overgrown trees, scrubs and weeds must be trimmed back and maintained on a regular basis. Exterior signage must be well maintained and visible.

Examples of properties that would be deemed unkempt as part of this initiative are shown below:

### Example 7



Retrieved on September 24, 2018 from [www.thestar.com.my](http://www.thestar.com.my) (location unknown)

### Example 8



Retrieved on September 24, 2018 from [seeclickfix.com](http://seeclickfix.com) (location unknown)

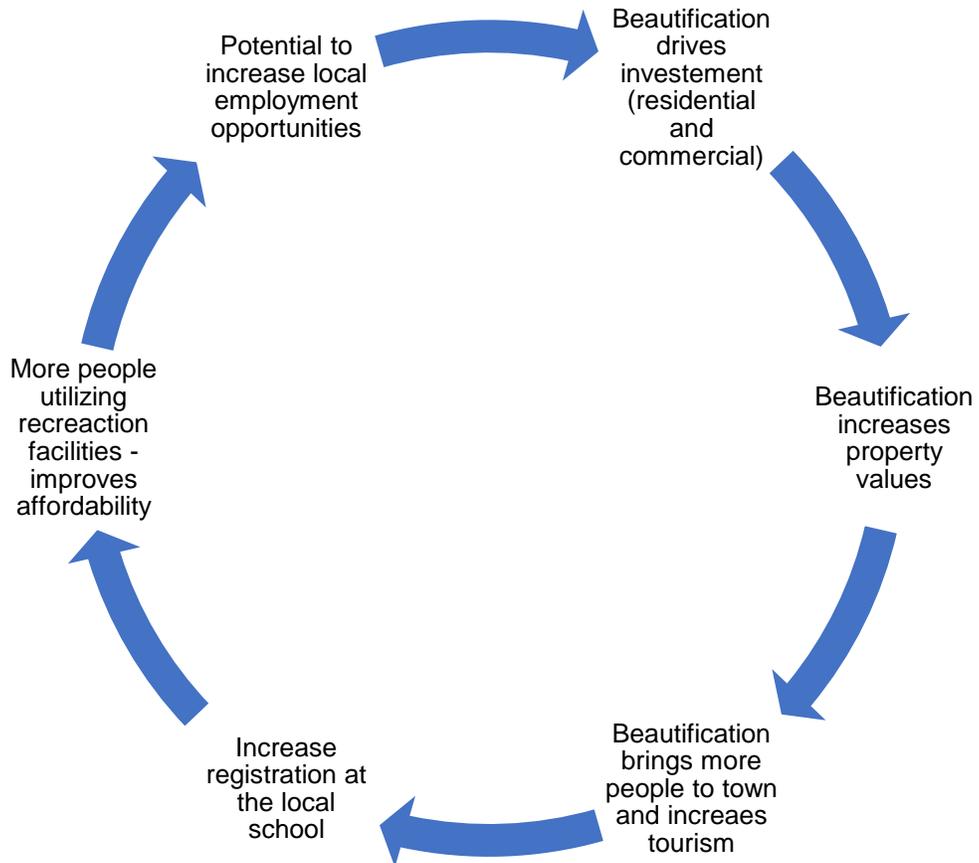
## Example 9



Retrieved on September 24, 2018 from <https://st.hzcdn.com> (location unknown)

## Benefits

How does the community benefit from the “Beautify Bassano” initiative? In simple terms, the initiative will improve your quality of life.



## Services and Resources

What services or resources will be offered to you as a resident, business, institution or volunteer organization to help you meet the new standards?

1. The Town of Bassano will facilitate an annual Spring Clean-up and Fall Clean-up. Bassano residents can dispose of yard waste and yard debris at no charge at the local transfer site. This service will be offered in 2019 and 2020 on a trial basis. If this service is well utilized, town council will consider extending the program into 2021 and beyond.

Full details regarding the Spring and Fall clean-up will be made available to the public and posted accordingly.

2. The Town of Bassano's public works department will provide a bi-weekly branch pick-up service between May 1 and September 30 in 2019 and 2020. The Town of Bassano recognizes that transportation and mobility may be an issue for members in the community. By providing this service, residents will be in a better position to maintain the aesthetics of their property. This service will be offered in 2019 and 2020 on a trial basis. If this service is well utilized, town council will consider extending the program in to 2021 and beyond.

### ***Bi-weekly branch pick-up details – value added service for residents***

- Residents are responsible to trim and pile branches, shrubs or trees for pick-up by the Bassano public works department.
- The Bassano public works department will pick up and dispose of reasonable piles of branches, shrubs or trees every second Tuesday between May 1 and September 30 annually.
- It will be at the discretion of the Bassano public works operator to pick-up or leave any piles of branches, shrubs or trees that exceeds a reasonable quantity, or if the piles are not neatly placed and easy to pick-up/manage (see Examples 10-12).
- Branch piles, shrubs and trees must be placed at the back-alley along the rear of the residential property. Residents must ensure that any piles do not impede the back alley or create a public safety hazard. If the residence does not have a back alley, the branch piles, shrubs and trees must be placed on the front boulevard near the curb.
- Branch piles, shrubs and trees must be ready for pick up by 7:00 a.m. on each corresponding bi-weekly branch pick-up day. If the branch piles are not placed for pick-up by the defined time, the public works department will not return to pick-up the piles until the next corresponding pick-up day.
- In the event of a public emergency, bi-weekly branch pick-up may be cancelled. The pick-up will continue the next reoccurring scheduled date.

*Important: It is against the law to cut or trim elm trees between April 1 and September 30 - prevent the spread of to the Dutch elm disease.*

**Example 10** – acceptable branch pile that is neatly placed and easy to pick-up.



Retrieved on October 5, 2018 from [files.ctctcdn.com](http://files.ctctcdn.com) (location unknown)

**Example 11** - acceptable branch pile that is neatly placed and easy to pick-up.



Retrieved on October 5, 2018 from <https://www.villageoflisle.org/> (location unknown)

**Example 12** – *unacceptable* branch pile that is not neatly placed and difficult to pick-up. This pile would not be picked up.



Retrieved on October 5, 2018 from <https://thelostogle.com> (location unknown)

3. The Town of Bassano's public works department will maintain a local tree farm. Trees will be offered to local residents free of charge to help beautify private properties.

***Local tree farm details – value added service for residents***

- Trees at the local tree farm will be available to residents from March 31 through April 30 and September 15 through October 15 annually.
- Residents must contact the Town of Bassano's administration a minimum of 10 business days in advance to request a tree.
- It is the responsibility of the resident to dig, plant and relocate any tree(s). Residents may not extract a tree without the permission and supervision of the Town of Bassano's public works department.
- All trees are available on a first come, first served basis while quantities last.

## Public Efforts

What is the Town of Bassano going to do to improve the community's public properties?

### Weed Removal

1. The Town of Bassano will work to remove and eliminate weeds on all public lands. The Bassano public works department will spray weeds along the road ways, sidewalks, and boulevards two to three times per year. Spot spraying will be completed as required.

Authorized products include round-up and/or Trillion/Par 3. The Bassano public works department will post signage within 24 hours before the application of any weed removal product.

2. The Town of Bassano will contract weed removal services as shown in Appendix D.

*Residents and business owners may be able to subcontract the professional weed sprayer while they are working in town. The more people that sign onto the program could result in an overall cost savings creating economies of scale.*

### Culverts and Ditches

1. The Town of Bassano will contract weed removal services to spray culverts and ditches annually as shown in Appendix D. The Bassano public works department will complete spot spraying along culverts and ditches as required.
2. The public works department will trim/weed eat the culverts and ditches on a bi-weekly basis as shown in Appendix E.

### Road Maintenance

1. The Bassano public works department will maintain road cracks by applying a crack-filler material as shown in Appendix F. At the end of 2018, all road cracks were filled. The new crack filling cycle is divided into a five-year operations plan. The five-year plan considers the cost of the product, the manpower and the time required to complete the crack filling process.
2. The Town of Bassano will contract local street sweeping services two times per year.
3. The Town of Bassano's public works department will ensure highways marking are refreshed on an annual basis to ensure public safety as shown in Appendix G.
4. The Town of Bassano's public works department will maintain the integrity of municipally owned gravel roads by grading the roads bi-weekly as shown in Appendix H.
5. The Town of Bassano will contract road maintenance as required to apply a dust suppressant product on gravel roads as shown in Appendix H.
6. The Town of Bassano's public works department will maintain potholes by applying a cold patch product as required between May 1 and September 30 annually along all municipally owned and maintained roadways.

7. The Town of Bassano's public works department will maintain back alley roadways monthly between April 15 and October 31 annually by blading the road surface.
  - Back alley maintenance includes two passes across the surface with a blade.
  - Back alley maintenance will occur a minimum of three times per year between April 15 and October 31 (e.g. Spring, Summer and Fall).
8. The Town of Bassano's public works department will complete snow removal on public roadways in accordance with priority snow clearing map shown in Appendix I.
9. The Town of Bassano's public works department will maintain back alley roadways on a priority basis between November 1 and April 15 as shown in Appendix J.

### **Sidewalks, Curb and Gutter**

1. The Town of Bassano's public works department will maintain sidewalks to ensure public safety and barrier free accessibility. The maintenance priority plan is shown in Appendix K.
2. The Town of Bassano's public works department will maintain curbs and gutters to ensure public safety and barrier free accessibility. The maintenance priority plan is shown in Appendix K.

### **Signage**

1. The Town of Bassano will ensure that all traffic signage is visible and in good working condition.
2. The Town of Bassano will ensure that all publicly owned and operated building and facility signs are visible and in good working condition.

### **Municipal Greenspaces**

1. The Town of Bassano will ensure that all municipal greenspaces are maintained regularly and left in an aesthetically pleasing state. Greenspace maintenance includes, grass cutting and trimming, tree and scrub trimming, flowers as required, benches, signage, and walkway repairs.
2. The Town of Bassano will implement a shelterbelt program by relocating trees from the Bassano tree farm. A shelterbelt planting plan is shown in Appendix L.
3. As required, the Town of Bassano's public works department will remove stumps on public lands as part of a tree lifecycle replacement process annually.
4. The Town of Bassano's public works department will maintain all fences on public lands to include, painting, security and general repairs.

### **Municipally Operated Facilities**

1. The Town of Bassano's public works department will maintain the cleanliness and aesthetics of all municipally operated facilities.

## Wanted “Beautify Bassano” CHAMPIONS & AMBASSADORS!

*There is a challenge and we are ready to take the necessary steps to protect the interest of our community. To do this, we need your support.*

We know the people of Bassano are passionate about our community. We are calling on you to support us with this initiative and become one of our “Beautify Bassano” champions or ambassadors.

### What is a “Beautify Bassano” Champion or Ambassador?



A champion can be defined as “a person who fights or argues for a cause for or on behalf of someone else.”

An ambassador can be defined as “a person who acts as a representative or promoter of a specific activity.”

To become one of our champions or ambassadors, you must share our vision to beautify, benefit and build Bassano. We are in

search of two segments of the local population. The “communicators” and the “doers”.

### The “Communicators”

We are looking for individuals, or groups to promote this initiative by putting boots on the ground in the residential district, commercial/industrial districts and along main street to help inform and educate the public about the “Beautify Bassano” initiative.

Helping us communicate the reason for undertaking this project and the benefits to the community is intended to help generate buy-in. We recognize that word-of-mouth is still one of the most successful ways to communicate.

Not only will you be communicating the initiative to the public, you will also be collecting data for the Town of Bassano. As an individual or a group, you will communicate directly with the Town of Bassano’s council and administration in a structured way to bring forth any comments or concerns about the “Beautify Bassano” initiative because of your public communication efforts (see Appendix M). The Town of Bassano will take this information under advisement and will look at how to improve or adjust the initiative.

### The “Doers”

We are looking for individuals, or groups to help us implement the “Beautify Bassano” initiative. To help us implement the initiative, this may require that you help a fellow resident trim their trees back, plant flowers, or aid in public land clean-up efforts.

Once the Town of Bassano formally kicks off the initiative, we will keep a list of tasks that we require public assistance with (see Appendix N). Upon interest, the Town of Bassano would issue you a beautification task and the applicable resources where required (see Appendix O). You would complete the beautification task and report back to the town. Before undertaking any work, you would be required to sign a waiver (see Appendix P).

Here are a few reasons why you may want to come a “Communicator” or a “Doer”:

1. You love Bassano and what to see the community thrive.
2. We will give you plenty of positive public recognition.
3. You want to make a difference.



Retrieved from <http://www.volunteerairdrie.ca>

## **Grid Action Plan and Measurement Matrix**

Before undertaking work at any location, the Town of Bassano must clearly identify the issues at the site. Once the issues have been identified, the town must determine if there is a bylaw infraction (Community Standards or Land Use). The issues must be reviewed by the contracted bylaw enforcement agency to identify clean-up capabilities, timelines and costs. Prior to taking action to clean-up a site, under the RESULTS category, the town must clearly define what the desired end state is. It is crucial that the desired end state is identified to measure the success of the town and land-owner efforts. These actions will ensure that the town's expectations are communicated clearly and that all parties are working towards the same end goal.

The Grid Action Plan and Measurement Matrix should be filled out by any or all of the following parties:

1. Town of Bassano council,
2. Town of Bassano administration, and/or
3. Contracted bylaw enforcement officer.

**“BEAUTIFY BASSANO” GRID ACTION PLAN & MEASUREMENT MATRIX**

Date: \_\_\_\_\_ Informed Council (Y/N): \_\_\_\_\_ Enforcement Communication: \_\_\_\_\_

Matrix Score: \_\_\_\_\_ Commencement: \_\_\_\_\_ Public Communication: \_\_\_\_\_

LOCATION (legal and civic)	ISSUE (identify all issue(s))	COMMUNITY STANDARDS BYLAW (contraventions)	LAND USE BYLAW (contraventions)	ENFORCEMENT and ENFORCEMENT TIMELINE (steps to be taken to address issues and anticipated timeline)	RESPONSIBILITY and Costs (who is responsible for any actions and associated costs)	TIMELINE (identify the anticipated timeline from start to completion)	RESULTS (confirmation that the desired end state was achieved)

**Current State:**

*Supplement current state write-up with photos.*

**Desired End State:**

## Communication Strategy

The “Beautify Bassano” initiative must be communicated to gain awareness and local buy-in. The Town of Bassano recognizes that our ability to effectively communicate is determined by our efforts to engage the public. To ensure all demographics have been engaged, the town will communicate through multiple channels (in-person, online, word-of-mouth and print). It is our goal to ensure information is easily accessible to the public.

The Town of Bassano will communicate the strategy as follows:

COMMUNICATION DIRECTIVE	ACTION	INTENDED OUTCOME	TIMELINE	CONFIRMED ACTION
Town Hall – in-person	1. Host an introductory town hall meeting to present the initiative.	Gain community support and interest for the “Beautify Bassano” initiative.	By November 30, 2018	
Town Hall – in-person	2. Host a secondary town hall meeting to kick-off the initiative.	Engage the community in the project. Set the tone to begin the Spring clean-up. Provide resources to the citizens.	By April 30, 2019	
Town Hall – in-person	3. Host a follow-up town hall meeting in the fall of 2019 to discuss the outcome of the initiative after one year. Prepare to revise the strategy if required for 2020.	Engage the community. Discuss successes. Identify what worked and what still needs to be done. Chart local progress.	By November 30, 2019.  Revisions by January 31, 2020.	
Town Hall – in-person	4. Host a follow-up town hall meeting in the fall of 2020 to discuss the outcome of the initiative after two years.	Engage the community. Discuss successes. Identify what worked and what still needs to be done. Chart local progress.	By November 30, 2020.	
Town Office – in-person	5. Have a public comments and suggestions box easily accessible at the town office.	Provide an avenue for citizens to comment on the initiative or offer suggestions.	From the date of approval (October 22, 2018).	
Word-of-mouth – in-person	6. Council and administration to discuss the initiative while on active duty.	Educate the public. Gain citizen support and buy-in.	From the date of approval (October 22, 2018) until the initiative is recognized as “how we do things around Bassano”.	

"Beautify Bassano" Champions – in-person	7. Elicit the Champions to help promote the initiative. Business to business interactions.	Educate the public. Gain citizen support and buy-in.	From the date of approval (October 22, 2018). Preliminary introduction and push between November 1, 2018 and April 30, 2019.  Continue with the Champion process timeline year after year.	
Newsletter – print	8. Include "Beautify Bassano" updates in the semi-monthly town newsletter.	Continue to deliver the strategy. Keep it front and centre for the citizens.	Semi-monthly between November 2018 and November 2020.	
Mail Drop - print	9. Develop a single page summary of the initiative. Distribute through a mail drop at Canada Post (758 residential/75 commercial).	Educate the public. Gain citizen support and buy-in.  Continue to deliver the strategy. Keep it front and centre for the citizens.	Use as an invitation to the 2018 town hall meeting.  Complete annually by April 30 as reminder for residents.	
Posters – print	10. Develop information posters and hang them around town.	Educate the public. Gain citizen support and buy-in.  Continue to deliver the strategy. Keep it front and centre for the citizens.	Use as an invitation to the 2018 town hall meeting.  Complete annually by April 30 as reminder for residents.	
Copies – print	11. Have printed copies of the approved "Beautify Bassano" initiative available for pick-up at the town office.	Educate the public. Gain citizen support and buy-in.  Continue to deliver the strategy. Keep it front and centre for the citizens.	As soon as the strategy is formally approved.	

Press Release - media	12. Interview with the Brooks Bulletin to discuss the initiative in 2018.	Collaborate with the media to distribute and share information.	October 23, 2018.	An interview is set with the Brooks Bulletin on October 23, 2018 pending approval of the strategy.
Press Release – media	13. Interview with the Bassano Times to discuss the initiative in 2018.	Collaborate with the media to distribute and share information.	October 23, 2018	An interview is set with the Bassano Times on October 23, 2018 pending approval of the strategy.
Press Release – media	14. Semi-annual follow-up interviews with the Brooks Bulletin in 2019 and 2020.	Collaborate with the media to distribute and share information. Keep this as an ongoing initiative with media attention.	By April 1, 2019; October 31, 2019; April 30, 2020; and October 31, 2020...	
Press Release – media	15. Semi-annual follow-up interviews with the Bassano Times in 2019 and 2020.	Collaborate with the media to distribute and share information. Keep this as an ongoing initiative with media attention.	By April 1, 2019; October 31, 2019; April 30, 2020; and October 31, 2020...con't.	
Public Notice – media	16. Advertise block ad reminders of the initiative in the Brooks Bulletin and Bassano Times.	Educate the public. Gain citizen support and buy-in.  Continue to deliver the strategy. Keep it front and centre for the citizens.	Two weeks prior to any town hall meetings.  Two weeks before Spring and Fall clean-ups.  Semi-monthly reminders of action between May 1 and September 30 annually.	
Website – digital	17. Post a copy of the approved “Beautify Bassano” initiative on the municipal website	Educate the public. Gain citizen support and buy-in.		

	along with any meeting invitations and important updates.	Continue to deliver the strategy. Keep it front and centre for the citizens.		
Social Media – digital	18. Post summary highlights and posters on the Town of Bassano Facebook page.	Educate the public. Gain citizen support and buy-in.  Continue to deliver the strategy. Keep it front and centre for the citizens.	Two weeks leading up to any event or clean-up date.	
Electronic Sign – digital	19. Summary highlights on the Town of Bassano’s electronic sign.	Educate the public. Gain citizen support and buy-in.  Continue to deliver the strategy. Keep it front and centre for the citizens.	Two weeks leading up to any event or clean-up date.	

## Appendix A

**Community Standards Bylaw – to be added once approved.**

## Appendix B

**Link to revised Land Use Bylaw once approved.**

# Appendix C

## Bylaw Enforcement Priority - Private Lands Clean-up

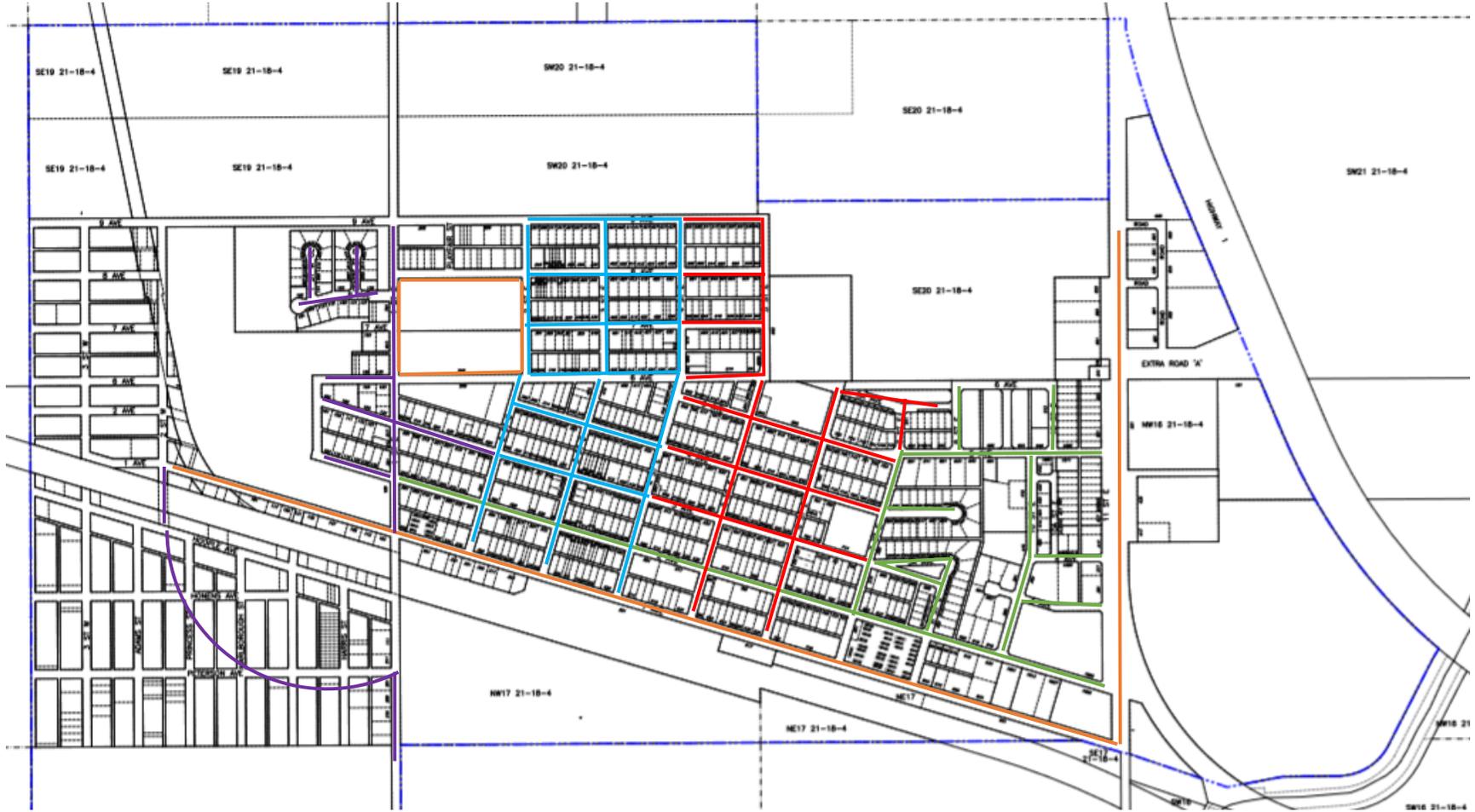
YEAR 1 (2019)

YEAR 3

YEAR 5

YEAR 2

YEAR 4



Appendix C Continued

Publicly Owned Lands Clean-up

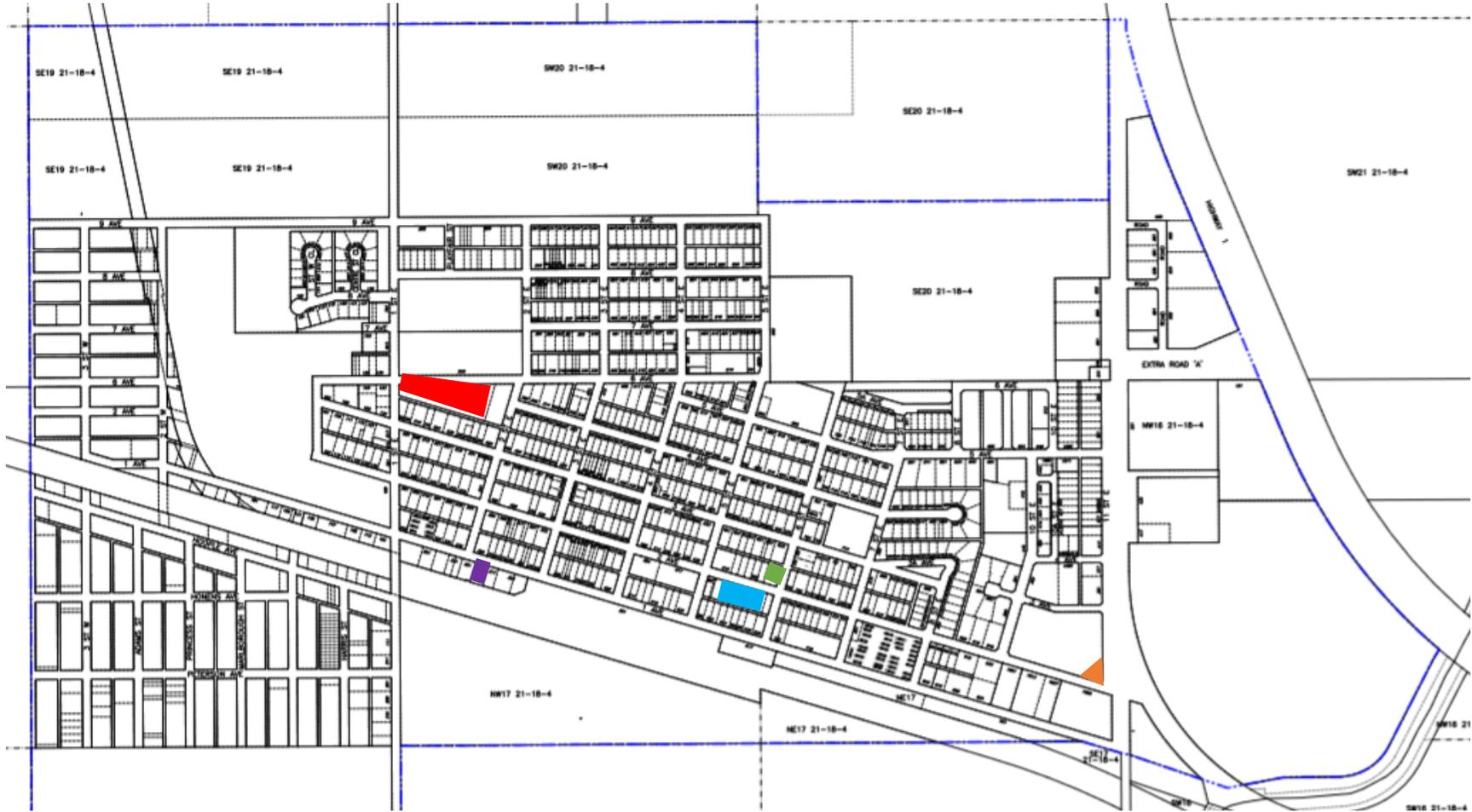
YEAR 1 (2019) – Corner entry

YEAR 3 – Campground

YEAR 5 – Water tower

YEAR 2 – Kinsmen Park

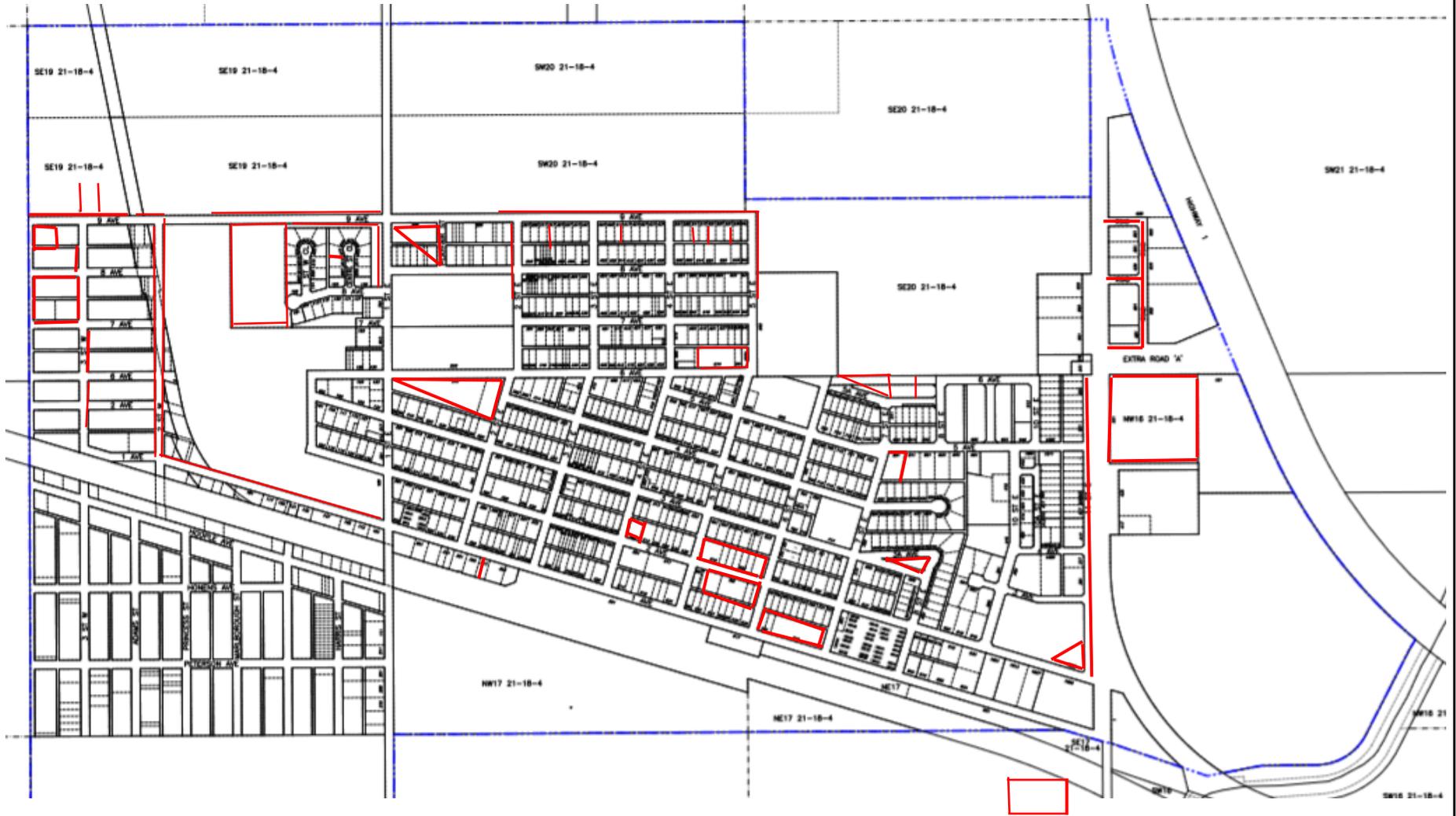
YEAR 4 – Bike track



# Appendix D

## Contracted Weed Control – Public Lands

■ Annual Contract

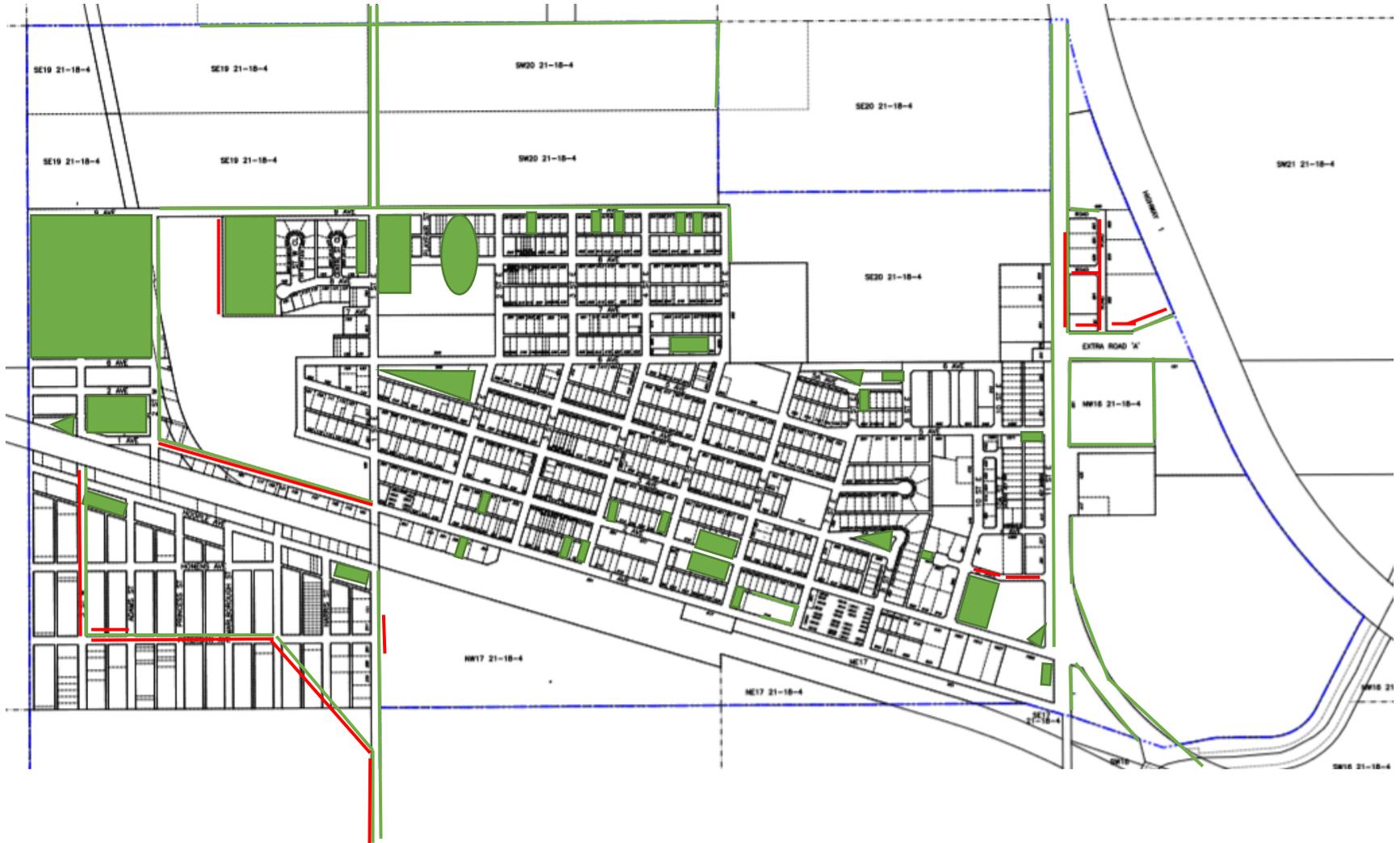


# Appendix E

## Bassano Public Works – Trim and Weed Eat on Public Lands

■ Culverts and Ditches

■ Greenspace

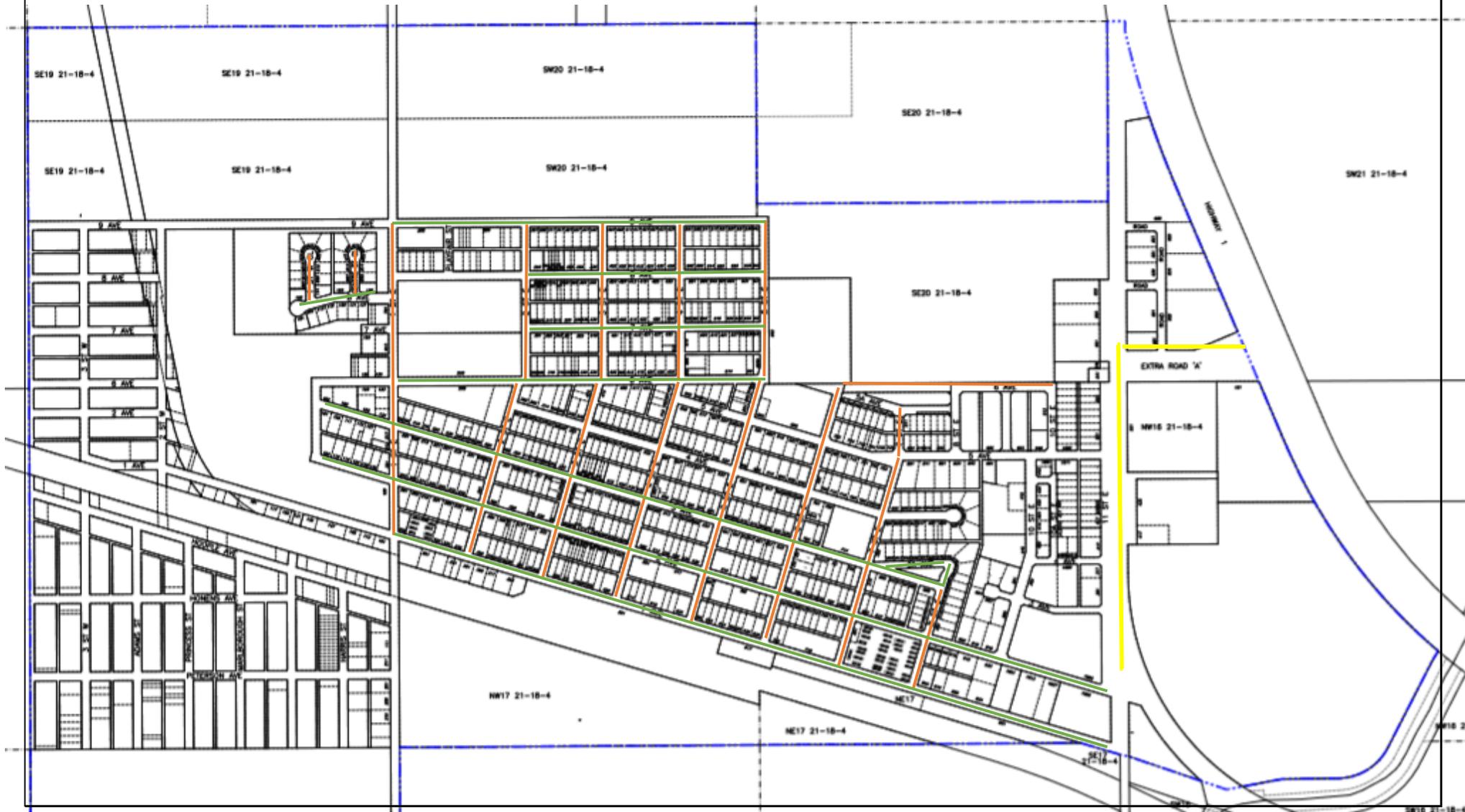


## Appendix F

### Bassano Public Works – Road Maintenance – Crack Filling

- YEAR 1 (2019) – road to curb maintenance
- YEAR 2 – road to curb maintenance

Annually (high traffic area)

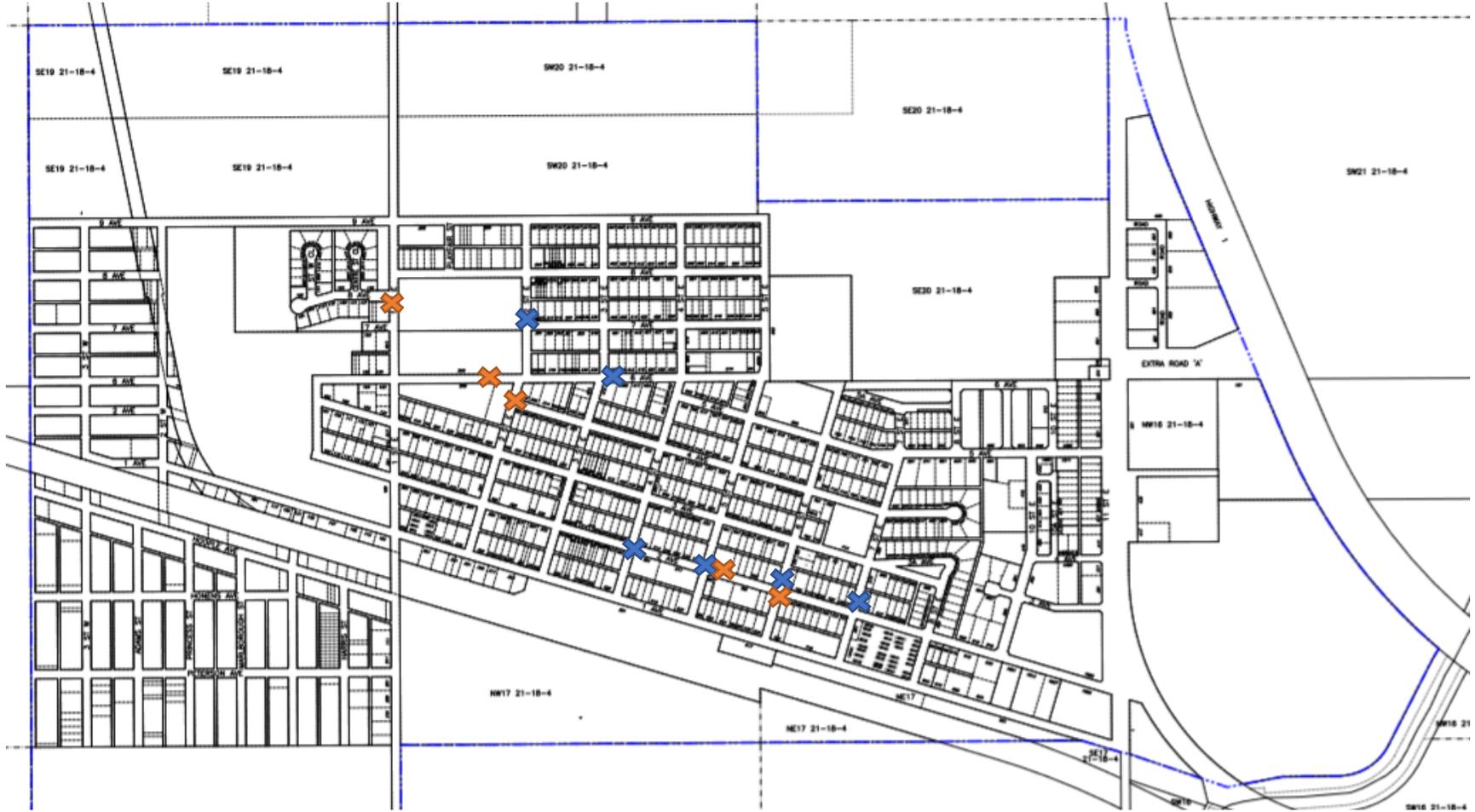




# Appendix G

## Bassano Public Works - Highway Markings

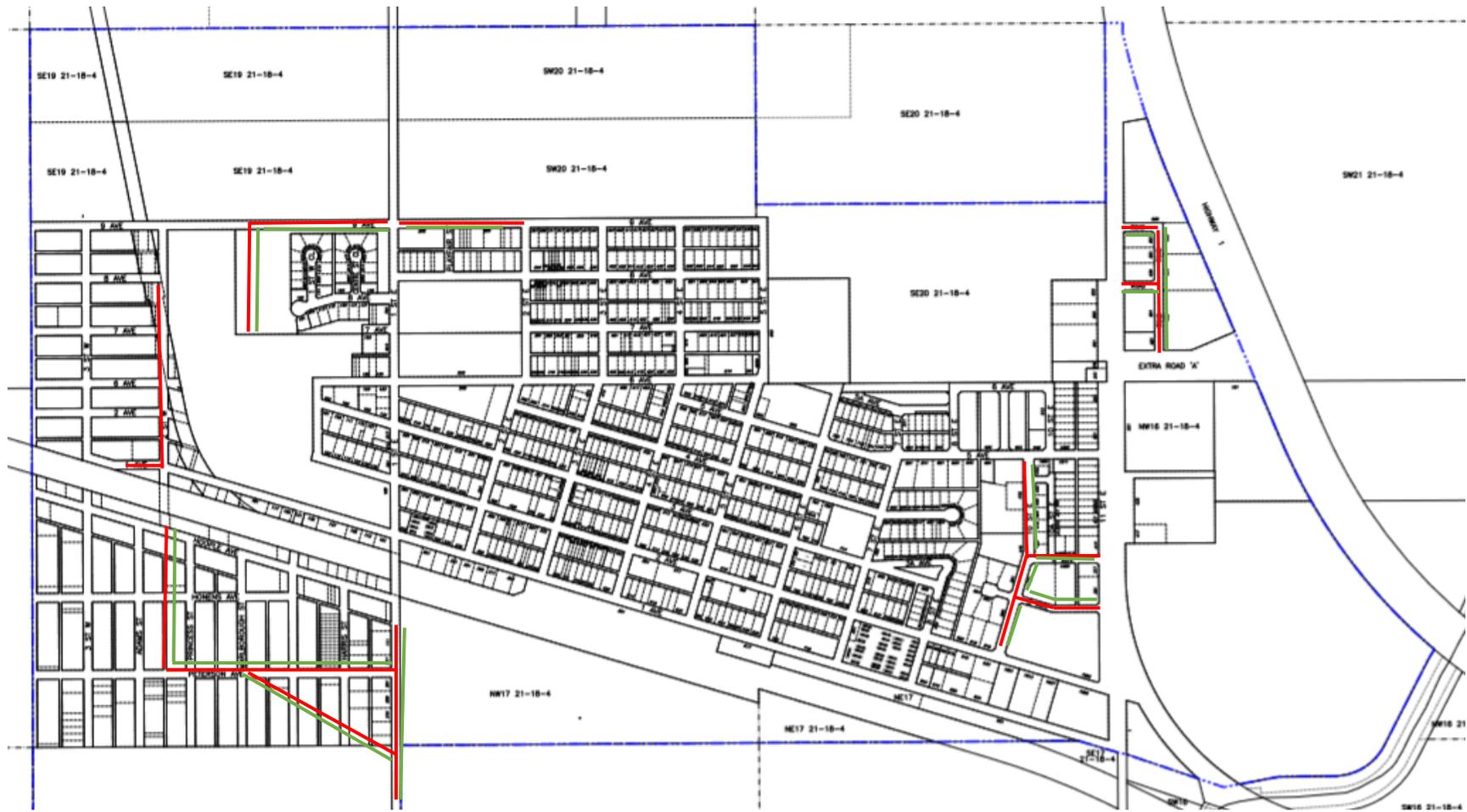
- ✕ Existing Crosswalk
- ✕ New Crosswalks (2019)



## Appendix H

### Bassano Public Works – Gravel Road Maintenance

- General Gravel Road Maintenance - grading
- Dust Suppressant



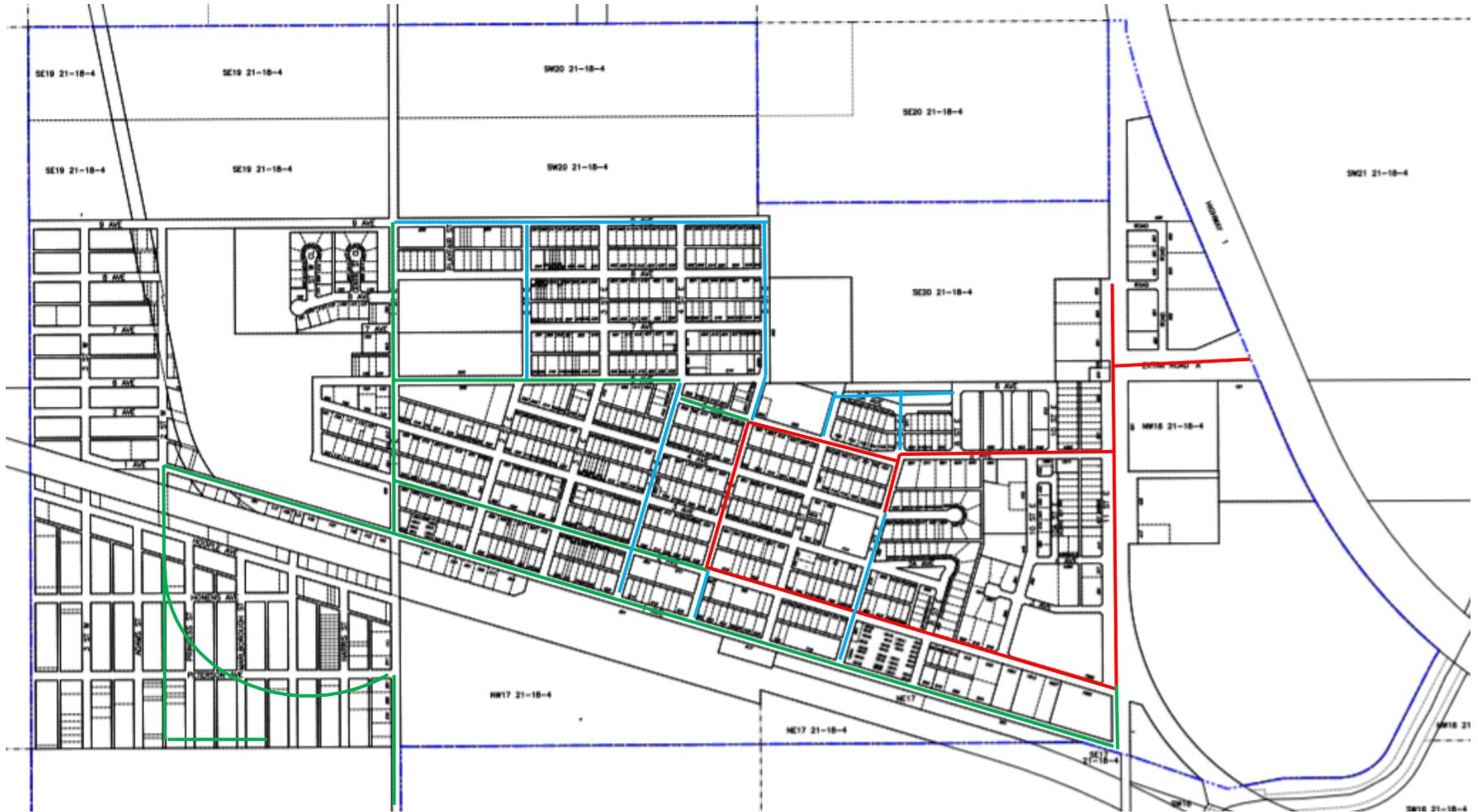
## Appendix I

### Bassano Public Works – Snow Removal Priority Schedule (2<sup>nd</sup> Avenue amended on Mar. 19, 2019)

■ Priority #1 – emergency access/safety route

■ Priority #3 – public access and trouble spots

■ Priority #2 – public access

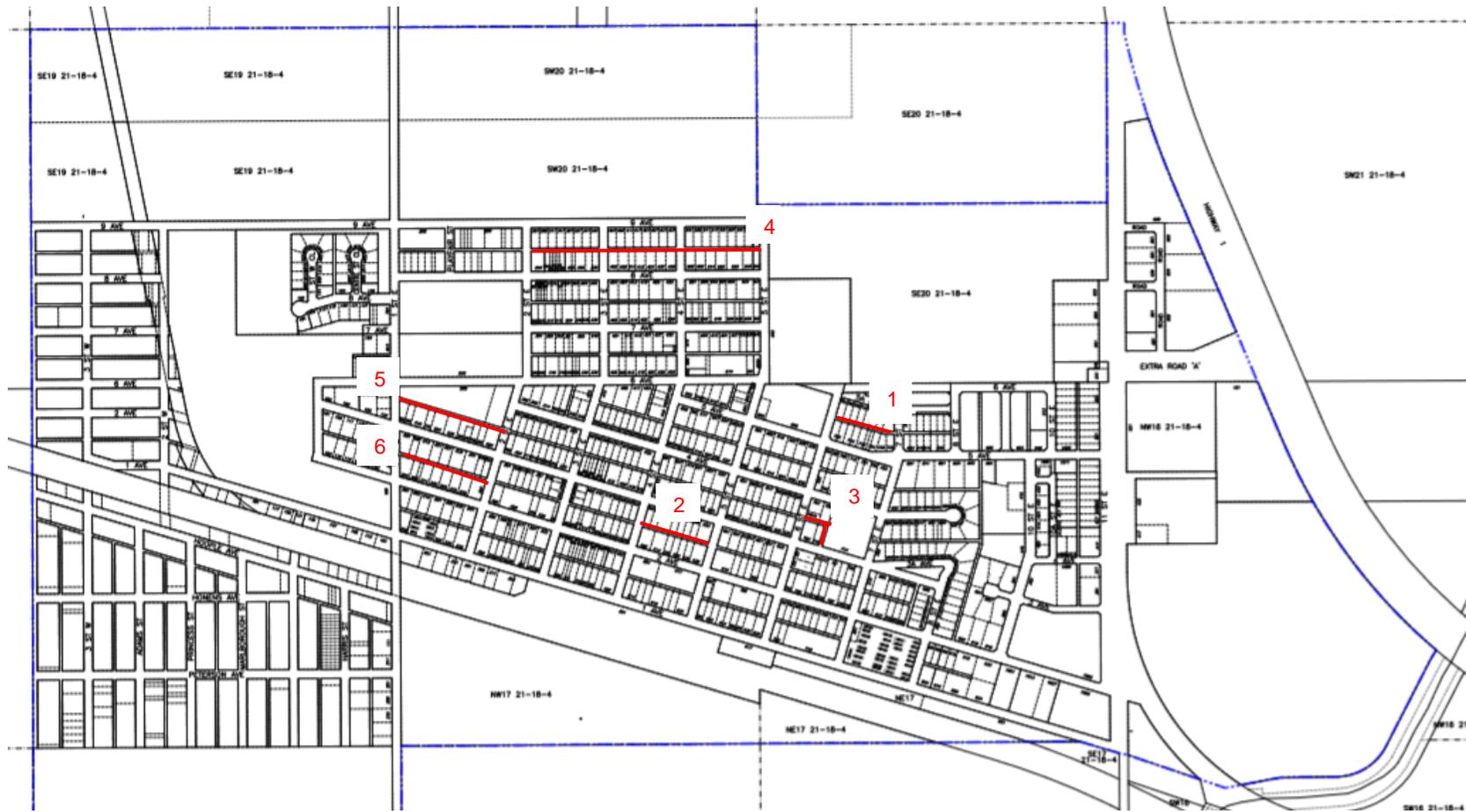


## Appendix J

### Bassano Public Works – Snow Removal Priority Schedule – Back Alley's

Note: all back-alley snow removal is secondary to Appendix H.

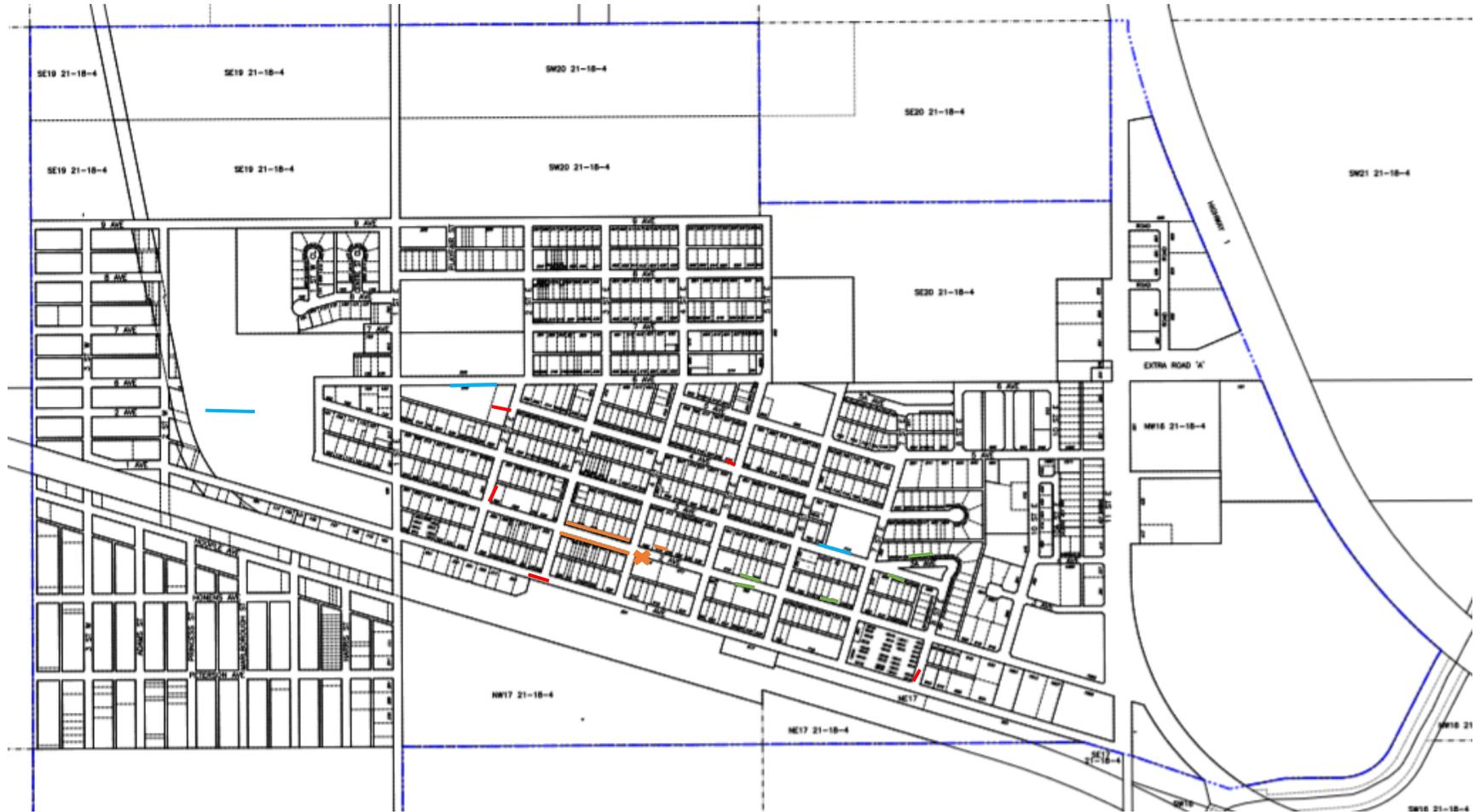
■ Priority back alley's #1-6 (all others as needed at the discretion of the Public Works Supervisor)



## Appendix K

### Bassano Public Works - Sidewalks, Curbs and Gutters

- YEAR 1 (2019) Maintenance (repair)
- YEAR 2 Maintenance (repair)
- YEAR 4 Maintenance (repair)
- ✕ YEAR 1 (2019) Maintenance (removal)
- YEAR 3 Maintenance (repair)





## Appendix M

### Public Communication Efforts – Champions & Ambassadors

\_\_\_\_\_  
Champion/Ambassador Name

\_\_\_\_\_  
Authorization Number (issued by TOB)

\_\_\_\_\_  
Date

**While acting in the capacity of a Beautify Bassano Champion or Ambassador, I \_\_\_\_\_ solemnly swear to act in good faith to represent the interests of the town in accordance with the Beautify Bassano Initiative.**

Information presented to the public (check all that apply)

- Beautify Bassano Initiative
- Community Standards Bylaw
- Land Use Bylaw
- Other (specify) \_\_\_\_\_

Comments or concerns (clearly describe the issue or opportunity based on your consultation with the public).

Location of concern: \_\_\_\_\_

***The Town of Bassano reserves the right to deny or revoke a Champion or Ambassadors authorization at any time if the person is misrepresenting the interests of the Town of Bassano.***

#### *Office Use Only*

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Actions taken: \_\_\_\_\_

Follow-up with Champion or Ambassador: \_\_\_\_\_

Champion/Ambassador Authorization No. \_\_\_\_\_

## Appendix N

### Public Assistance Task List

The Town of Bassano’s administration will keep an ongoing public assistance task list. The list will identify projects in town that requires volunteer support in accordance with the Beautify Bassano Initiative. To properly complete this task list, administration must record the date when the task was identified, provide a priority level ranking, state who identified the task, list any resources that are required to complete the task. The CAO must sign off on all tasks and resources before the task becomes public. The “completed by” category must include the end date for completion as well as the name of the volunteer that was assigned the task. The Town of Bassano’s public works department must confirm that the task was completed before it is removed from the list.

The Town of Bassano’s administration must advertise the task(s) that the town requires assistance with on a weekly basis. The list shall be posted in the town office, on the municipal website and a summary shall be posted on the municipal Facebook page.

### Priority Range

**Level 1** – low level of urgency - task could be completed at any time.

**Level 2** – low/medium level of urgency – if not completed by a volunteer within 90 days proceed to municipal labor.

**Level 3** – medium level of urgency – if not completed by a volunteer within 60 days proceed to municipal labor.

**Level 4** – high level of urgency - if not completed by a volunteer within 30 days proceed to municipal labor.

**Level 5** – critical (public safety concern) if not completed by a volunteer within 7 days proceed to municipal labor.

Date	Priority Level (1-5)	Identified by	Resources Required	Authorization (CAO)	Completed by

## Appendix O

### Public Assistance Task Directive

\_\_\_\_\_  
Date Issued

\_\_\_\_\_  
Task Completion Date

\_\_\_\_\_  
Volunteer Name/I.D.

\_\_\_\_\_  
Municipal Supervisor

#### PPE (check all that apply)

Safety Glasses

Hardhat

Steel Toed Footwear

Gloves

Reflective Vest

Coveralls

Ear Protection

Other (specify) \_\_\_\_\_

#### Resource section to be completed by the municipality.

Resources Required	Resources Provided	Resources Returned

\_\_\_\_\_  
Location of Work

#### Task Directive (clearly identify the task that must be completed)

#### Work Completed (summarize the work completed by the Volunteer)

\_\_\_\_\_  
CAO Authorization

\_\_\_\_\_  
Date of Authorization

*\*The Town of Bassano's CAO must sign off and authorize all Task Directives prior to the commencement of any work.*

## Appendix P

### **Public Assistance Waiver - Volunteer Agreement**

The position of \_\_\_\_\_ (volunteer role title) at the Corporation of the Municipality of Bassano is a volunteer position. This means that, if you accept the role, you donate your time and perform all duties on a voluntary basis.

The Volunteer understands they are under no terms considered an employee, intern or person in training of the Corporation of the Municipality of Bassano. Furthermore, the Corporation of the Municipality of Bassano acknowledges the Volunteer is not an employee and may provide services at free will. The Volunteer will receive no employee benefits including disability, pay Workers Compensation, or severance pay.

### **Services**

The Volunteer is able to provide the following services as well as take account of other needs the organization may have:

- 
- 
- 
- 
- 

### **Term**

This volunteer agreement shall begin on \_\_\_\_\_ and will end on \_\_\_\_\_ .The Volunteer has agreed to provide \_\_\_\_\_ hours per week during the term of this agreement.

### **The Volunteer Commits to:**

- Acting with honesty, integrity and respect for others.
- Acting in an appropriate and responsible manner that upholds the reputation of the Corporation of the Municipality of Bassano.
- Participating in any required training and meeting the expectations associated with the Volunteer Service.
- Complying with the Corporation of the Municipality of Bassano, Non-Discrimination, Non-Harassment and Non-Violence Policy.
- Safeguarding confidential and proprietary information that is received in the course of the Volunteer Service and ensuring that this information is not communicated or disclosed on social media or to third parties outside the scope of such Service, including at any time after its completion, except with the prior consent of the Corporation of the Municipality of Bassano, or if required to do so by law.
- Acknowledging that the Corporation of the Municipality of Bassano, is the owner of all work products that the Volunteer created or assisted in creating, and waiving – to the extent permitted by law – for the benefit of the Corporation of the Municipality of Bassano and revokes any rights that the Volunteer may have in the work product.
- At the Corporation of the Municipality of Bassano's request or upon ceasing to be a Volunteer, returning all property that is in the Volunteer's possession or control and purging any information that is held on portable storage media that is not required to be returned to the Corporation of the Municipality of Bassano including but not limited to information on laptops, USB keys and portable hard drives, or in the cloud, within forty-eight hours after providing the Municipality with printed copies of such information.
- Acknowledging that failure to comply with the terms and conditions of this Agreement may subject the Volunteer to such appropriate measures as may be determined by the Corporation of the Municipality of Bassano including but not limited to, termination of this Agreement.

### **Supervision**

The Volunteer should report to \_\_\_\_\_ (Municipal Supervisor) on each day that services are provided for instruction and guidance.

Summary of any training available, description of limits to do any job or tasks:

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**Emergency**

If an emergency should occur while the Volunteer is providing services, the following contact should be notified immediately.

**Emergency Contact Name:** \_\_\_\_\_

**Emergency Contact Phone:** \_\_\_\_\_

**Indemnity and Release**

The Volunteer agrees to protect, hold harmless and indemnify the Corporation of the Municipality of Bassano, their employees, servants and agents against all losses, damages, claims, demands and actions arising directly or indirectly in any matter whatsoever in connection with the function or activity and shall pay all costs and expenses with such claim or litigation.

We further agree to assume full financial liability for any damage or loss to the permitted facilities, furniture and equipment when caused by negligent or abusive treatment.

**Assumption of Risk and Waiver**

In consideration of being allowed Volunteer for the Corporation of the Municipality of Bassano, the undersigned acknowledges, appreciates, and agrees that:

1. I hereby freely accept all the risks (known and unknown) however caused associated with providing volunteer services, whether the risks result in personal injury, property damage, death or some other harm to me.
2. I willingly agree to comply with the stated and customary terms and conditions for offering Volunteer Services. If, however, I observe any unusual or significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the nearest official immediately.
3. In addition, I acknowledge that I have inquired about the nature of any activity, program or services that I am not completely familiar with and I have been informed of any inherent risks.
4. As a condition of the Municipality allowing me to perform Volunteer services, I (for myself and on behalf of my heirs, next of kin, and personal representatives) agree to waive all claims that I have or may have in the future against the Municipality, its officers, officials, agents and/or employees, other participants, and sponsoring agencies/advertisers for any injury, property damage, financial loss, or any other loss that may result directly or indirectly from my participation in the Program, no matter how this loss is caused (including negligence on the part of the Municipality).

**I HAVE READ THIS VOLUNTEER AGREEMENT WHICH CONTAINS A RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.**

Signature of Volunteer: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Volunteer (print): \_\_\_\_\_

Signature of Witness: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Witness (print): \_\_\_\_\_

**If under age 18 at the time of registration:**

This is to certify that I, as parent/guardian with legal responsibility for this Volunteer, do consent and agree to his/her release as provided above for all the Releasees, and for myself, my heirs, assigns, and next of kin, I release and agree to indemnify the Releasees from any and all

liabilities incident to my minor child's involvement or participation in these programs as provided above.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Volunteer (print): \_\_\_\_\_

Signature of Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Witness (print): \_\_\_\_\_

## Approval/Reviews

The Beautify Bassano Initiative shall be reviewed annually by Town Council on or before November 1.

Approved on October 22, 2018 (motion 278/18) by:

  
 \_\_\_\_\_  
 Mayor, Ron Wickson

  
 \_\_\_\_\_  
 Deputy Mayor, Tom Rose

  
 \_\_\_\_\_  
 Councillor, Jackie Seely

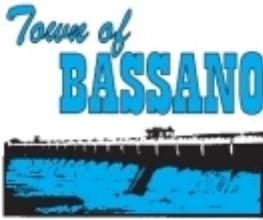
  
 \_\_\_\_\_  
 Councillor, Doug Barlow

  
 \_\_\_\_\_  
 Councillor, John Slomp

  
 \_\_\_\_\_  
 Councillor, Kevin Jones

  
 \_\_\_\_\_  
 Councillor, Lynn MacWilliam

Date of Review	Amendments	Motion Number
March 19, 2019	Appendix "I" extended snow removal on 2 <sup>nd</sup> Avenue	54/19
May 27, 2019	Appendix "D" added contracted weed spraying areas.	110/19
August 19, 2019	Appendix "H" added highway commercial subdivision and 10 <sup>th</sup> Avenue subdivision for dust suppressant.	181/19



# REQUEST FOR DECISION

Meeting: October 28, 2019

Agenda Item: 4.3

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## Town Hall Meeting

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### BACKGROUND:

In accordance with the Beautify Bassano Initiative, a town hall meeting is required in the Fall to update residents on the success of the initiative. A town hall meeting is tentatively booked of November 13, 2019.

Alternate dates are:

- November 14
- November 18
- November 20

It is effective to identify topics and to set an agenda for Town Hall meetings. Originally, the pre-planned topics were BBI and a community review of the Municipal Development Plan (MDP). However, as will be discussed at the MPC meeting on October 28, 2019, administration has proposed the postponement of the MDP until the tiny home project is complete. This will prevent the duplication of work and enable the town and its planners to work on policies that align with the outcome of the tiny home project.

The Town Hall meeting agenda could be an update on all strategic plan priorities. This would provide council with an opportunity to highlight the extensive planning that is underway, highlight success projects (e.g. development permit simplification, grants received for economic development, partnerships, capital projects updates, etc.). By focusing the meeting specifically on the Town's strategic plan, council's message remains clear and consistent for the residents and shows them how the elected body is working to achieve its vision. This also provides an opportunity for residents and council to reflect on the changes of the community – is the community happy with council's work?

### OPTIONS:

#1 – That a Town Hall meeting is scheduled for November 18, 2019 from 6:30 p.m. to 8:30 p.m. The agenda for the event will be Strategic Plan Updates.

#2 – That a Town Hall meeting is scheduled for November 13, 2019 from 6:30 p.m. to 8:30 p.m. The agenda for the event will be Strategic Plan Updates

#3 – That a Town Hall meeting is scheduled for November 13, 2019 from 6:30 p.m. to 8:30 p.m. The agenda for the event will be the Beautify Bassano Initiative update and **XX**. *Direction required.*

### CAO COMMENTS:

None

### ALIGNMENT WITH STRATEGIC PLAN

This is an operational matter.

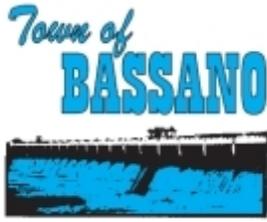
### PROPOSED RESOLUTION:

That a Town Hall meeting is scheduled for November 18, 2019 from 6:30 p.m. to 8:30 p.m. The agenda for the event will be Strategic Plan Updates.

**Attachments:**

1. None

**Prepared by:** Amanda Davis, Interim CAO



## OPEN DISCUSSION

Meeting: October 28, 2019

Agenda Item: 5.1

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### Intermunicipal Meeting

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#### **BACKGROUND:**

Each year the municipalities of Bassano, Rosemary, Dutchess, Brook and the County arrange/host an intermunicipal meeting. The purpose of the meeting is to, in an informal setting discuss matters of regional significance over supper.

It is Bassano's responsibility to organize and host the intermunicipal meeting on December 18, 2019.

Discussion required regarding topics for the meeting.