

AGENDA

Meeting: February 26, 2018 7:00 p.m.
Council Chambers
502 – 2 Avenue Bassano

1. CALL TO ORDER

2. EXCUSED FROM MEETING

3. ADOPTION OF AGENDA

4. ADOPTION OF MINUTES

4.1 February 12, 2018 Regular Council Meeting

5. DELEGATIONS

6. NEW & UNFINISHED BUSINESS

- 6.1 AUMA Spring Leaders' Caucus – Tabled from Feb 12, 2018
- 6.2 Bassano Curling Club – Request for Funding – from Feb 12, 2018
- 6.3 Bylaw #850/18 – Council Code of Conduct Bylaw
- 6.4 Invitation – Bassano Damsiters

7. BOARD & COMMITTEE REPORTS

7.1 Councillor Wickson

8. CAO REPORTS

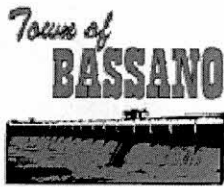
8.1 Cheque List

9. CORRESPONDENCE

- 9.1 ORRSC Executive Minutes – Emailed 2018-02-20 (not included in package)
- 9.2 Cannabis in Alberta Infographic
- 9.3 AUMA Advocacy on Cannabis Excise Tax

10. IN CAMERA

11. ADJOURNMENT



**MINUTES OF THE REGULAR COUNCIL MEETING OF THE
TOWN OF BASSANO HELD IN COUNCIL CHAMBERS ON
FEBRUARY 12, 2018**

PRESENT

MAYOR: Jackie Peterson
COUNCILLORS: Doug Barlow
Kevin Jones
Lynn MacWilliam
John Slomp
Ron Wickson

STAFF: Kevin Miller – Chief Administrative Officer

**OTHERS IN
ATTENDANCE:** Media (Brooks Bulletin)

1. CALL TO ORDER

Mayor Peterson called the meeting to order at 7:00 p.m.

2. EXCUSED FROM MEETING

Councillor Tom Rose, with notice

3. ADOPTION OF AGENDA

028/18 Moved by **COUNCILLOR JONES** that the agenda be adopted as presented.

CARRIED

4. ADOPTION OF MINUTES

4.1 Adoption of Minutes from the Regular Council Meeting January 22, 2018

029/18 Moved by **COUNCILLOR WICKSON** that Council approve the minutes of the regular Council Meeting held on January 22, 2018 as amended.

CARRIED

5. DELEGATIONS

No delegations

6. NEW BUSINESS

6.1 Surplus Equipment

030/18 Moved by **COUNCILLOR BARLOW** THAT Council declare the 1976 Mobil Street Sweeper, 1990 4700 International garbage truck, and Kongside 300 Grain Vac as surplus, and authorizes the CAO to dispose of the equipment by way of sealed bid.

CARRIED

6.2 AUMA Spring Municipal Leaders Caucus

031/18 Moved by **COUNCILLOR MACWILLIAM** to table discussion to the February 26, 2018 Regular Council Meeting.

CARRIED

6.3 2018 CAO Ongoing Education

032/18 Moved by **COUNCILLOR WICKSON** THAT Council approve the enrollment and attendance of CAO Kevin Miller in "Policy Planning and Program Evaluation", AUMA's Public Risk Conference, and the 2018 Society of Local Government Managers' Mountain Refresher.

CARRIED

6.4 ICF Planning Session

033/18 Moved by **COUNCILLOR MACWILLIAM** THAT Council authorizes the attendance of Mayor Jackie Peterson and CAO Kevin Miller to attend the ICF Planning Session in Brooks, Alberta on March 16, 2018

CARRIED

6.5 Police Funding - AUMA

Council discussed the letter request by AUMA regarding police funding in Alberta.

6.6 Rural Crime Roundtable Invitation

034/18 Moved by **COUNCILLOR WICKSON** that Council authorizes the attendance of Mayor Peterson to the Rural Crime Roundtable in Taber, AB on February 23, 2018.

CARRIED

6.7 Bassano Curling Club – Request for Funding

Councillor Wickson will bring back additional information for the February 26, 2018 Regular Council meeting.

6.8 Local to Global Forum

035/18 Moved by **MAYOR PETERSON** that Council authorizes the attendance of Councillor MacWilliam to the Local to Global Forum March 7-9, 2018 in Vermillion, AB.

CARRIED

7. BOARD AND COMMITTEE REPORTS

036/18 Moved by **COUNCILLOR BARLOW** to accept the board & committee reports as information.

CARRIED

8. CAO REPORTS

8.2 Financial Variance Report

037/18 Moved by **COUNCILLOR BARLOW** to accept the Financial Variance Report as at December 31, 2017 as information.

CARRIED

8.3 Cheque Listing

038/18 Moved by **COUNCILLOR JONES** to accept the cheque list as information.

CARRIED

8.1 CAO Report/8.4 CPO Report

039/18 Moved by **COUNCILLOR MACWILLIAM** to accept the CAO report and CPO report as information.

CARRIED

9. CORRESPONDANCE

Dark Fibre Meeting

10. CLOSED MEETING

040/18

Moved by **COUNCILLOR BARLOW** that Council close the meeting to the public at 8:03 p.m. for the following items:

- 10.1 Land Sale – FOIP Section 25(1)(c)(iii)
- 10.2 Legal Update – FOIP Section 27(1)(a)
- 10.3 Linear Assessment – FOIP Section 21(1)(b)

CARRIED

10.2 OUT OF CAMERA

041/18

Moved by **COUNCILLOR MACWILLIAM** that Council open the meeting to the public at 8:53 p.m.

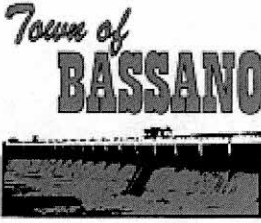
CARRIED

11. ADJOURNMENT

Mayor Peterson adjourned the regular Council meeting of February 12, 2018 at 8:53 p.m.

Mayor

Chief Administrative Officer



REQUEST FOR DECISION

Meeting: February 26, 2018
Agenda Item:6.1

AUMA Spring Municipal Leader's Caucus

BACKGROUND:

(This item was tabled to this meeting, from the February 12, 2018 Regular Council Meeting)

The Alberta Urban Municipalities Association conducts a Spring Leader's Caucus every year, uniting municipal leaders, AUMA, and Provincial Ministers/Ministries.

The 2018 Spring Leader's Caucus is being held in Edmonton March 14 & 15.

The agenda has yet to be set for this year, however 2017's topics included Federal infrastructure funding, implications of climate change policies, broadband connectivity, MSI Funding, the carbon levy, as well as opportunities to dialogue with ministers and fellow municipal leaders.

The cost for one member of Council to attend, including registration, hotel, meals, mileage, and per-diems is approximately \$1,350.

OPTIONS:

#1 – Approve the attendance of <Member(s)> to the AUMA Spring Leader's Caucus March 14 and 15, 2018

#2 – Do not approve attendance to the AUMA Spring Leader's Caucus

CAO COMMENTS:

The Caucus can be an opportunity to network, and perform some advocacy and lobbying for the continued futures of the MSI program as well as other grant funding programs. Having the provincial government aware of our community, the projects we are undertaking and the challenges we face can help develop personal relationships with the various Provincial ministers which can be very beneficial when we require provincial assistance. However, the costs to attend are not insignificant. It is up to Council if the cost of attendance is worth the potential benefit.

PROPOSED RESOLUTION:

(If Council desires to send a delegate or delegates)

THAT Council approve the attendance of <member(s)> to the AUMA Spring Leader's Caucus on March 14th and 15th, 2018.

Budget Expense: approx. \$1,350 per person

Attachments: AUMA Invitation

Applicable Legislation:

Prepared By: Kevin Miller, CAO

APPROVED BY:

A handwritten signature in black ink, appearing to be 'K. Miller', written over a horizontal line.

DATE: February 7, 2018

ACTION REQUIRED: _____

JAN 29 2018

January 28, 2018
Bassano Curling Club
Box 217
Bassano, Alberta
T0J 0B0

Dear Town of Bassano,

Re: Brine Chiller and plant equipment replacement project

The Bassano Curling Club is proud to support initiatives and programs for the sport of curling in the Bassano and surrounding area. Curling is a multi-generational sport where people of all ages and abilities can gather for social interaction, physical activity, and fun. The Bassano Curling Club has been providing services to our community for over 35 years. We thank you for your previous and ongoing partnership and support of our club.

Unfortunately, regular scheduled maintenance in October, 2017 revealed that our brine chiller (a piece of equipment that houses ammonia, is located inside the plant building, and different from the ammonia chiller we fundraised for previously) is non operational. This piece of equipment is original and was moved over to the new facility in 1987.

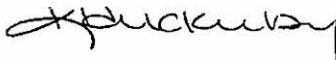
Our executive has been brainstorming solutions since October, which included an entire renovation of our plant, however after speaking with ice maintenance companies and gathering quotes, we feel our best and most feasible option is to replace the brine chiller and connecting components in order to deliver safe and continuous curling programs.

We are actively seeking community partners who may be able to donate towards this project. The project is estimated to cost \$110,000 (please see attached quotes).

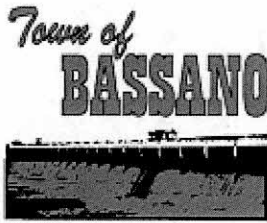
We hope to revitalize our club in the fall of 2018 and we thank you in advance for your consideration of assistance to this project.

If you have any questions, please feel free to call me at 403-501-8845.

Sincerely,



Karyn Huckerby
President
Bassano Curling Club



REQUEST FOR DECISION

Meeting: February 26, 2018
Agenda Item:6.3

Bylaw #850/18 Council Code of Conduct

BACKGROUND:

As part of the updated *Municipal Government Act*, Section 146.1 requires that "A council must, by bylaw, establish a code of conduct governing the conduct of councillors."

Alberta Regulation #200/2017 discusses the Code of Conduct Bylaws, stating that a Code of Conduct bylaw must include the following topics:

- Representing the municipality
- Communicating on behalf of the municipality
- Respecting the decision making process
- Adherence to policy, bylaw, and procedures
- Respectful interactions with the public, staff and each other
- Confidential information
- Conflicts of Interest
- Improper use of influence
- Use of municipal assets and services

The attached Bylaw has been prepared utilizing the work of many of many other municipalities in Alberta, and reviewed by the Bylaw and Policy committee prior to presentation at Council.

Administration reviewed the Procedural Bylaw #823/10, and found no conflicts with this Bylaw. Bylaw 823/10 does contain provisions regarding Pecuniary Interest, but they are complimentary to the Code of Conduct policy.

OPTIONS:

- #1 – Give first reading to Bylaw #850/18 as presented
- #2 – Give first reading to Bylaw 850/18 with amendments
- #3 – Refer this item to Administration & the Bylaw & Policy Committee for further work

CAO COMMENTS:

The proposed Bylaw covers the required areas of the provincial regulation, and in my opinion reflects and fosters a fair, open, transparent and functional relationship between Council, staff and the community at large.

PROPOSED RESOLUTION:

THAT Council gives first reading to Bylaw #850/18, the Council Code of Conduct Bylaw, for the first time.

Budget Expense: **NIL**

Attachments: **Proposed Bylaw 850/18**

Applicable Legislation: Municipal Government Act S146.1, Alberta Regulation 200/2017

Prepared By: Kevin Miller, CAO

APPROVED BY: 

DATE: February 21, 2018

ACTION REQUIRED: _____



**A BYLAW IN THE MUNICIPALITY OF THE TOWN OF BASSANO IN THE PROVINCE OF ALBERTA TO
PROVIDE FOR A COUNCIL CODE OF CONDUCT**

WHEREAS the Citizens and Taxpayers of the Town of Bassano have a right to be served by a Council committed to conducting its service in an ethical and professional manner; and

WHEREAS the Municipal Government Act, R.S.A. 2000, Chapter M-26, Section 146.1 requires a Council to establish, by Bylaw, a code of conduct governing the conduct of councillors;

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

1. DEFINITIONS

This Bylaw may be cited as the “Council Code of Conduct Bylaw” of the Town of Bassano.

- 1.1** “**Chief Administrative Officer**” or “**CAO**” means the individual appointed by Council under the authority of the Municipal Government Act, or their designate.
- 1.2** “**Conflict of Interest**” means a situation where a Councillor’s personal or private interests may in actuality, or be perceived to citizens as influencing a Councillor on a matter of public interest, whether a result of pecuniary interest, common-law bias, pre-judgement on a matter, close mindedness or undue influence. A Conflict of Interest also includes using the Councillor’s position, confidential information, Town of Bassano employees, materials, facilities, or services for personal gain or advancement, or the expectation of personal or private gain or advancement.
- 1.3** “**Councillor**” means any individual member of the Town of Bassano Council, including the Mayor and Deputy Mayor.
- 1.4** “**Confidential Information**” means any document or information provided to Council whether labeled “Confidential” or not, which contains information of an inherently confidential nature as governed by the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, Chapter F-25 as may be amended, repealed or replaced from time to time.
- 1.5** “**Municipal Government Act**” means the Municipal Government Act, R.S.A. 2000, Chapter M-26, as may be amended, repealed or replaced from time to time.

- 1.6 **“Municipal Staff”** means The Chief Administrative Officer (CAO), all staff hired and under the direction of the CAO, including all volunteers and contractors.
- 1.7 **“Pecuniary Interest”** means those situations as defined and regulated by Part 5 of Division 6 of the Municipal Government Act, R.S.A. 2000, Chapter M-26 as may be amended, repealed and replaced from time to time.
- 1.8 **“Private Communication”** means any oral or written communications between parties where either (a) one or more parties to the communication **expressly state** the communication is intended to be private between the parties; or (b) the information contained in the communication contains Confidential Information. Private Communication, in this definition, may be subject to disclosure under the guidelines of the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, Chapter F-25 as may be amended, repealed or replaced from time to time.

2. PRINCIPLES

- 2.1 This Bylaw will be used to guide the behavior of Councillors and provide a mechanism for accountability.
- 2.2 Councillors agree to sign the Statement of Council Conduct and Ethics as provided in Schedule “A” annually at the Organizational Meeting of Council.
- 2.3 The executed Statements of Council Conduct and Ethics shall be displayed in Council Chambers and on the Town of Bassano website.
- 2.4 Councillors agree that, for a period of 12 months after leaving office, they will continue to uphold the provisions of this Bylaw, except those relating to confidentiality which shall remain in effect in perpetuity.

3. CODE OF CONDUCT AND ETHICS

- 3.1 Councillors shall always govern individual conduct in accordance with the requirements set out in the Municipal Government Act, or any other enactment of the Government of Canada, the Province of Alberta, or the bylaws and policies of the Town of Bassano.
- 3.2 The primary obligation of Councillors is to represent the best interests of the Town of Bassano. This accountability supersedes all other interests except those as required by law.
- 3.3 Councillors shall always act in honesty and good faith.
- 3.4 Recognizing the importance of education, Councillors shall attend orientation at the beginning of their term.
- 3.5 Recognizing the importance of healthy discussion and debate on Council matters, Councillors shall respect the personal views of other Councillors, municipal staff and the public.
- 3.6 Councillors shall respect and support the decisions and resolutions of Council.

- 3.7 Councillors shall be entitled to express their personal views on business that is, may be, or has been considered by Council, but not in such a way to discredit or undermine the standing of Council in the community.
- 3.8 Unless expressly authorized otherwise by resolution of Council, Councillors shall refrain from speaking on behalf of all of Council, except to communicate a decision made by Council duly assembled. Other than representing a decision of Council which has been made, Councillors shall clearly state to any 3rd party that any representations made are the personal opinion of the Councillor.
- 3.9 Councillors shall always adhere to the Pecuniary Interest requirements established in Part 5, Division 6, of the Municipal Government Act. It is further understood that a violation of Pecuniary Interest may disqualify a Councillor from holding office.
- 3.10 Councillors shall rigorously avoid situations which may result in claims of pecuniary interest, conflict of interest, or bias.
- 3.11 Councillors shall demonstrate fairness, equality, accountability and impartiality in all Council matters.
- 3.12 Councillors shall act with integrity, professionalism, and respect when dealing with other Councillors, other elected officials, municipal staff, contractors, and members of the public.
- 3.13 Councillors shall keep in the strictest confidence ALL Confidential Information, and ALL matters discussed "in-camera" or in private at a Council meeting, committee meeting, special council meeting, or any matter discussed in confidence with another Councillor or municipal staff.
- 3.14 Councillors shall not make improper use of their position as a Councillor by:
 - (a) Gaining or attempting to gain or advance, directly or indirectly, a personal or private interest for themselves, or another person;
 - (b) Causing or attempting to cause detriment to Bassano Town Council, any individual Councillor, municipal staff, any member of the public, or other third parties;
 - (c) Seeking personal gain or benefit from any information obtained through their position as a Councillor;
 - (d) Seeking benefit or gain to the Councillor's Parent, Grandparent, Child, Grandchild, Spouse, and the Parents, Grandparents, Children and/or Grandchildren of their spouse through their position as a Councillor, or any information received as a Councillor;
 - (e) Seeking benefit or gain to the Councillor's employer or any corporation of any kind of which the Councillor is a director, or shareholder of more than 10% stake of the corporation.
- 3.15 Councillors shall make no representation to bind Council to any action or inaction, except for resolutions that are previously approved by Council. Councillors recognize that their only authority to make actions or provide direction is at a duly assembled Council meeting by resolution of Council.

3.16 Councillors shall always adhere to the policies, procedures, and Bylaws of the Town of Bassano.

4. GOVERNANCE

4.1 Councillors shall attend all orientation sessions provided to Council at the commencement of their term in accordance with the provisions of the Municipal Government Act.

4.2 A Council meeting, Committee meeting, or Special Council Meeting is the appropriate forum for healthy and diligent debate on matters before Council, or anticipated to be before Council.

4.3 Councillors shall be given an in-depth opportunity to address matters before Council in a full, open, transparent, and professional matter with the goal of good governance through healthy debate.

4.4 Council decisions, resolutions, or direction, are made by a majority vote of Council. The decisions of Council **MUST** be respected by all Councillors regardless of any personal view(s) on the decision(s) made.

4.5 Individual members of Council may express that they did not vote with the majority on an issue, however such statements must be made in a manner which respects Council, individual Councillors, any other person(s) associated with the decision, and the decision itself.

4.6 Councillors shall feel confident to express their views in any Council session without fear of interruption or intimidation, and shall feel confident in the Chair's impartiality in controlling the debate.

4.7 Councillors shall always be impartial to discussion or presentation of any matter that requires a decision of Council. While a Councillor's position on a matter of interest may be strong in advance to a decision being made, a Councillor must be open to consideration of any opposing position.

5. EXPENDITURES

5.1 Councillors shall act responsibly when incurring expenses, always mindful that public money must be used for public good.

5.2 Councillors shall avoid waste, abuse, and extravagance in the provision or use of public money.

5.3 Councillors shall be open and accountable with respect to all expenditures, Per Diems, and any other expense(s) incurred.

5.4 Councillors shall strictly adhere to all Town of Bassano guidelines addressing expenses and reimbursement.

5.5 The Town of Bassano will post all Councillor expenses, Per Diems and/or any other expenses incurred on the Town of Bassano website.

5.6 Councillors shall avoid situations where an expenditure can be questioned as inappropriate, may cause an adverse reaction in the community, or otherwise undermine the standing of Council in the public eye.

6. INTERACTION WITH ADMINISTRATION

- 6.1 Councillors recognize that the Chief Administrative Officer is exclusively responsible under the Municipal Government Act for directing staff.
- 6.2 Councillors shall respect the professional opinions of Town of Bassano Administration, regardless whether the Councillor agrees with the opinion(s) or not.
- 6.3 Councillors shall not abuse relationships or interactions with Town of Bassano staff by attempting to take advantage of their position as Councillor.
- 6.4 Councillors shall always refrain from behaviors or statements which are, or may be perceived as bullying of staff.
- 6.5 Requests for information shall be directed to the Chief Administrative Officer, or in the manner specified by the CAO.

7. INTERACTION WITH THE PUBLIC

- 7.1 Councillors shall treat all people with respect and courtesy, in good faith, and without bias:
 - (a) Recognizing there are legitimate differences in opinions;
 - (b) Equally regardless of race, religion, culture, language, gender or gender identity, disability, or occupation;
 - (c) Ensuring equality in service and treatment;
 - (d) Providing adequate and substantive opportunity for persons to state their position on any matter before Council.
- 7.2 Councillors shall dress appropriately when representing the Town of Bassano at a public or private event.
- 7.3 Councillors shall not instigate, participate in, or condone personal attacks against other Councillors, staff, or members of the public.
- 7.4 Councillors will not comment in public regarding the performance of any member of Administration, but instead will refer any question of performance of a staff member to the Chief Administrative Officer.
- 7.5 Prior to taking any action, Councillors should consider whether their intended action would be supported by other Councillors and the Town of Bassano. This test is designed to promote objectivity in the mind of a Councillor to best ensure appropriate conduct.
- 7.6 Councillors shall, if in doubt, consult with the Mayor, Deputy Mayor, or Chief Administrative Officer prior to taking an action.
- 7.7 Councillors shall forward concerns, comments, and questions from the public of an operational nature to the Chief Administrative Officer.

8. CONFLICT OF INTEREST

- 8.1 The decision with respect to any Councillor may have a conflict of interest is the individual decision of the Councillor. The Councillor may discuss this with Council, or seek the advice of the Mayor or Chief Administrative Officer.
- 8.2 Should a Councillor believe that they may have a conflict of interest, or be reasonably perceived to have a conflict of interest, in a matter before Council or Council committee, he/she shall:
- (a) State the general nature of the Conflict of Interest at the meeting PRIOR to any discussion on the matter. This shall be done on EVERY occasion that the matter arises before Council or Council committee;
 - (b) The Councillor shall not discuss the matter with Council, individual Councillors, or any committee member, either publicly or privately;
 - (c) The Councillor shall leave Council chambers, or any meeting room in which a meeting is being held, while the matter is being discussed. The Councillor shall not return until the discussion held and/or the vote on the matter has been concluded;
 - (d) Councillors with a stated conflict of interest in any matter may stay in Council chambers, or any meeting room in which a meeting is being held, if the Councillor is seated in the gallery and addresses Council or a Council committee as a taxpayer, elector, or owner and if the Councillor has a right to be heard under the Municipal Government Act or any other enactment.
- 8.3 The acceptance of certain gifts may create a conflict of interest. Apart from token gifts, having a value under \$50.00, Councillors are required to declare, as part of their written reports to Council, the acceptance or rejection of any gifts.
- 8.4 While token gifts may be accepted, material gifts of reasonable value should be either refused, or conditionally accepted on behalf of all of Council on the basis that the donor be informed that the gift will be donated to a local charity, or temporarily or permanently displayed at the Town Office.
- 8.5 Notwithstanding Sections 8.3 and 8.4 above, gifts of appreciation, symbolic donations, gifts of protocol, social obligation, or tradition which are received by a Councillor on behalf of Council are not a violation of this Bylaw. Such gifts shall be forwarded on to the Chief Administrative Officer who will temporarily or permanently display the gift in a suitable public location for the community to enjoy.
- 8.6 It is the individual responsibility of every Councillor to seek independent legal advice whenever they deem necessary, at their own expense, with respect to a situation which may result in a conflict of interest.

9. CONFIDENTIALITY

- 9.1 Information provided to Council and to Councillors shall not be used for any other purpose other than to exercise their role as Councillor.

- 9.2 Councillors shall not release any information which is to be treated as confidential in accordance with the Municipal Government Act and the Freedom of Information and protection of Privacy Act.
- 9.3 Councillors will treat all private communication, whether written or verbal, between other Councillors, or between themselves and the Chief Administrative Officer, as confidential until the parties agree that the information can or should be made public.
- 9.4 Councillors shall not disclose, publish, or release, or comment on confidential information including, but not limited to, any information received during an "in camera" meeting until such information is disclosed at a public meeting. This obligation continues in perpetuity.
- 9.5 Councillors shall not release any information that is subject to attorney-client privilege unless expressly authorized by Council by resolution.

10. DISPUTE RESOLUTION

- 10.1 From time to time, difficulties may occur in relationships between individual Councillors. It is expected that Councillors in this situation will use their best efforts to resolve the issue(s) so as they do not interfere with the functioning of Council.
- 10.2 Councillors shall always attempt to resolve their issue(s) without the need for external assistance as a demonstration of unity and teamwork.
- 10.3 Councillors shall not discuss any issue(s) with other Councillor(s) or Council in public.
- 10.4 If a dispute between Councillors cannot be resolved by the parties, dispute resolution shall be conducted as follows:
 - (a) The Mayor shall discuss the issue(s) with the relevant Councillors and attempt to mediate an outcome acceptable to both parties. If the issue(s) involve the Mayor, the Deputy Mayor will undertake the action. If the issue(s) involve the Mayor and Deputy Mayor, a member of Council shall be appointed by resolution to act as mediator;
 - (b) Should a matter remain unresolved after mediation, the Chief Administrative Officer may be consulted to attempt to find solutions;
 - (c) Should the matter still remain unresolved, the Mayor, Deputy Mayor or Councillor acting as mediator in accordance with Section 9.4(a) of this Bylaw may request, in writing to the Chief Administrative Officer, to appoint an external professional mediator to assist Council to work through the issues with the relevant parties;
 - (d) Should, following external mediation, the dispute remain unresolved, an independent arbitrator shall be appointed by Council to work with the parties and develop recommendations for resolution of the dispute;
 - (e) Council shall consider the arbitrator's recommendations in a meeting closed to the public in accordance with the Municipal Government Act and the Freedom of Information and Protection of Privacy Act, and may upon return to an open meeting, adopt a resolution based on one, or all, of the arbitrator's recommendations;

- (f) A resolution so passed shall be final and binding on the parties.

11. COMPLAINTS AND SANCTIONS

- 11.1 Organizations or individuals who have identified or witnessed any prohibited activity by a Councillor under this Bylaw may make complaint to any member of Council, the Chief Administrative Officer, or a Community Peace officer.
- 11.2 If the complaint involves activity which may be in breach of the Criminal Code, organizations or individuals should make complaint with the Royal Canadian Mounted Police.
- 11.3 If any member of Council becomes aware of misconduct by a Councillor, or receives an allegation of misconduct against any other Councillor, or against an employee of the Town of Bassano, it is the responsibility of that Councillor to report the misconduct or allegation.
- 11.4 An allegation must be made in writing, dated, and signed by the person making it. Anonymous allegations shall not be accepted.
- 11.5 An allegation must include all of the facts available at the time the allegation is made, including how the individual became aware of the misconduct, the nature of the misconduct, names of any witnesses, as well as the date, time, and location of the alleged misconduct.
- 11.6 The written allegation must be delivered or directed to the Mayor of the Town of Bassano in a confidential manner. If the allegation involved the Mayor, the allegation is to be delivered to the deputy Mayor. In the unlikely event that the allegation involves both the Mayor and Deputy Mayor, the complaint is to be delivered to the Chief Administrative Officer in a sealed envelope.
- 11.7 In the event of the Chief Administrative Officer receiving a sealed complaint in accordance with Section 11.6, he/she shall select a member of Council at their discretion to handle the complaint.
- 11.8 Within thirty (30) days of receipt, the Mayor, Deputy Mayor, or selected Councillor shall review the information in the complaint and deal with the matter at their discretion. The complainant shall be provided with a written report, containing the outcome of the investigation and any action(s) taken.
- 11.9 If the individual is unsatisfied with the action(s) taken, they may request Town of Bassano Council to discuss the allegation(s) during an in-camera session of Council. Council may accept the action(s) taken, or by resolution of Council decide on alternate action(s).
- 11.10 Notwithstanding this process, any complainant may make application directly to Alberta Municipal Affairs, the Municipal Ombudsman, or to Court of Queen's Bench.
- 11.11 As a result of the complaint review and/or mediation, the consequences for a Councillor who has breached this Bylaw will vary depending on the severity, frequency, or any other factor which Council, in their sole discretion, deems relevant. Consequences may include any or all of the following:

- (a) A verbal or written warning from the Mayor, Deputy Mayor, selected Councillor, or Council;
- (b) The formal censure of the Councillor by Council;
- (c) Require the Councillor to issue a verbal or written public apology;
- (d) Require the Councillor to attend training relating to the complaint;
- (e) Suspend or revoke any or all of the Committee appointments of the Councillor;
- (f) Suspend or revoke the appointment of a Councillor as the Mayor under Section 150(2) of the Municipal Government Act;
- (g) Suspend or revoke the appointment of a Councillor as the Deputy Mayor under Section 152 of the Municipal Government Act;
- (h) Refuse attendance of the Councillor to any conference or convention;
- (i) Report the misconduct to Alberta Municipal Affairs;
- (j) Report the misconduct to the appropriate authority if potentially criminal in nature, or violating any other Provincial or Federal statute;
- (k) reduction or suspension of remuneration corresponding to a reduction in duties, excluding allowances for attendance at Council meetings.

11.12 Any retaliatory action taken by the offending Councillor against the complainant shall not be tolerated, and is in fact another serious violation of this Bylaw.

11.13 If the Councillor is believed, following investigation, to have performed a misconduct that may be considered a reason for disqualification in accordance with Section 174 of the Municipal Government Act, Council may, at their discretion, consider making application to Court of Queen's Bench to determine if the eligibility of the Councillor has been breached.

12. SEVERABILITY

12.1 Each provision of this Bylaw shall be deemed independent of all other provisions herein. Should any provision of this Bylaw be declared invalid, all other provisions shall remain in full force and effect.

<The remainder of this page is intentionally left blank>

13. EFFECTIVE DATE AND READINGS

13.1 This Bylaw shall take effect on the date of 3rd and final reading.

13.2 Read a first time this 26th day of February, 2018

13.3 Read a second time this dd day of Month, Year

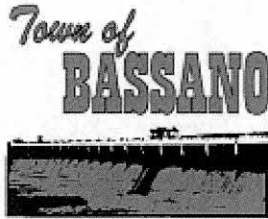
13.4 READ a third and final time this dd day of Month, Year

TOWN OF BASSANO

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Schedule "A"



STATEMENT OF CODE OF ETHICS AND CONDUCT

I, Councillor _____, do solemnly swear to uphold the Town of Bassano Councillor Code of Conduct at all times while serving as a municipally elected official representing the Town of Bassano. I have read and understand the Councillor Code of Conduct Bylaw and further agree to ALL the terms and conditions as specified in the Bylaw.

DATED at Bassano, Alberta this _____ day of _____, 20__

Councillor

Chief Administrative Officer

cao@bassano.ca

From: roger newman
Sent: February 22, 2018 10:25 AM
To: cao@bassano.ca
Subject: Meet&greet at the drop inn.

I and the board would like to invite you and the council to a tour of our facility some evening in the near future. Thank you for your attention.

Roger Newman
Bassano DAMSITERS.

Ron Wickson Councillor Bassano

FCSS Meeting

February 12, 2018

Key Information/Updates

Highlights of the meeting included:

BYLAW 866/16 Family and Community Support Services Advisory Board Bylaw is in need of review. Kevin, Tiffany and me have set February 26, 2018 to meet, review the document and make the necessary changes. These will be brought to the board in order to ratify the changes. As well, a number of board members have applied for an extension of their board positions. Finally, we need to clarify the rights of student members of the board in voting procedures.

Tammy Hauck was elected as the chair of the board for the next year as well as Sandra Mitchell as the vice-chair.

Pioneer Damsiters sent a letter to FCSS requesting \$250 in support of the monthly Seniors Foot and Blood Pressure Clinic. It was the decision of the board that FCSS was not able to support this program but would send Pioneer Damsiters a letter suggesting other organizations that could be useful.

Discussed a request by Bassano School and Grasslands School Division to fund 0.20 FTE position for school counsellor for the 2017-2018 school year. We are unable to support such a request and need to arrange a meeting with Grasslands officials to discuss why they would make such a request at this time of the year when the position is for 2017-2018.

Received a request for support for the Curling Club – FCSS is not in a position to provide financial support but would be most willing to offer volunteers and support to any fundraising.

Family Day events were discussed and volunteers were organized for the events.

Next meeting set for Monday, March 12, 2018 at 3:30 PM.

Ron Wickson Councillor Bassano

Newell Foundation Meeting February 13, 2018 Brooks

Key Information/Updates

February 13, 2018 Meeting with Alberta Health Services in Lethbridge

Cathy Stephenson (Newell Foundation CAO, Barry Morishita (Telephone), Ron Wickson, Colleen Turner (VP – Community Engagement and Communications), Katherine Chubbs (South Zone Coordinator), Grant Walker (South Zone Community Engagement)

Discussed moving the total Bassano Project forward by starting phase one – new 34 bed Newell Foundation Building for which Alberta Seniors has approved approximately 13.1 Million Dollars in funding. After discussing the requirements that AHS would need to provide for the Newell Foundation to move forward, AHS agreed to provide appropriate operating funding to support the 34 beds once open. Further, both AHS provincial and south zone leadership pledged support for the health portion of the project (replacement of the current Bassano Health Centre) and will recommend to the Health Ministry that funding be provided complete the overall project.

Newell Foundation Meeting – February 13, 2018

After reviewing the new information from the morning meeting with AHS in Lethbridge, the Newell Foundation Board passed a resolution to begin the construction of the 34 - bed building in Bassano.

Appropriate ministry officials will be contacted to inform them of the decision to move forward with the first phase of the Bassano Project and S2 Architecture will be contracted for design purposes. Press releases announcing the construction will be handled by provincial AHS staff.

An Energy audit was approved for the Newbrook Lodge.

Plans were provided to board members for a sunroom addition to the Newbrook Lodge. Two quotes were examined by board members. The board agreed to move forward with the project by obtaining more refined quotes from the chosen supplier.

A new CAO employment contract was provided for board discussion. After discussion some revisions were recommended. A final contract agreement should be possible for decision at the next regular meeting.



TOWN OF BASSANO

Cheque Listing For Account Payable

2018-Feb-22
11:00:00AM

R2018-02-26 #8.1

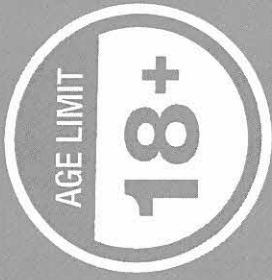
Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Batch #	Amount
						16600	
20180136	2018-02-26			713	1034355 ALBERTA LTD		29.40
20180137	2018-02-26			877	ALBERTA MUNICIPAL SERVICES CORPORATION		22,811.86
20180138	2018-02-26			171	AMSC INSURANCE SERVICES LTD.		3,626.69
20180139	2018-02-26			9	BASSANO PUBLISHERS		49.35
20180140	2018-02-26			487	CANADIAN LINEN		145.56
20180141	2018-02-26			759	CANADIAN PACIFIC RAILWAY COMPANY		194.25
20180142	2018-02-26			975	CDW CANADA INC.		1,234.14
20180143	2018-02-26			796	CREAKY FLOOR HARDWARE STORE LTD.		40.47
20180144	2018-02-26			1019	Edwards Land Service Ltd.		9,282.88
20180145	2018-02-26			816	EECOL ELECTRIC CORP.		190.64
20180146	2018-02-26			823	FIRST TIME SADDLE UP LTD.		178.50
20180147	2018-02-26			519	KAIZEN LAB INC.		172.99
20180148	2018-02-26			652	MAYHEW, BRIAN		1,295.00
20180149	2018-02-26			1018	MILLER, KEVIN		900.00
20180150	2018-02-26			529	MPE ENGINEERING LTD		23,382.98
20180151	2018-02-26			779	OLDMAN RIVER REGIONAL SERVICES COMMISSION		6,331.50
20180152	2018-02-26			7	RECEIVER GENERAL FOR CANADA		9,582.99
20180153	2018-02-26			448	SHORTGRASS LIBRARY SYSTEM		3,087.50
20180154	2018-02-26			902	SIEBEN HOLDINGS LTD.		682.50
20180155	2018-02-26			881	SOUTH COUNTRY CO-OP LIMITED		2,835.60
20180156	2018-02-26			1	TELUS COMMUNICATIONS INC.		1,171.03
20180157	2018-02-26			909	VENO, DESIRAE		735.00
20180158	2018-02-26			900001	SAVE ON HOSTING		41.90
20180159	2018-02-26			900001	THE SOCIETY OF LOCAL GOV. MANAGERS OF AB		549.00
							88,551.73

Total **88,551.73**

*** End of Report ***

The Future of Cannabis in Alberta

The rules around cannabis in Alberta once it is legal in summer 2018.



LICENSED GROWERS

Strictly regulated by the federal government.

PROVINCIAL GOVERNMENT OVERSIGHT

The Alberta Gaming and Liquor Commission (AGLC) directly manages how cannabis gets from the licensed grower to the retailer.

WORKPLACE

Alberta is reviewing all existing regulations and programs to ensure rules continue to address impairment at work.

AGLC-OPERATED ONLINE SALES

Age verification occurs at point of sale and at delivery.

PRIVATE CANNABIS RETAIL STORES

May only sell cannabis and cannabis accessories. Minors are prohibited from entering cannabis stores, even if accompanied by an adult.

ADVERTISING

Product advertising will only be allowed inside cannabis stores.

DRIVING

Police are able to suspend licences and seize vehicles if people drive impaired, including impairment by cannabis.

POSSESSION

Adults can possess up to 30 grams of legal cannabis in public.

OWNERS AND STAFF

Must undergo extensive background checks. Qualified employees must be 18 and undertake training.

PUBLIC CONSUMPTION

Smoking and vaping cannabis are prohibited in areas frequented by kids and other public places where smoking tobacco is prohibited.

HOME

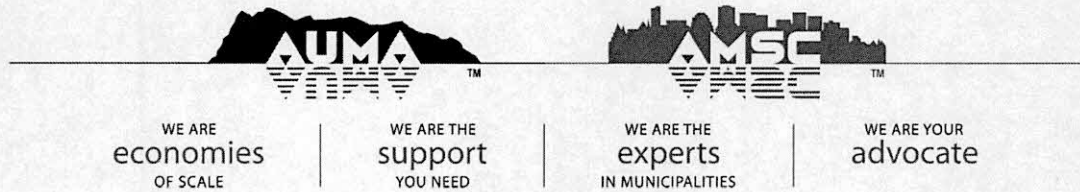
Each household is allowed to grow up to four plants. Landlord and tenant agreements or condo bylaws can be used to set rules for consumption and growing.



R 2018-02-26 #9.2

Jurisdictional Responsibilities

Activity	Responsible		
	Federal	Provincial	Municipal
Possession limits **	✓		
Trafficking	✓		
Advertisement & packaging **	✓		
Impaired driving	✓	✓	
Medical cannabis	✓		
Seed-to-sale tracking system	✓		
Production (cultivation and processing)	✓		
Age limit (federal minimum) **	✓		
Public health	✓	✓	
Education	✓	✓	✓
Taxation	✓	✓	✓
Home cultivation (growing plants at home) **	✓		
Workplace safety		✓	
Distribution and wholesaling		✓	
Retail model		✓	
Retail location and rules		✓	✓
Regulatory compliance	✓	✓	
Public consumption		✓	✓
Land use/zoning			✓



February 14, 2018

Honourable Kathleen Ganley
Minister of Justice and Solicitor General
424 Legislature Building
10800 97 Avenue
Edmonton, AB T5K 2B6

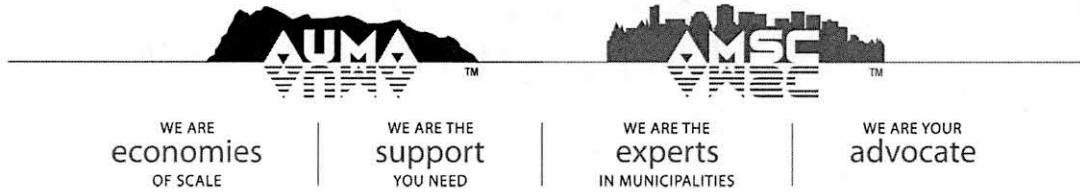
Dear Minister Ganley:

The legalization of cannabis for recreational use will have significant fiscal impacts on municipalities. Our members expect to see increased costs due to increased demands on policing, bylaw enforcement, and fire units; amendments to municipal bylaws, policies, and administrative processes; and social impacts (see enclosure for details). As with any significant policy shift, there are also likely to be unintended consequences that result in unexpected costs.

The federal government has expressed its intention that municipalities receive a fair share of cannabis excise tax. On December 13, 2017, Prime Minister Justin Trudeau stated in Parliament that "cities and towns across the country are among our most important partners in our effort to legalize and strictly regulate access to cannabis. That is why we are providing the provinces and territories 75 per cent of collected excise tax from cannabis, so municipalities can get the resources they need to keep cannabis away from kids and profits out of the hands of criminals. This agreement will be reviewed within six months of legalization to confirm that communities, cities, and towns are well supported by the provinces." AUMA strongly believes that the provincial government should ensure adequate funding from cannabis tax revenue flows through to municipalities to cover all municipal costs incurred as a result of legalization.

Using data from jurisdictions that have legalized cannabis for recreational use, as well as cost projections developed by the City of Calgary and the Federation of Canadian Municipalities, we estimate that Alberta municipalities will incur from \$26 to \$42 million in costs due to legalization. We therefore request that the province provide 70 per cent of the cannabis excise taxes it receives from the federal government, to Alberta municipalities to offset their costs associated with cannabis legalization. As the province will generate additional revenues as the sole distributor and online retailer in Alberta, we believe this request is more than fair and equitable.

In addition to ongoing costs associated with legalization, municipalities expect to incur a number of one-time, start-up costs associated with preparing for the implementation of



cannabis legalization. Accordingly, we request that the province establish a \$30 million fund in Budget 2018/19 to help Alberta municipalities offset the costs of transitioning to the new legislative and regulatory framework.

Lastly, we would like to acknowledge the significant uncertainty around existing statistics related recreational consumer use and illicit market sales. Given the corresponding uncertainty inherent in our municipal cost projections, we request that in three years' time, the province conduct a review of the provincial-municipal cannabis tax sharing agreement to ensure that municipalities have the resources they need to fulfill their new roles and responsibilities.

I would be pleased to meet with you to discuss this matter further. Your staff may contact me at president@auma.ca to schedule a meeting at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read 'Barry Morishita', written over a horizontal line.

Barry Morishita
AUMA President

If you would like to discuss this matter further, please feel free to contact me by email at president@auma.ca or my cell phone at (403) 363-9224.

cc: Honourable Shaye Anderson, Minister of Municipal Affairs

Enclosure

Legalization of Cannabis for Recreational Use - Government Responsibilities and Revenues

Municipal Government	Provincial Government	Federal Government
Responsibilities		
<ul style="list-style-type: none"> • Policing and enforcement <ul style="list-style-type: none"> ○ Training for constables/peace officers ○ Acquisition of testing devices ○ Impaired driving enforcement ○ Possession and youth possession ○ Gangs and illegal activity • Emergency response • Social housing rules and management • Courts operations and prosecutions <ul style="list-style-type: none"> ○ Enforcement staff time and resources • Zoning for commercial operations • Education on municipal bylaws, zoning, and business licensing processes • Bylaw enforcement <ul style="list-style-type: none"> ○ Storefront closure/prevention of re-opening ○ Home grows ○ Complaints regarding cultivation ○ Nuisance complaints ○ Enforcement of consumption venues 	<ul style="list-style-type: none"> • Siting and operation of retail stores <ul style="list-style-type: none"> ○ Training retail and management staff on social responsibility ○ Store licensing and inspections ○ Compliance with packaging and advertising standards • Policy for consumption venues • Public health and education campaigns • Provincial highway driving enforcement • Constabulary training programs (cost recovered) • Defending challenges of new driving offences • Criminal prosecutions for illegal distribution (should decrease over long term) • Primary health care 	<ul style="list-style-type: none"> • Licensing and enforcing grow operations • Regulating edibles • Setting advertising and packaging standards • Prosecuting illegal grows • Defending challenges to regulation and criminal law • Policy development (grow operations, distribution, sales, packaging, etc.) • Public health and educational campaigns • International treaties • Tax administration

<ul style="list-style-type: none"> • Public health <ul style="list-style-type: none"> ○ Safe use programs (interaction with alcohol/tobacco/other drugs) • Fire, licensing, and building inspection <ul style="list-style-type: none"> ○ Consumption venues ○ Retail stores • Updating labour frameworks as needed for front-line workers and public safety • Local youth justice diversion programs 		
Revenues		
<ul style="list-style-type: none"> • Cannabis excise tax • Property tax 	<ul style="list-style-type: none"> • Cannabis excise tax • AGLC distribution sales margins • Online sales • Business (corporate) taxes 	<ul style="list-style-type: none"> • Licensing grow operations • Cannabis excise tax • Business (corporate) taxes

Excise Tax Split	Percent of total		Percent of provincial allocation
Federal government	25%	25%	
Provincial government	22.5%	75%	30%
Municipal governments	52.5%		70%
Total:	100%	100%	100%