



# AGENDA

Meeting: April 9, 2018 7:00 p.m.  
Council Chambers  
502 – 2 Avenue Bassano

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## 1. CALL TO ORDER

## 2. EXCUSED FROM MEETING

- 2.1 Councillor Barlow, with notice
- 2.2 Councilor Wickson, with notice

## 3. ADOPTION OF AGENDA

## 4. ADOPTION OF MINUTES

- 4.1 March 26, 2018 Regular Council Meeting

## 5. DELEGATIONS

None scheduled

## 6. NEW & UNFINISHED BUSINESS

- 6.1 Weed Inspector Appointments
- 6.2 National Health & Fitness Day
- 6.3 Royal Purple Week Proclamation
- 6.4 Alberta Emergency Management Agency – Municipal Elected Officials course

## 7. BOARD & COMMITTEE REPORTS

- 7.1 Councillor Jones
- 7.2 Councillor MacWilliam

## 8. CAO REPORTS

- 8.1 Cheque Listing

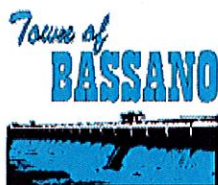
## 9. CORRESPONDENCE

- 9.1 ACP Grant Application Acceptance
- 9.2 STEP Grant Acceptance
- 9.3 MSI Funding Letter
- 9.4 Municipal Accountability Program
- 9.5 Alberta Health Services – Strategic Development Planning

## 10. IN CAMERA

- 10.1 Lot Sale – 514 5<sup>th</sup> Street – FIOP 21(1)(c)

## 11. ADJOURNMENT



**MINUTES OF THE REGULAR COUNCIL MEETING OF THE  
TOWN OF BASSANO HELD IN COUNCIL CHAMBERS ON  
March 26, 2018**

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**PRESENT**

**MAYOR:** Jackie Peterson  
**COUNCILLORS:** Kevin Jones  
Lynn MacWilliam  
Tom Rose  
John Slomp

**STAFF:** Kevin Miller – Chief Administrative Officer

**OTHERS IN  
ATTENDANCE:** None

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**1. CALL TO ORDER**

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

**2. EXCUSED FROM MEETING**

- 2.1 Councillor Barlow (with notice)
- 2.2 Councillor Wickson (with notice)

**3. ADOPTION OF AGENDA**

**070/18** Moved by **COUNCILLOR ROSE** that the agenda be adopted with the addition of:

10.2 Storm Water System Update – FOIP 27(1)(a)

and the deletion of:

5.1 Bassano RCMP.

**CARRIED**

**4. ADOPTION OF MINUTES**

**4.1 Adoption of Minutes from the Regular Council Meeting March 12, 2018**

071/18 Moved by **COUNCILLOR JONES** that Council approve the minutes of the regular Council Meeting held on March 12, 2018 as corrected.

**CARRIED**

**5. DELEGATIONS**

5.1 Canadian Pacific Railway – Mike LoVecchio

072/18 Moved by **COUNCILLOR JONES** that Council accept the presentation of Mike LoVecchio of the Canadian Pacific Railway as information.

**CARRIED**

**6. NEW BUSINESS**

**6.1 Legalization of Marijuana & Land Use Bylaw Considerations**

073/18 Moved by **COUNCILLOR SLOMP** THAT Council table the discussion to the April 23, 2018 regular council meeting.

**CARRIED**

**6.2 Bylaw #875/18 Council Code of Conduct**

074/18 Moved by **COUNCILLOR SLOMP** THAT Council gives second reading to Bylaw #875/18, the Council Code of Conduct Bylaw.

**CARRIED**

075/18 Moved by **COUNCILLOR SLOMP** THAT Council gives third and final reading to Bylaw #875/18, the Council Code of Conduct Bylaw.

**CARRIED**

**6.3 Bylaw #876/18 Traffic Bylaw**

076/18 Moved by **COUNCILLOR ROSE** THAT Council refer Bylaw #876/18 to administration to make requested changes.

**CARRIED**

**6.4 Bassano Damsiters Requests**

077/18 Moved by **COUNCILLOR ROSE** THAT Council accept the infobrief on the Bassano Damsiters' requests as information.

**CARRIED**

**6.5 2018 Safe Grad Party**

**078/18** Moved by **COUNCILLOR SLOMP** THAT Council approve the use of the beer gardens at the rodeo grounds for the 2018 Safe Grad Party.

**DEFEATED**

**6.6 RhPAP Conference**

**079/18** Moved by **MAYOR PETERSON** THAT Council approve paying the mileage for 2 delegates attending the RhPAP Conference in Brooks, Alberta April 11-12, 2018

**CARRIED**

**6.7 Junior Citizen of the Year Banquet April 13, 2018**

Some members of Council will attend the event of their own accord.

**6.8 Cross-Canada Charity Bike Ride – Request for Camping**

**080/18** Moved by **COUNCILLOR MACWILLIAM** THAT Council approve the request of "Across Canada 2018" for 1 night of complimentary camping at the Bassano Campground.

**CARRIED**

**7. BOARD AND COMMITTEE REPORTS**

**081/18** Moved by **COUNCILLOR SLOMP** to accept the Board and Committee reports as information.

**CARRIED**

**8. CAO REPORTS**

**082/18** Moved by **COUNCILLOR MACWILLIAM** to accept the CAO reports as information.

**CARRIED**

**9. CORRESPONDANCE**

**083/18** Moved by **COUNCILLOR SLOMP** to accept the correspondence as information.

**CARRIED**

**10. CLOSED MEETING**

**084/18** Moved by **MAYOR PETERSON** that Council close the meeting to the public at 10:23 p.m. for the following items:

- 10.1 Bassano Trailer Park – Prior Tax Auction – POIP 16(1)(a)(ii)
- 10.2 Storm Water System Update – FOIP 27(1)(a)

**CARRIED**

**10.2 OUT OF CAMERA**

**085/18** Moved by **COUNCILLOR ROSE** that Council open the meeting to the public at 10:50 p.m.

**CARRIED**

**11. ADJOURNMENT**

Mayor Peterson adjourned the regular Council meeting of March 26, 2018 at 10:50 p.m.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer



# REQUEST FOR DECISION

Meeting: April 9, 2018  
Agenda Item: 6.1

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## WEED INSPECTOR APPOINTMENTS

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### BACKGROUND:

We are currently exploring the possibility of training one of our team to be able to provide pesticide application services in-house. However, this will not be in place for the 2018 season.

The County of Newell is once again willing to provide weed inspection and control services within Bassano. The contract is based upon fee-for-service as opposed to an annual lump-sum, which generally has been advantageous to Bassano over the last several seasons.

To utilize their services, Council is required to appoint the individuals responsible in accordance with the *Weed Control Act* and *Agricultural Pests Act*.

### OPTIONS:

#1 – Approve the appointments of Nicole Skanderup, Emma Van Steekelenburg, Chelsea Krause and Scott Stimson under the *Weed Control Act* and *Agricultural Pests Act*.

#2 – Do not approve the appointments, and direct administration to seek out a commercial weed contractor to provide the service to Bassano

### CAO COMMENTS:

Until such time as we have a licensed individual on-staff, we see no reason not to continue our relationship with the County in providing this service.

### PROPOSED RESOLUTIONS:

1. THAT Council appoint Nicole Skanderup, Emma Van Steekelenburg, Chelsea Krause and Scott Stimson as Inspectors for the County of Newell pursuant to Section 7 of the *Weed Control Act* until such a time that their employment with the County ceases.
2. THAT Council appoint Nicole Skanderup, Scott Stimson, Emma Van Steekelenburg and Chelsea Krause as Inspectors for the County of Newell pursuant to Section 10 of the *Agricultural Pest Act* until such a time their employment with the County ceases.

**Budget Expense: ~\$8,000 (Budgeted for in 2018)**

**Attachments: NIL**

**Applicable Legislation:** *Municipal Government Act, Weed Control Act and Agricultural Pests Act*

**Prepared By: Kevin Miller, CAO**

Two handwritten signatures in black ink, one to the left and one to the right of the 'APPROVED BY:' label.

**APPROVED BY:**

**DATE:** April 4, 2018

**ACTION REQUIRED:** \_\_\_\_\_



Dear Citizen,

Please approach your own Mayor and Councillors in an important effort to increase the health and fitness of your community and make Canada the fittest nation on earth.

National Health & Fitness Day is designed as a cohesive response to our alarming rates of childhood obesity and the resultant diabetes, heart and other chronic diseases. The initiative encourages local governments, non-government organizations, the private sector, and all Canadians to recognize **the first Saturday in June as National Health and Fitness Day**. It calls upon participants to **mark the day** with local events celebrating and promoting the use of local recreational, sports and fitness facilities, in order to boost participation in healthy physical activity.

To enable you to get directly involved, I attach these documents:

- a draft letter to local governments for your use.
- a draft resolution for adoption by local governments.

Bill S-211: *An Act to establish a national day to promote health and fitness for all Canadians* was passed in 2014 by the House of Parliament and proclaimed as law. It is expected to act as a catalyst to increase the number of proclaiming cities and towns from the current 270 to the goal of 500.

Please call the Mayor in your town or city today to invite them to endorse National Health & Fitness Day!

Best regards,

*Nancy Raine*

Senator Nancy Greene Raine



## NATIONAL HEALTH AND FITNESS DAY

### WHEREAS:

- the Parliament of Canada wishes to increase awareness among Canadians of the significant benefits of physical activity and to encourage Canadians to increase their level of physical activity and their participation in recreational sports and fitness activities;
- it is in Canada's interest to improve the health of all Canadians and to reduce the burden of illness on Canadian families and on the Canadian health care system;
- many local governments in Canada have public facilities to promote the health and fitness of their citizens;
- the Government of Canada wishes to encourage local governments to facilitate Canadian's participation in healthy physical activities;
- the Government of Canada wishes to encourage the country's local governments, non-government organizations, the private sector and all Canadians to recognize the first Saturday in June as National Health and Fitness Day and to mark the day with local events and initiatives celebrating and promoting the importance and use of local health, recreational, sports and fitness facilities;
- Canada's mountains, oceans, lakes, forest, parks and wilderness also offer recreational and fitness opportunities;
- Canadian Environment Week is observed throughout the country in early June, and walking and cycling are great ways to reduce vehicle pollution and improve physical fitness;
- declaring the first Saturday in June to be National Health and Fitness Day will further encourage Canadians to participate in physical activities and contribute to their own health and well-being;

### THEREFORE:

We proclaim National Health & Fitness Day in The Town of Bassano as the first Saturday in June;

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Jackie Peterson, Mayor  
Town of Bassano

**FROM THE OFFICE OF THE MAYOR**

**Proclamation of Canadian Royal Purple Week – May 13 – 19, 2018**

**WHEREAS**, this Canadian Society of fun-loving, dynamic, dedicated volunteers help children and their communities.

**WHEREAS**, this Nationally Incorporated not-for profit organization provides a forum for like-minded individuals to come together to make a difference in their communities.

**WHEREAS**, local decision making and the opportunity to learn builds sustainability.

**WHEREAS**, the Principles of Canadian Royal Purple, Justice, Charity, Love and Service provide a strong foundation to learn and prosper.

**WHEREAS**, the impact of the volunteer work of Canadian Royal Purple members serves each lodge's community.

**WHEREAS**, membership is open to a resident of Canada who has reached 14 years of age, who supports democratic and lawful government and the purposes and objectives of the Canadian Royal Purple Society.

**WHEREAS**, a valuable asset to the community -Bassano Lodge #294 has existed since November, 1964.

**WHEREAS**, Royal Purple has existed in Canada since 1914.

**NOW, THEREFORE BE IT RESOLVED** that as the Mayor of the Town of Bassano-I do proclaim our Town will recognize May 13- 19, 2018 as "Canadian Royal Purple Week."

We hereby recognize Canadian Royal Purple for the significant impact it has made and continues to make in our Community.

For more information on joining this organization call

Doris Parkyn at 403-793-4731.

**cao@bassano.ca**

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**Subject:** Municipal Elected Officials (MEO) Course - Friday, April 27th (9:00 am – 1:00 pm)  
**Location:** Brooks Fire Hall - 504 Cassils Road East

**Start:** Fri 2018-04-27 9:00 AM  
**End:** Fri 2018-04-27 1:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Kevin Swanson

City of Brooks is hosting an Alberta Emergency Management Agency (AEMA) course on Friday, April 27<sup>th</sup> (9:00 am – 1:00 pm) at Brooks Fire Hall entitled “Municipal Elected Officials (MEO)”.

Course Overview – Alberta’s provincial legislation places the responsibility for responding to and managing the effects of major emergencies and disasters on local authorities. Municipal Elected Officials (MEO) course participants will be introduced to emergency management principles, partner organizations, the roles and responsibilities of various stakeholders including elected officials, and the legislation that guides and directs local authorities in their emergency management activities. Effective crisis communications is essential to emergency response so it is also discussed in this course.

**Target Audience:**

- Municipal and Community Elected Officials
- Chief Administrative Officers, Directors of Emergency Management, and other senior managerial or executive staff of municipalities or communities.

I see great benefit in the City’s Emergency Management Committee Members attending as well as the Mayor and any other Councillor or Manager that wishes to brush up on Emergency Management.

I will send out a meeting request, those of you that “accept” I will see that you are registered.

Thanks,

Kevin Swanson  
 Fire Chief  
 City of Brooks  
 403-362-2331 (office) / 403-363-4330 (cell) / [kswanson@brooks.ca](mailto:kswanson@brooks.ca)

**Shortgrass Library System Board Meeting at 1:00 pm 21 March 2018**

Attended meeting in the Brooks Library via Skype.

Representing Jackie Peterson as Alternate.

Approved agenda and minutes of the last meeting.

Approved financial statements.

Approved budget for 2018 along with the budget forecast for 2018 to 2020.

More monies is to go to Ebooks and Gail.

Two school divisions are leaving the Shortgrass system Prairie Rose and Medicine Hat School Division. Monies removed from Budget.

More monies for Supernet band width for small libraries.

Policy C.13 CEO's Probation and Performance Appraisal. Paragraphs a through e

Paragraphs a through d approved without modification

Discussion about the format of the CEO's performance appraisal in policy C13e. Boxes to be removed. Approved.

Policy C26 Employee use of Computers approved.

Policy C31 Juror witness duty leave approved.

Items received for information including Board report (Dwight Kilpatrick) and CEO report.

SLS is to go to windows 10 operating system four new computers to be donated to Bassano.

Donation of \$5000 to Bassano to purchase materials (books must be from ULS) or shelving, children's equipment etc.

No meeting in April.

Next meeting on May 16th.

Meeting adjourned at 1:48.

**Newell Regional Service Corporation Board Meeting.**  
**28 March 2018 4pm.**

OK agenda.

OK minutes of January meeting.

Approved cheque listing and banking information.

Water consumption is record for January and February 2018.

Cost of water is \$0.45 to \$0.48 per cubic metre. At the start of the yearly cost records it is always higher due to purchase of yearly chemicals.

Policy on use of credit card has minor changes.

Cyber security. NRSC computers in Bassano to have limited access by Bassano.  
Approved by the board.

Emergency response plan. Approved.

Jerry Fortier is retiring end of April, Rosemary is finding a replacement, NRSC will take over the work temporarily if required.

Meeting finished shortly after 5pm.

**Lynn MacWilliam Report to Council  
Eastern Alberta Trade Corridor  
Local to Global Forum  
March 7-9, 2018**

All presentations can be found at <http://www.albertatradecorridor.com/>

March 7 was the welcoming/networking reception. Jessica Littlewood, Parliamentary Secretary for Economic Development and Trade for small business, gave a brief update on how things were going in Alberta and that the economy is getting better. The Alberta government continues to work at getting a pipeline out of the province to get our bitumen to tide water.

Richard Starke, MLA for Vermilion-Lloydminster, gave a funny speech on what it is like to sit in the corner of the legislature as an independent with Derek Fildebrandt.

March 8

Ranjit Tharmalingam, ADM Transportation. There will be a study out this summer regarding High/Low corridors. ETAC would like to see TransCanada Highway between Brooks and Medicine Hat become a high/low corridor. Also, pull outs along highway 36.

Wild Horse Border Crossing is still being worked on. The business case study is complete and will be used to convince the Canadian and US governments to have the border open longer hours, along with updating technology.

Broadband

Stephen Bull, ADM Alberta Services gave an update on the SuperNet. Bell and Axia are the contenders to manage SuperNet 2.0. The successful candidate will be announced March 19 (didn't hear anything) with a contract signed end of April.

The Provincial Broadband Strategy – Policy options will be ready Fall, 2018. 795 communities and 103 already meet Federal (CRTC) requirements.

Federal ISED Connect to Innovate program. 104 applications from Alberta with an announcement end of April. There may be \$750M available to communities but specifics are still being finalized.

Craig Dobson provided an update on the status of the Broadband initiative in ETAC.

Michele Evans, ADM, Economic Development and Trade, provided an update of how Alberta is doing.

Afure Onekpe, Energy Efficiency AB – [relightsolutions.com](http://relightsolutions.com). They will pay to change over to energy efficiency item. The current program ended March 31. Future programs will be on the website.

Patti Breland, Industry Development, Alberta Agriculture Industrial Hemp. Need 25,000 acres for growing hemp. Farmers want a commercial plant established before they will grow hemp. There is one in Vegreville. Hemp grows best north of highway 16.

Beverly Lockett, Manager, St Paul Campus, Portage College, provided information on the Value-Add Food Processing that the college provides.

March 9

Michael Padua, Alberta UK office, provided information on what is happening in the UK regarding oil and gas. The UK needs expertise in fracking technology and waste water management. The first time they did fracking they caused an earthquake. TEDS is a procurement site in the UK. There are 460,000 procurement offers and Canadian companies can submit applications right down to the municipal level. These contracts would be suitable for small Alberta companies. Coal fire will be gone by 2025.

Tristan Sanregret, ED, Americas Branch, EcDev and Trade, spoke about the situation in the US regarding NAFTA. It is hard to determine how things are going and the affects on Alberta because it is always changing.

Cannabis

Andy Ridge, ED of Policy, Alberta Cannabis Secretariat, provided some information regarding how municipalities can retail facilities for the sale of cannabis. Municipalities can restrict the hours of operation. No one under the age of 18 allowed in the store. There has to be mandatory security systems. No private sector on-line sales. No lifestyle advertising



Cheque Listing For Council

2018-Apr-4  
3:39:47PM

Cheque			Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date	Vendor Name				
20180265	2018-04-09	AMSC INSURANCE SERVICES LTD.	2018VFIS-13 30873	PAYMENT PREMIUMS APRIL STAFF BENEFITS	2,043.00 3,507.43	5,550.43
20180266	2018-04-09	AZTEK SECURITY COMPANY	3460-3461	PAYMENT MONTHLY MONITORING FEE	92.40	92.40
20180267	2018-04-09	BADLANDS WELDING	5868	PAYMENT REPAIRS TO BUCKET BLADE	787.50	787.50
20180268	2018-04-09	BASSANO BUILDING CENTRE LTD.	103444	PAYMENT PUCKBOARD FOR 1 TON	157.34	157.34
20180269	2018-04-09	BASSANO PLUMBING & HEATING	19105-06	PAYMENT SEWER MAINTENANCE	351.75	351.75
20180270	2018-04-09	BASSANO PUBLISHERS	606	PAYMENT ADVERTISING DEC, JAN, FEB	496.30	496.30
20180271	2018-04-09	BENCHMARK ASSESSMENT	16048	PAYMENT APRIL ASSESSMENTS	1,644.22	1,644.22
20180272	2018-04-09	BRANDT TRACTOR	4491290	PAYMENT PARTS	253.24	253.24
20180273	2018-04-09	BROOKS FARM CENTRE LTD	44081	PAYMENT PARTS	258.60	258.60
20180274	2018-04-09	Chinook Financial, A Division of Connect First CU	143	PAYMENT MARCH STAFF RRSP CONTRIBU	1,000.00	1,000.00
20180275	2018-04-09	COCHRANE, CORY	81	PAYMENT FIRE MILEAGE	110.16	110.16
20180276	2018-04-09	CROSTOWN TRUCK & TIRE LTD.	107439 107529	PAYMENT UNIT 63 FIRE UNIT 64 FIRE	1,842.84 1,473.29	3,316.13
20180277	2018-04-09	DIGITEX CANADA INC.	IN417324	PAYMENT COLOR INK	525.00	525.00
20180278	2018-04-09	FIRST TIME SADDLE UP LTD.	R1196 R1197	PAYMENT EQUIPMENT RENTAL EQUIPMENT RENTAL FOR SEWE	1,503.03 630.00	2,133.03
20180279	2018-04-09	JONES, KEVIN RONALD	21	PAYMENT 1ST QUARTER MILAGE	54.00	54.00
20180280	2018-04-09	KOST FIRE SAFETY	110120089	PAYMENT ANNUAL FIRE EXTINGUISHER SI	70.04	70.04
20180281	2018-04-09	LORD, JAMIE	1	PAYMENT FIRE MILEAGE	110.16	110.16
20180282	2018-04-09	MACWILLIAM, KATHYRN LYNN	24	PAYMENT 1ST QUARTER MILAGE	970.06	970.06
20180283	2018-04-09	MAYHEW, BRIAN	200	PAYMENT JANITORIAL AND CLEANING SUF	1,375.29	1,375.29
20180284	2018-04-09	MILLER, KEVIN	3	PAYMENT 1ST QUARTER MILEAGE	412.56	412.56
20180285	2018-04-09	MUNICIPAL INFORMATION SYSTEMS	20172061 20180075	PAYMENT BUSINESS LICENSE INCREASE APRIL SUPPORT	105.00 789.06	894.06
20180286	2018-04-09	PETERSON, JACKIE	12 13	PAYMENT DINNER FOR MUNICIPAL LEADEI 1ST QUARTER MILEAGE	46.73 851.04	897.77
20180287	2018-04-09	PETKAU, CHRISTINE	26	PAYMENT MILAGE AND OFFICE SUPPLIES	87.98	87.98



# TOWN OF BASSANO

## Cheque Listing For Council

2018-Apr-4  
3:39:47PM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20180288	2018-04-09	PLAYFAIR LODGE	86	PAYMENT MARCH MEALS ON WHEELS	819.00	819.00
20180289	2018-04-09	RECEIVER GENERAL FOR CANADA	20180024152 20180024153	PAYMENT MARCH REMITTANCE 01 MARCH REMITTANCE 02	594.80 16,787.02	17,381.82
20180290	2018-04-09	ROSE, LOGAN	8	PAYMENT FIRE MILAGE	48.60	48.60
20180291	2018-04-09	SOUTH COUNTRY CO-OP LIMITED	494287	PAYMENT PUBLIC WORKS FUEL MARCH 20	4,913.45	4,913.45
20180292	2018-04-09	TAXervice	2334178-180	PAYMENT LEGAL COSTS RECOVERED	173.25	173.25
20180293	2018-04-09	TELUS COMMUNICATIONS INC.	4760	PAYMENT MAR MOBILE CELL	530.67	530.67
20180294	2018-04-09	VILLAGE OF DUCHESS	50654	PAYMENT MARCH GARBAGE COLLECTION	4,000.00	4,000.00
20180295	2018-04-09	WICKSON, RON	5	PAYMENT 1ST QUARTER MILEAGE	116.64	116.64

**Total 49,531.45**

\*\*\* End of Report \*\*\*



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Leduc-Beaumont*

MAR 26 2018

AR92764

March 19, 2018

Her Worship Jackie Peterson  
Mayor  
Town of Bassano  
PO Box 299  
Bassano AB T0J 0B0

Dear Mayor Peterson,

Through the Alberta Community Partnership (ACP) program, the Government of Alberta is committed to making life better for all Albertans. This includes helping to strengthen municipalities as they plan and prepare for the future.

The limited-term Local Land Use Planning (LLUP) component, focused on strengthening land-use planning, complements the existing objectives under other ACP components. By supporting small municipalities to complete their municipal development plans required under the *Municipal Government Act*, we ensure every community has proactive plans in place to guide future growth and promote vibrant and resilient communities.

I am pleased to inform you that the Town of Bassano has been approved for a grant of \$30,000 under the ACP - LLUP component in support of creating a municipal development plan for the first time. The conditional grant agreement will be sent shortly to your Chief Administrative Officer to obtain the appropriate signatures.

I wish you every success in your efforts.

Sincerely,

Hon. Shaye Anderson  
Minister of Municipal Affairs

cc: Kevin Miller, Chief Administrative Officer, Town of Bassano

R 2018-04-09 #9.2

cao@bassano.ca

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**From:** LBR STEP <STEP@gov.ab.ca>  
**Sent:** March 29, 2018 9:54 AM  
**To:** cao@bassano.ca  
**Subject:** Summer Temporary Employment Program (STEP)

March 29, 2018

Kevin Miller, Chief Administrative Officer  
Town of Bassano  
PO Box 299  
Bassano, Alberta  
T0J 0B0

Re: **Summer Temporary Employment Program (STEP)**  
**Reference Number: STEP-007224**

Dear Kevin Miller:

This email is to inform you that your application to STEP has been conditionally approved for the following position(s) for the total STEP funding amount of \$8,400.00.

- Life Guard
- Life Guard

You now have until June 15, 2018 to find your student. Once you have found your student, please complete and submit the Student Hiring Application (Form B) along with your Direct Deposit form. If we haven't received information from you by June 15, we will re-allocate your funding to other employers on our waitlist.

Placement duration cannot start before May 1, 2018 and must end on or before August 31, 2018.

If you require additional information regarding the program, please call 1-866-338-4727 or 780-638-4727, email [step@gov.ab.ca](mailto:step@gov.ab.ca) or visit our website at [www.AlbertaCanada.com\STEP](http://www.AlbertaCanada.com\STEP).

Thank you for your participation in STEP. We look forward to students gaining valuable employment experience through this program.

Sincerely,

STEP Team

APR 03 2018

ALBERTA  
MUNICIPAL AFFAIRS

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*Office of the Minister  
MLA, Leduc-Beaumont*

AR93219

March 29, 2018

Her Worship Jackie Peterson  
Mayor  
Town of Bassano  
PO Box 299  
Bassano AB T0J 0B0

Dear Mayor Peterson,

Our government is committed to supporting municipalities in providing quality infrastructure and services to Albertans. As part of that commitment, I am pleased to confirm that \$800 million has been made available to Alberta's municipalities through a 2017-18 Supplementary Estimate.

Your additional 2017 Municipal Sustainability Initiative (MSI) Capital funding is \$170,726. March 2018 allocations for all municipalities are also posted on the Municipal Affairs MSI website at [www.municipalaffairs.alberta.ca/msi](http://www.municipalaffairs.alberta.ca/msi). Details on the allocations, as well as the application process and payment requirements for these funds, are available on the MSI webpage in the *Addendum to 2017 MSI Capital Program Guidelines*. While this funding is intended to provide Alberta's municipalities with additional flexibility to plan for the future, it does not constitute an overall increase to anticipated MSI funding.

The government understands how important it is to ensure that municipalities are able to fund the infrastructure that Albertans use every day, now and into the future. I look forward to continuing our cooperative efforts to build strong and thriving communities for Albertans.

Sincerely,

Hon. Shaye Anderson  
Minister of Municipal Affairs

cc: Kevin Miller, Chief Administrative Officer, Town of Bassano

APR 03 2018



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, MLA, Leduc-Beaumont*

AR92307

March 27, 2018

Mayor and Council  
Town of Bassano  
PO Box 299  
Bassano, Alberta T0J 0B0

Dear Mayor and Council,

Ensuring Albertans live in viable municipalities with well-managed, collaborative and accountable local governments is a focus of Alberta Municipal Affairs. As such, the ministry plays an important role in providing assistance and support to build municipal capacity and meet legislative requirements. I am pleased to announce my ministry will enhance our support to achieve this through the new Municipal Accountability Program, starting on April 1, 2018.

Municipalities with a population of 5,000 or fewer will participate in the program, which means it is available to approximately 73 per cent of Alberta municipalities. Your Chief Administrative Officer (CAO) will be our primary contact for the program. My staff will work with CAOs to validate compliance or identify concerns and develop corrective solutions where needed.

I understand ministerial inspections and viability reviews can divide and disrupt communities. This program aims to improve municipal capacity and mitigate minor issues that may have the potential to escalate into an in-depth inspection process or viability review. Further details on the program are attached.

The Municipal Accountability Program will run on a multi-year cycle with one-quarter of eligible municipalities taking part in the program in any given year. Municipalities will be selected with consideration given to location and ongoing legislated processes, such as viability reviews, detailed assessment audits, or in-depth inspections. Should your municipality be selected for 2018, your CAO will receive a letter from my Deputy Minister, followed later by direct contact from ministry staff.

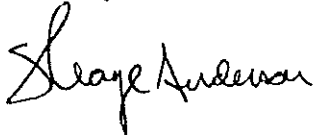
.../2

Mayor and Council

-2-

I hope you share my enthusiasm for this program, and I thank you in advance for your co-operation.

Sincerely,

A handwritten signature in black ink that reads "Shaye Anderson". The signature is written in a cursive style with a large initial "S".

Hon. Shaye Anderson  
Minister of Municipal Affairs

Attachment: MAP Executive Summary



Alberta

Municipal Affairs  
MUNICIPAL ACCOUNTABILITY PROGRAM

## OBJECTIVE

To collaboratively foster effective local governance and build administrative capacity in Alberta's municipalities.

## HIGHLIGHTS

Designed to support municipalities by helping to understand legislative requirements.

Assisting CAOs in confirming the areas where they are doing well, and identifying any areas of concern to avoid concerns from developing into significant problems.

A proactive approach with the ministry working collaboratively with CAOs to develop a report for the CAO that will contain recommendations and resources.

## SUMMARY

The Municipal Accountability Program (MAP) will review municipal processes and procedures to help develop knowledge of mandatory legislative requirements. This will support municipalities with their legislative compliance.

The MAP will consist of multi-year cycle reviews, ordered by the Minister under Section 571 of the *Municipal Government Act*. Municipalities with populations of 5,000 or less will participate in the MAP.

The primary contact for the ministry will be the chief administrative officer (CAO). Ministry staff will co-ordinate the visit with the CAO and make document requests through the CAO, or their designate. The attached sample checklist provides examples of the type of information that will be reviewed.

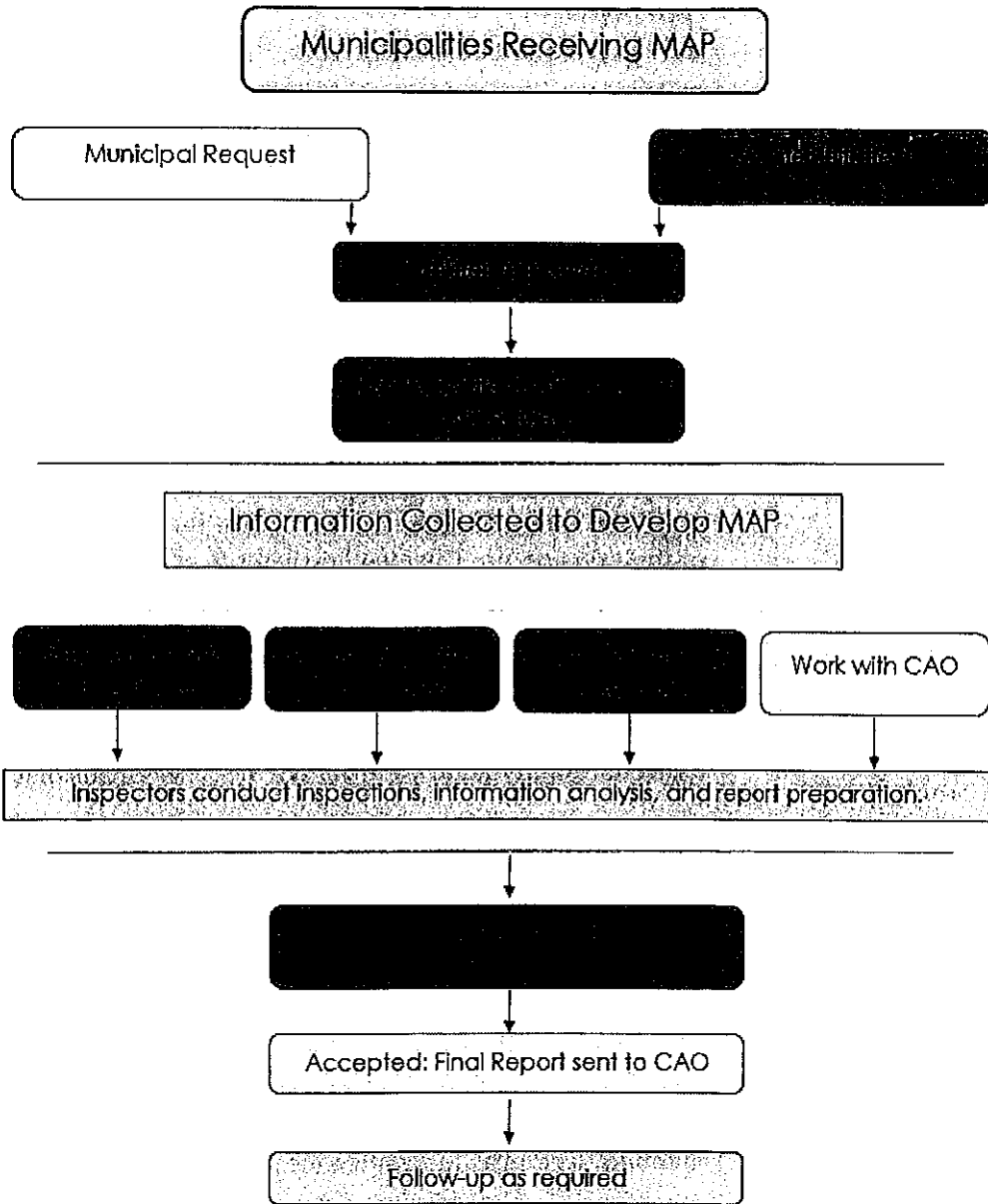
Working collaboratively with the CAO, a customized 'MAP' report will be provided to the CAO, which will identify areas of compliance, as well as include recommendations and resources to assist in remedying any legislative inconsistencies that may exist.

Continued proactive contact, support, and relationship building will be maintained throughout the four-year cycle with each municipality as needed or as requested, regardless of compliance status.

There is no cost to municipalities participating in the MAP.

Interaction with elected officials will be limited to a presentation explaining the attached MAP Process and attendance at a council meeting to confirm legislative meeting requirements are met.







While not a complete or exhaustive list, following is a sample of what items could be reviewed and assessed as part of the MAP process.

**Bylaw review**

- Mandatory
  - o Code of Conduct
  - o CAO
  - o Borrowing
  - o Property Tax Rate
  - o Subdivision Authority and Development Authority
  - o Subdivision and Development Appeal Board
  - o Municipal Development Plan
  - o Land-use Bylaw
  - o ICF's
  - o Emergency Advisory Committee
- Discretionary
  - o General review (Procedural, Tax penalties, Animal Control, Utilities, etc.)

**Policy review**

- Public Participation
- Budget
- Operational and Capital Plans
- Municipal Emergency Plan

**Procedure review**

- Reporting
  - o Financial and Statistical Information Returns
  - o Financial Reporting to Council
- Tax
  - o Tax Notices
  - o Tax Recovery
  - o Tax Agreements
  - o Penalties
- Administration
  - o CAO Evaluation
  - o Document Security
  - o Elections
  - o Petitions
  - o Advertising
- Meeting Procedures
  - o Adoption of minutes
  - o In accordance with procedural bylaw (if it exists)
  - o Closed meetings
  - o Council minutes-content
- Planning
  - o Development permits
  - o Appeals
- Notifications



Monday, April 2<sup>nd</sup>, 2018

Dear Mayor and Council Members:

**Re: South Zone AHS recommendations for Strategic Development Planning**

*We look forward to working together....* As your municipality sets strategic directions, Alberta Health Services South Zone would like to encourage and support considerations of community health and wellness initiatives in your priority setting. AHS South Zone are here to foster partnerships that support initiatives to create healthier built environments; the physical surrounds where communities live, work and play such as promoting walkability, edible food forests, inclusionary housing and recreational areas in the natural environment. Creating these types of environments leads to healthier and resilient communities.

AHS South Zone Healthy Communities by Design group advocates for the use of a population and public health lens to inform considerations for the design of healthy communities. Many municipalities are now including standards for designing healthy communities. These standards are explained in detail in Healthy Built Environment Linkages: a toolkit for design, planning and health, available at: [http://www.phsa.ca/Documents/linkagestoolkitrevisedoct16\\_2014\\_full.pdf](http://www.phsa.ca/Documents/linkagestoolkitrevisedoct16_2014_full.pdf). We encourage you to consider these principles in strategic conversations. In addition, the Alberta Healthy Communities Hub <http://albertahealthycommunities.albertapreventscancer.ca/>, is a virtual gathering place for communities to access resources and tools. This Hub will assist in building supportive social, economic and physical environments that promote health and prevent cancer and chronic disease in a sustainable way.

Beyond the standard conventional areas of public health, such as proper infrastructure for water and sewer, contaminated lands assessments, proximity of residential areas to industrial districts, etc., there are five other community elements, and how they may be incorporated into your development planning process, are outlined below:

**1. Healthy Neighborhood Design**

Neighborhoods are the places where we live, work and play. How we design our neighborhoods is vitally important to our health and well-being. Land use decisions such as zoning, transportation systems and neighborhood design significantly influence health. Consider for instance, the distances people must travel to work, the convenience of buying healthy foods, or the safety of a park; these factors can promote good nutrition, physical activity and increase leisure time. The outcome can be better mental and physical health. Options to promote healthy neighborhood design can include:

- enhancing neighborhood walkability
- creating mixed land use
- building complete and compact neighborhoods
- enhancing connectivity with efficient and safe transportation networks.

When designing healthier neighborhoods, it is important to keep in mind the location of retail stores that could be selling potentially unhealthy products to sensitive populations. For example, the proximity of vape shops, tobacco shops and fast food restaurants to schools. There are many such examples that could have negative health impacts on children. An option to reduce harm to these sensitive populations is to develop municipal by-laws with setback distances for these types of stores in relation to schools.

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An emerging issue will be the legalization of marijuana and the potential impacts this significant change in Canadian law and culture could have on citizen health. Public health has been vocal in apprising legislators of the potential impacts of marijuana legalization decisions. As the legislation is not yet complete it is difficult to fully anticipate all downstream effects of these changes, but proactive planning at all levels of government and community is required to consider possible resolutions to foreseeably identifiable issues. Questions such as marketing, sponsorship, enforcement, location and access are all issues likely to be addressed in the legislature, but community context and involvement will still be crucial to limit potential negative outcomes.

## **2. Healthy Housing**

Citizens spend a large amount of their time in their homes. While housing is considered a basic human right, not all housing is created to meet the same standards. Differences in housing, such as quality, accessibility and affordability, all have impacts on health. These impacts can positively or negatively affect health, both over the short and long-term. This is why home design is critically important to our health and well-being. Consider for instance, how living in a stable and affordable home that provides a warm, safe, and healthy environment can support health. Healthy housing can foster good mental and physical health, and improved quality of life. Options to promote healthy housing can include:

- increasing access to affordable housing through the provision of diverse housing forms,
- ensuring adequate housing quality for all segments of society,
- prioritizing housing for the homeless, elderly, low income groups and people with disabilities,
- site and zone housing developments to minimize exposure to environmental hazards.

## **3. Healthy Natural Environments**

Natural environments contain the ingredients to support health. The way we design our lives to fit within the natural environment is fundamental in determining our health and well-being. Our health stands to improve when land use decisions enhance the ability of natural environments to mitigate negative health impacts associated with development. Consider for instance, the capacity of a park to cool and filter the air in a dense neighborhood, or the ability of a greenway to inspire active transport and access to nature. Such interventions foster a livable environment; help to encourage physical activity and promote better mental health. Options to promote healthy natural environments can include:

- preserving and connecting open space and environmentally sensitive areas,
- maximizing opportunities to access and engage with the natural environment,
- reducing urban air pollution,
- mitigating heat island effect,
- expanding natural elements across the landscape.

## **4. Healthy Transportation Networks**

In the public realm, land use decisions influence the choices people make in how they move around. For instance, a person's decision on how to commute to work; the convenience of taking public transit, the safety of cycling and the distance and time it takes to walk. These factors all influence the preferred means of transport. Prioritizing "active transportation" (primarily walking, cycling and the use of public transit) and encouraging mobility of all people, can help achieve an increase in physical activity which can lead to better mental and physical health. Options to promote healthy transportation networks can include:

- enabling mobility for all ages and abilities,
- making active transportation convenient and safe,
- prioritizing safe transportation,
- encouraging use of public transit, and



- enabling attractive road and pathway networks.

#### **5. Healthy Food Systems**

Food systems determine how we choose food and what food we have access to. The food we eat is critical to our health. Land use decisions can influence food production which can thereby impact the accessibility, quality and variety of food available to citizens. Consider where our food is produced, how our food products are manufactured, and the journey our food must make before arriving in our communities. When the food arrives, is it equally available to everyone? What kinds of foods are available in different neighborhoods? An initial step toward improving the health of our food systems should involve interventions that encourage the access to and the availability of healthy food while educating people about healthy food systems. Options to promote healthy food systems can include:

- enhancing urban agricultural capacity, i.e. backyard and community gardens
- increasing access to healthy foods in all neighborhoods and public facilities (recreation centres, etc.)
- improving community-scale food infrastructure and services (i.e. community kitchens and school gardens)
- zoning for healthy food options in areas surrounding where children attend school.

Thank you for the opportunity to provide recommendations to support your strategic development planning process. Alberta Health Services -South Zone will be an advocate toward your efforts to promote active living approaches and shaping healthier community design.

Sincerely,

Lizette Elumir, MD, CCFP, FCFP, FRCPC  
Medical Officer of Health  
Lead – South Zone Healthy Communities by Design  
Alberta Health Services – South Zone

LE/rr