

October 22, 2018

Beautify Bassano Initiative

Town of Bassano

Prepared by: Amanda Davis, Interim CAO

Executive Summary

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

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

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

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

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

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

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

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Our Initiative

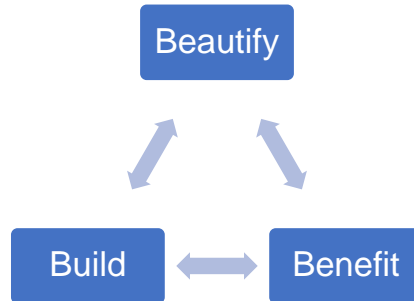
BEAUTIFY BASSANO

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

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

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

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



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

Local Government's Role

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

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

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

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

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

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

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

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

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

Impacts

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

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

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

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

Residents

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

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

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

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

Example 1



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

Example 2



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

Example 3



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

Businesses (commercial/industrial)

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

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

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

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

Example 4



Retrieved on September 23, 2018 from www.junk4good.com (location unknown)

Example 5



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

Example 6



Retrieved on September 23, 2018 from www.kob.com (location unknown)

Institutions (government/schools/hospitals)

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

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

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

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

Example 7



Retrieved on September 24, 2018 from www.thestar.com.my (location unknown)

Example 8



Retrieved on September 24, 2018 from seeclickfix.com (location unknown)

Example 9



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

Benefits

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



Services and Resources

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

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

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

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

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

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

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

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



Retrieved on October 5, 2018 from files.ctctcdn.com (location unknown)

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



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

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



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

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

Local tree farm details – value added service for residents

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

Public Efforts

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

Weed Removal

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

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

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

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

Culverts and Ditches

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

Road Maintenance

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

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

Sidewalks, Curb and Gutter

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

Signage

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

Municipal Greenspaces

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

Municipally Operated Facilities

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

Wanted “Beautify Bassano” CHAMPIONS & AMBASSADORS!

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

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

What is a “Beautify Bassano” Champion or Ambassador?



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

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

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

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

The “Communicators”

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

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

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

The “Doers”

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

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

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

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



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

Grid Action Plan and Measurement Matrix

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

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

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

“BEAUTIFY BASSANO” GRID ACTION PLAN & MEASUREMENT MATRIX

Date: _____ Informed Council (Y/N): _____ Enforcement Communication: _____

Matrix Score: _____ Commencement: _____ Public Communication: _____

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

Current State:

Supplement current state write-up with photos.

Desired End State:

Communication Strategy

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

The Town of Bassano will communicate the strategy as follows:

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

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

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

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

Appendix A

Community Standards Bylaw – to be added once approved.

Appendix B

Link to revised Land Use Bylaw once approved.

Appendix C

Bylaw Enforcement Priority - Private Lands Clean-up

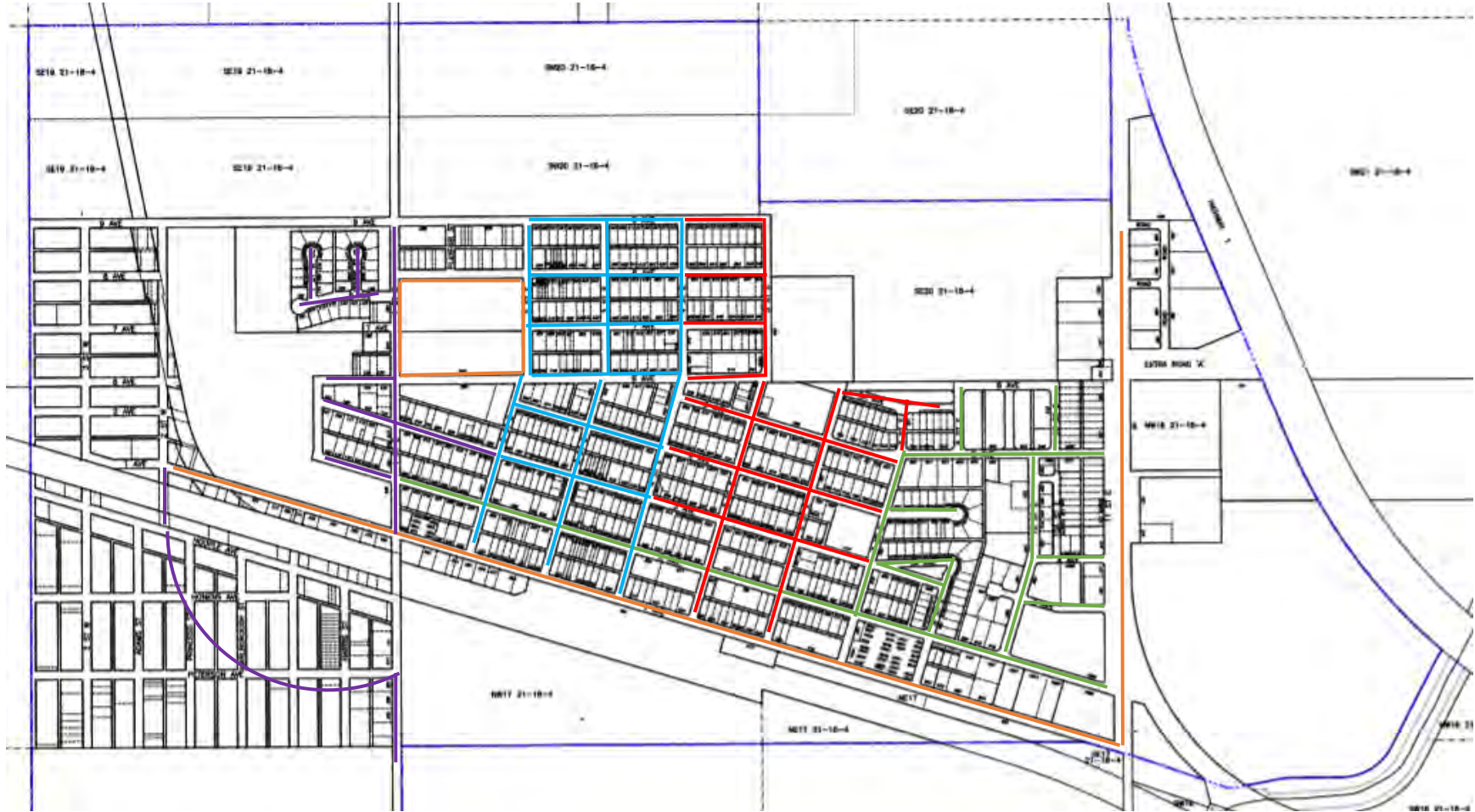
YEAR 1 (2019)

YEAR 3

YEAR 5

YEAR 2

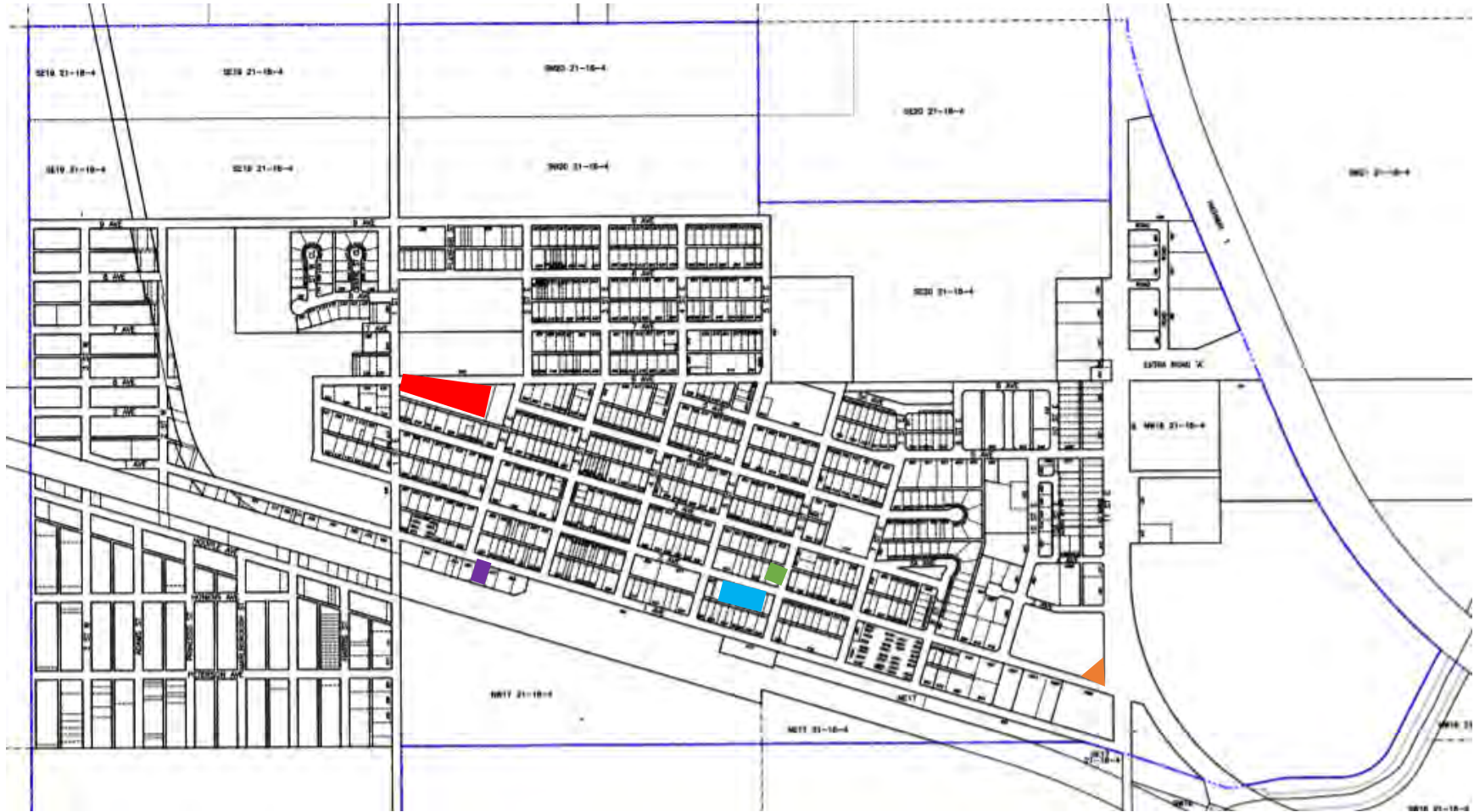
YEAR 4



Appendix C Continued

Publicly Owned Lands Clean-up

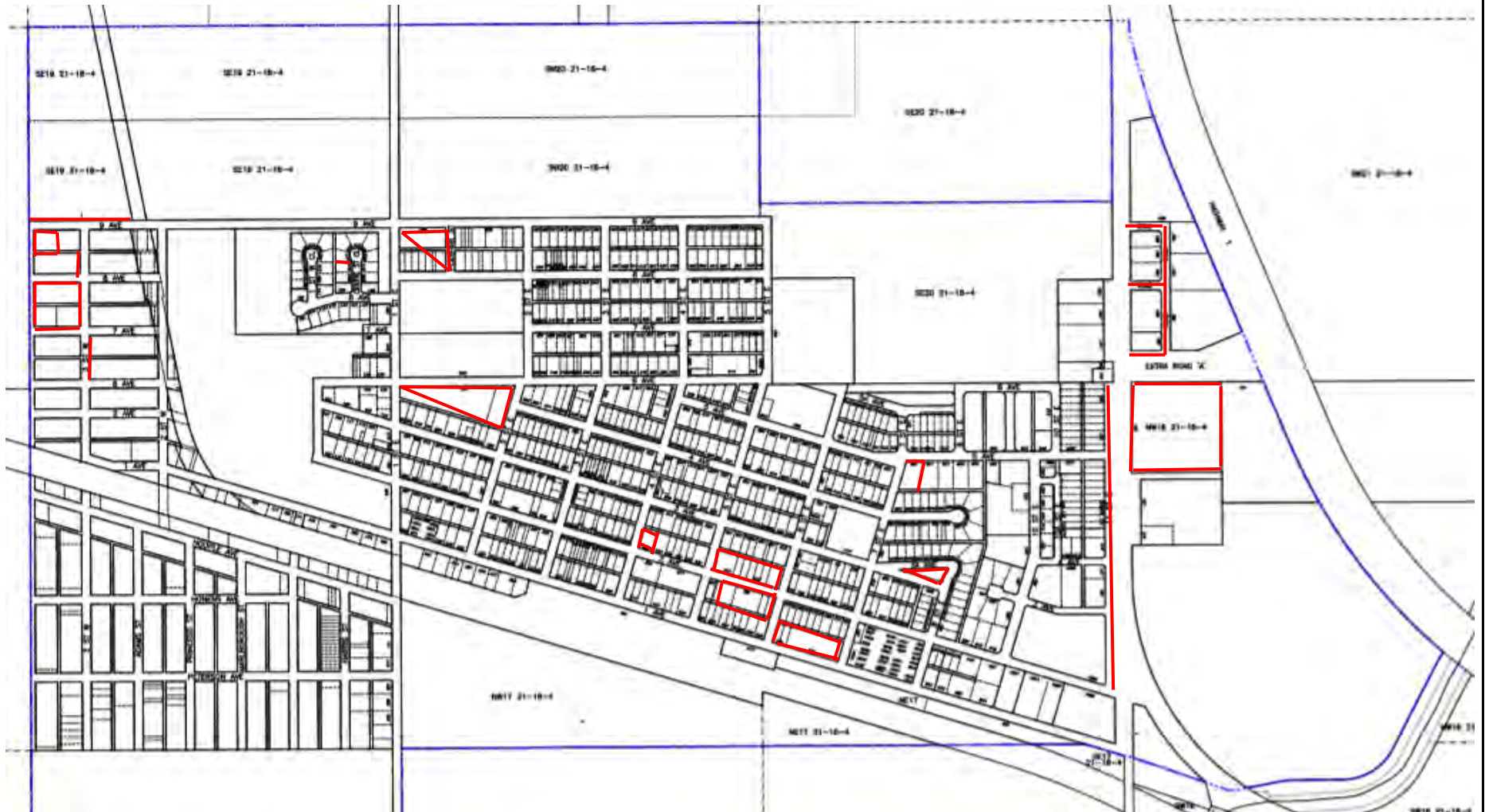
- YEAR 1 (2019) – Corner entry
- YEAR 3 – Campground
- YEAR 5 – Water tower
- YEAR 2 – Kinsmen Park
- YEAR 4 – Bike track



Appendix D

Contracted Weed Control – Public Lands

■ Annual Contract

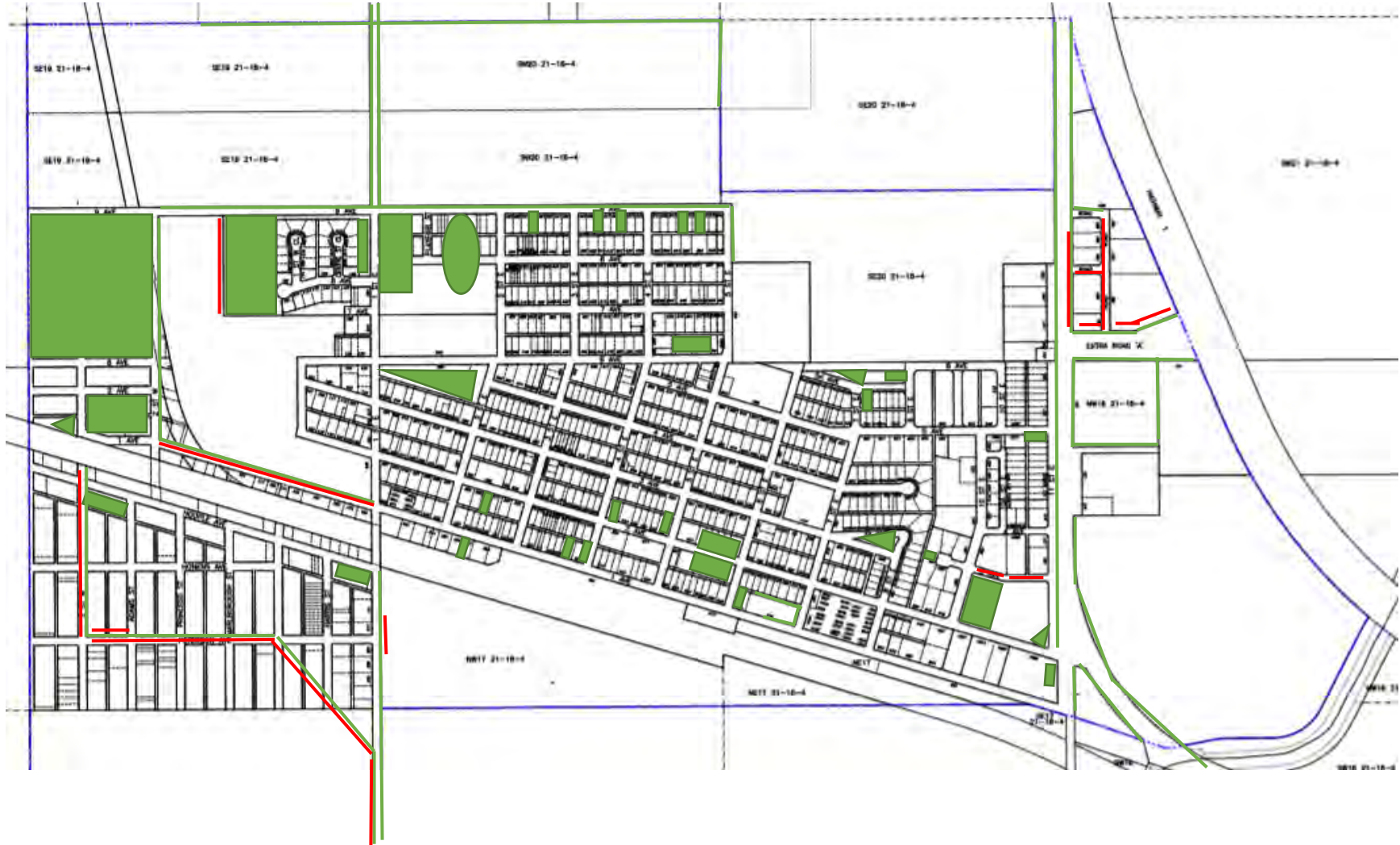


Appendix E

Bassano Public Works – Trim and Weed Eat on Public Lands

■ Culverts and Ditches

■ Greenspace

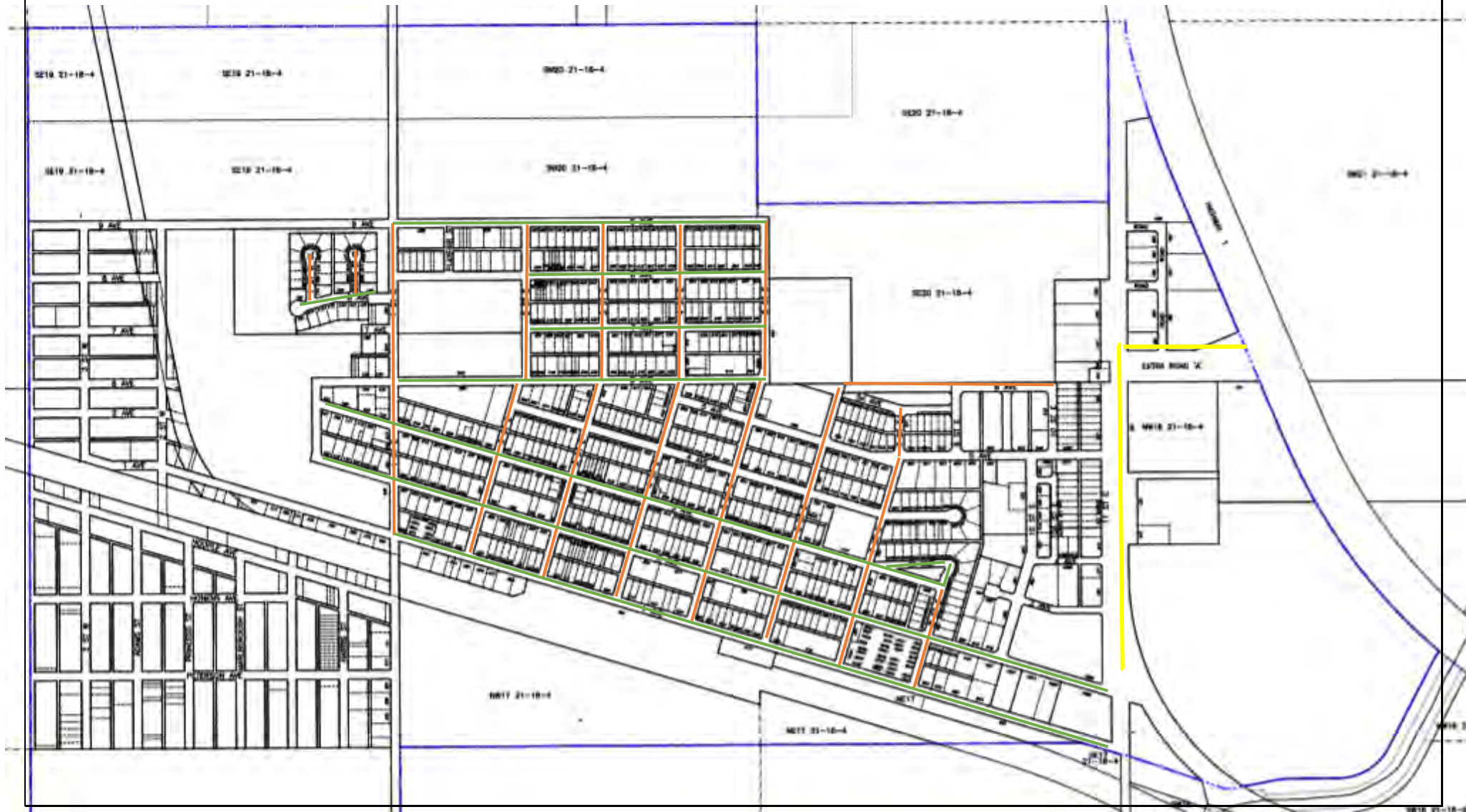


Appendix F

Bassano Public Works – Road Maintenance – Crack Filling

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

Annually (high traffic area)



Appendix F Continued

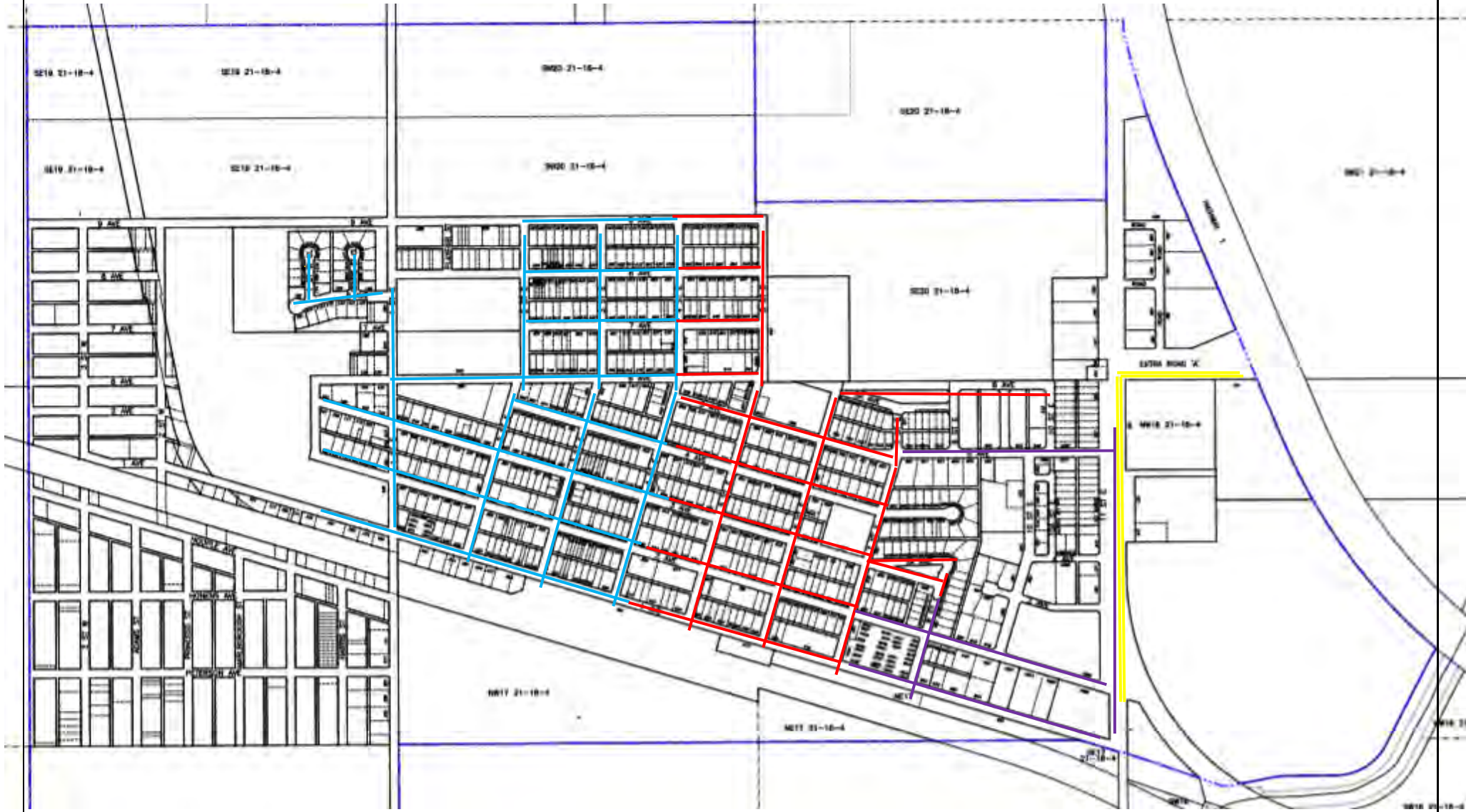
Bassano Public Works – Road Maintenance – Crack Filling

YEAR 3 – roadway

YEAR 5 - roadway

YEAR 4 – roadway

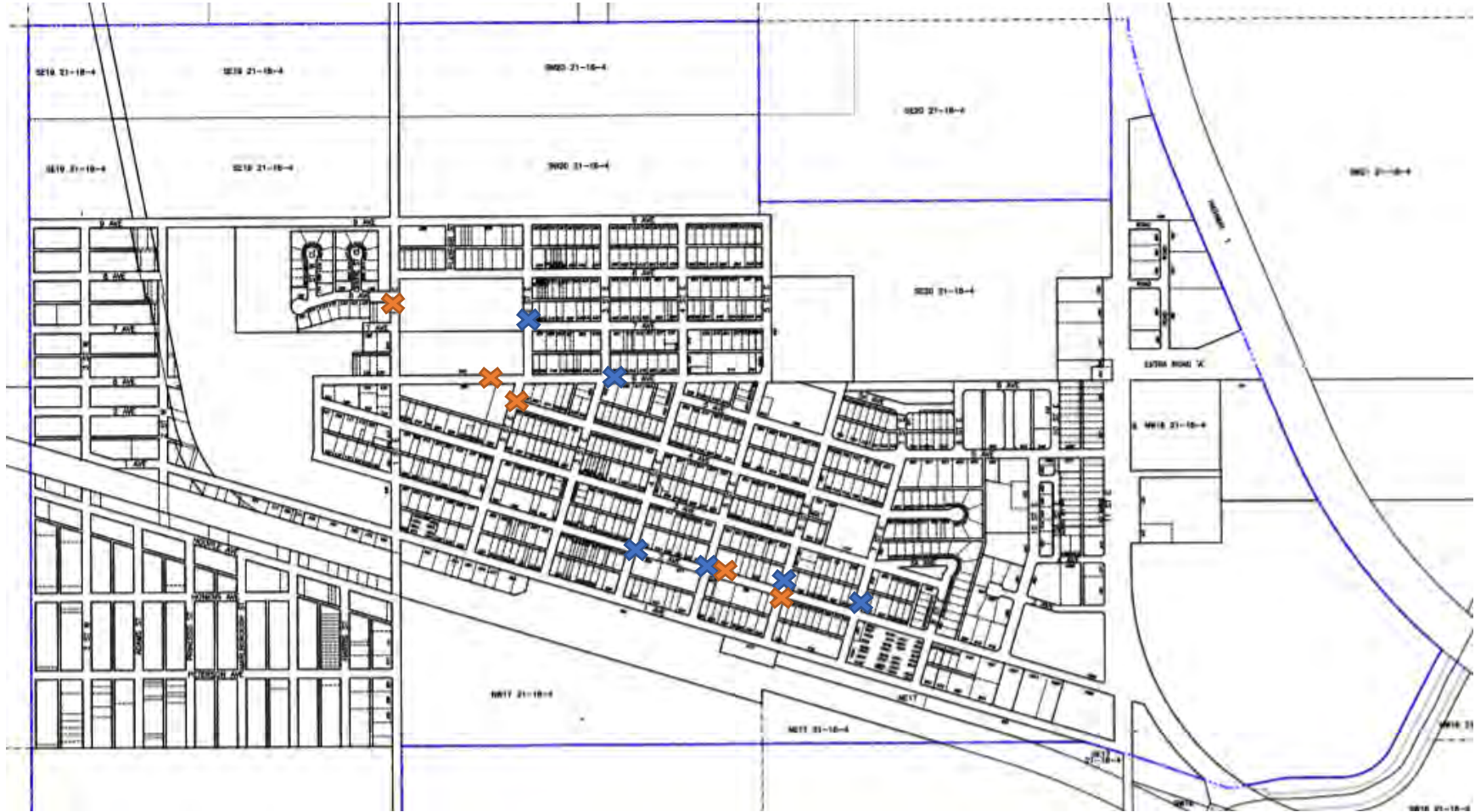
Annually (high traffic area)



Appendix G

Bassano Public Works - Highway Markings

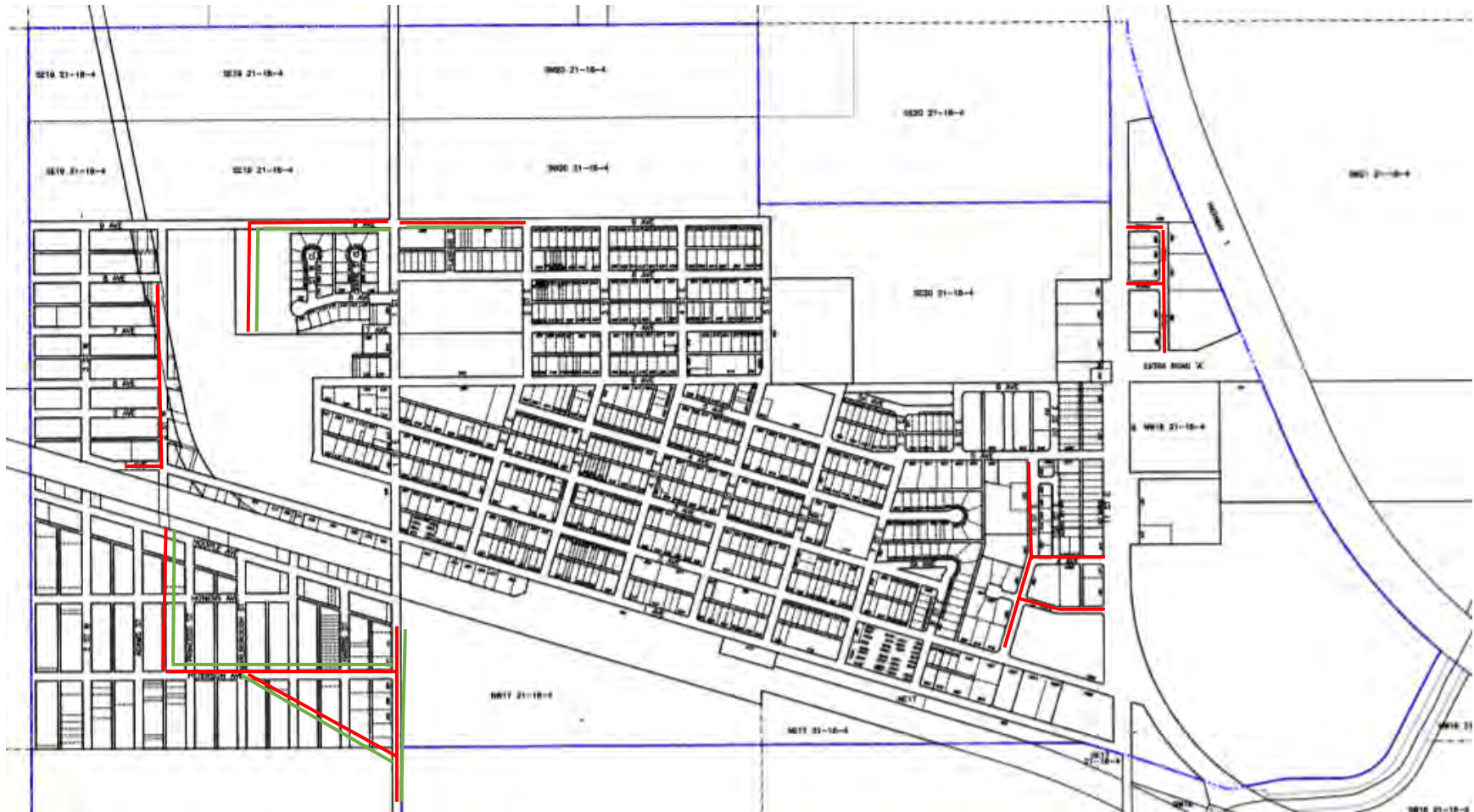
- ✕ Existing Crosswalk
- ✕ New Crosswalks (2019)



Appendix H

Bassano Public Works – Gravel Road Maintenance

- General Gravel Road Maintenance - grading
- Dust Suppressant



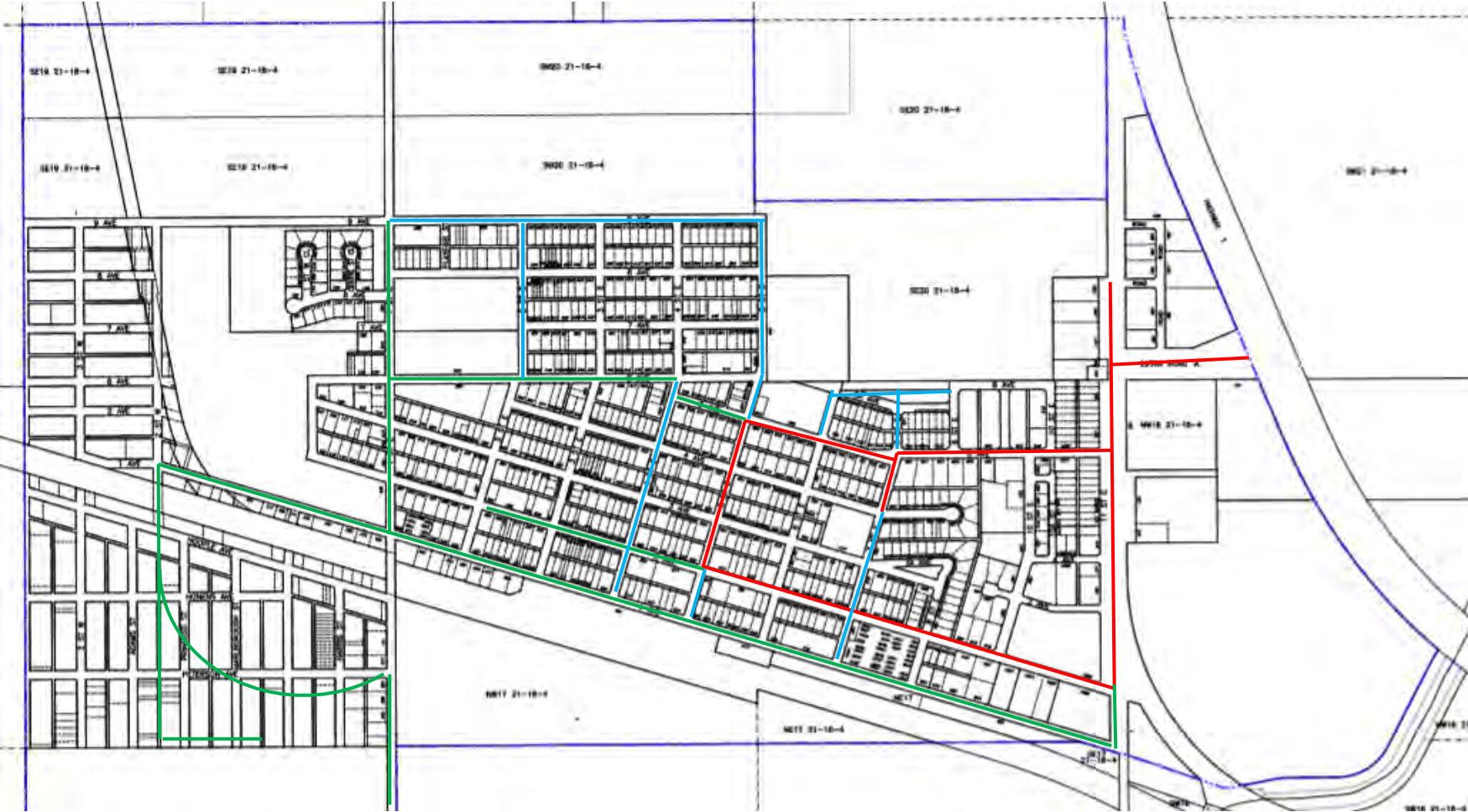
Appendix I

Bassano Public Works – Snow Removal Priority Schedule

■ Priority #1 – emergency access/safety route

■ Priority #3 – public assess and trouble spots

■ Priority #2 – public access

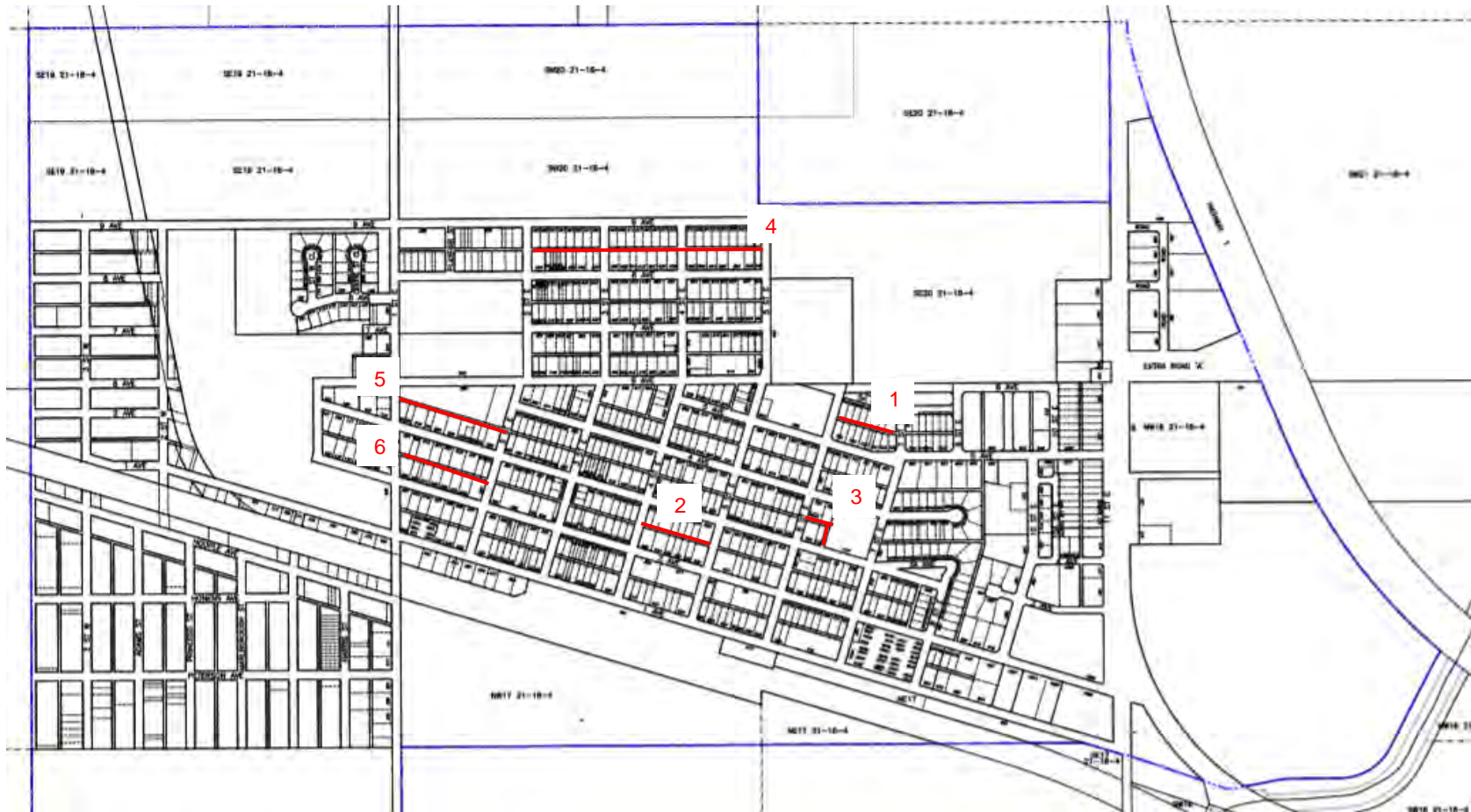


Appendix J

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

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

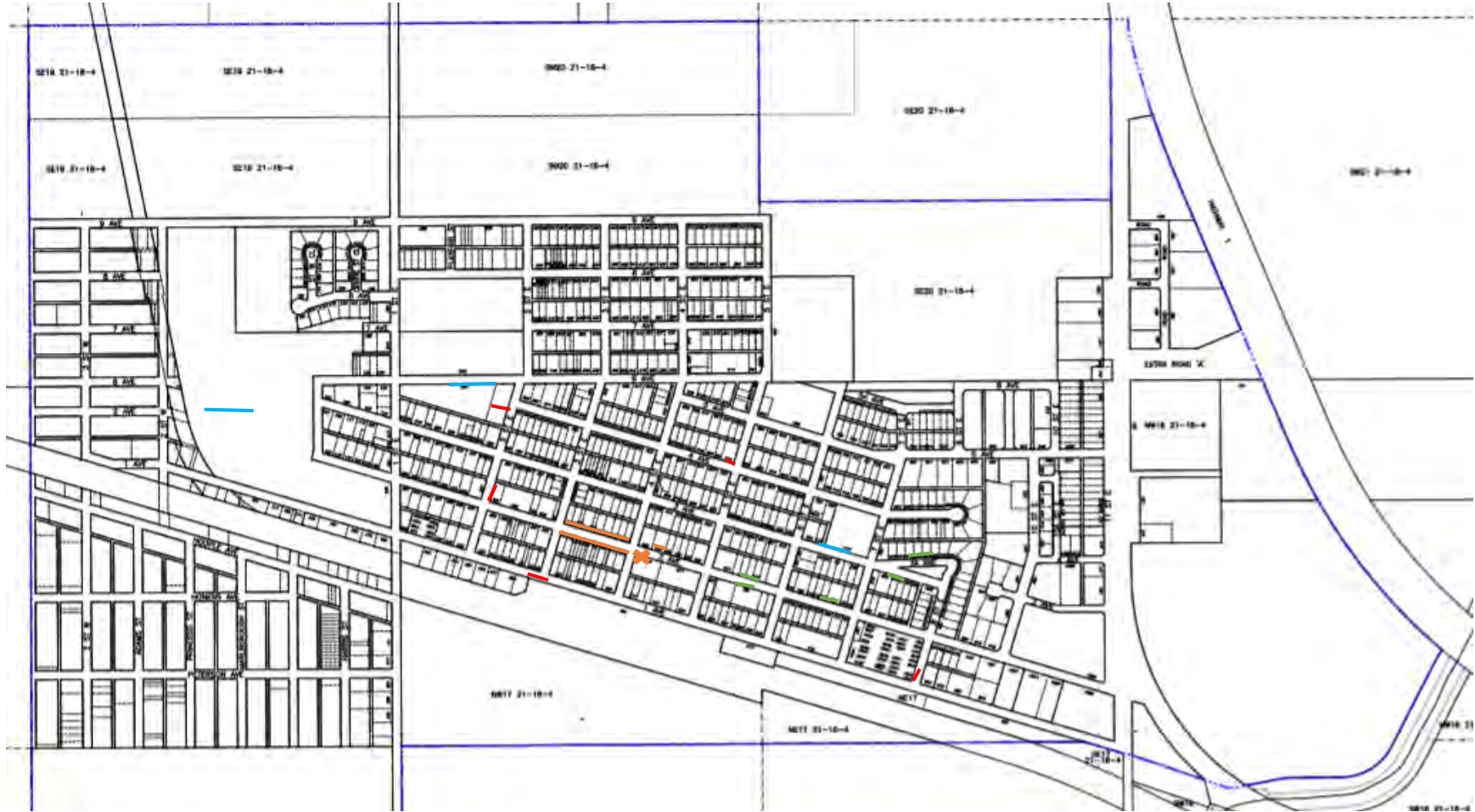
- Priority back alley's #1-6 (all others as needed at the discretion of the Public Works Supervisor)



Appendix K

Bassano Public Works - Sidewalks, Curbs and Gutters

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



Appendix L

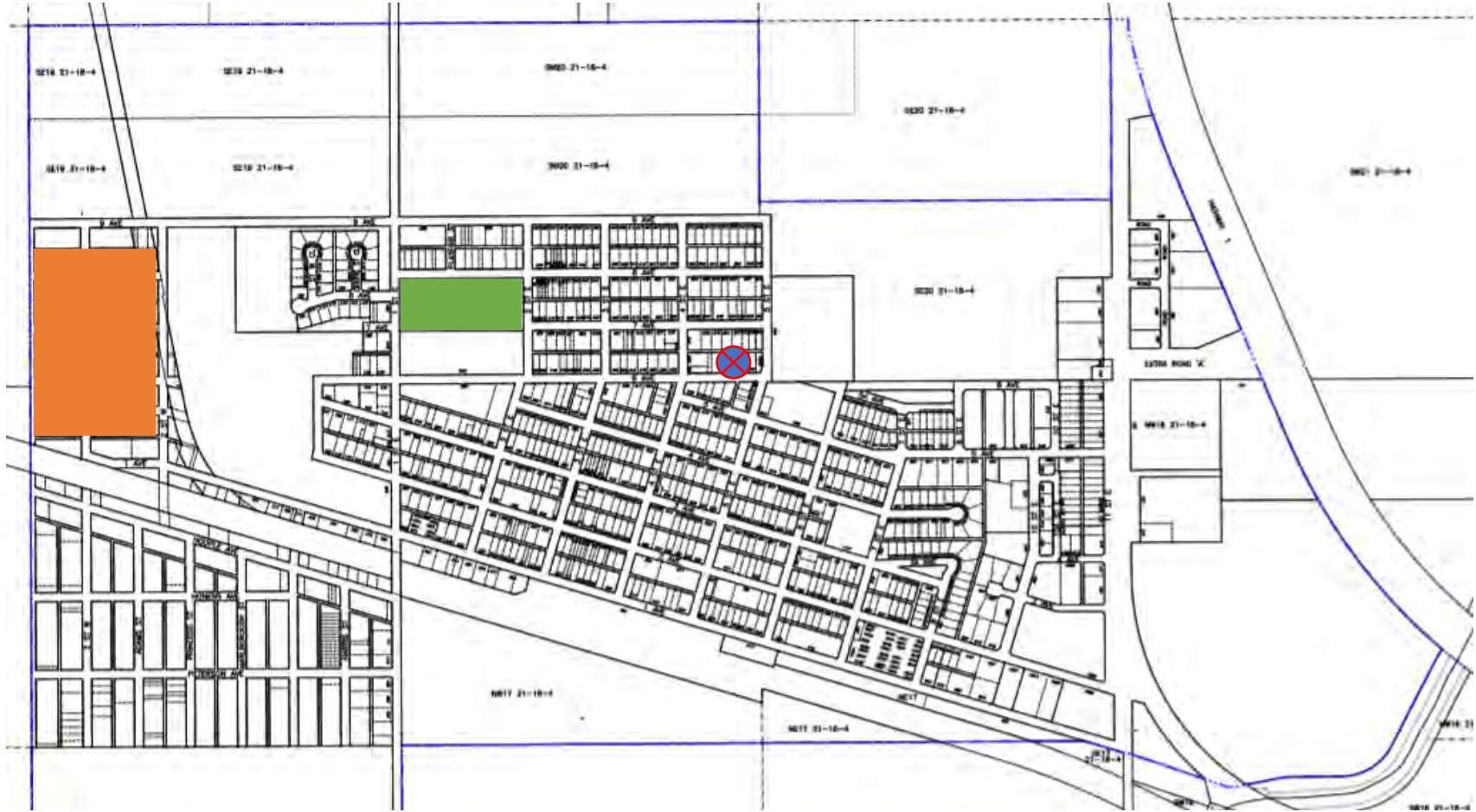
Bassano Public Works – Tree Replacement – Shelter Belt

■ YEAR 1 (2019) – rodeo grounds



Local Tree Farm

■ YEAR 2 – ball diamonds



Appendix M

Public Communication Efforts – Champions & Ambassadors

Champion/Ambassador Name

Authorization Number (issued by TOB)

Date

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

Information presented to the public (check all that apply)

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

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

Location of concern: _____

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

Office Use Only

Received by: _____

Date: _____

Actions taken: _____

Follow-up with Champion or Ambassador: _____

Champion/Ambassador Authorization No. _____

Appendix N

Public Assistance Task List

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

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

Priority Range

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

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

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

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

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

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

Appendix O

Public Assistance Task Directive

Date Issued

Task Completion Date

Volunteer Name/I.D.

Municipal Supervisor

PPE (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Safety Glasses | <input type="checkbox"/> Hardhat |
| <input type="checkbox"/> Steel Toed Footwear | <input type="checkbox"/> Gloves |
| <input type="checkbox"/> Reflective Vest | <input type="checkbox"/> Coveralls |
| <input type="checkbox"/> Ear Protection | <input type="checkbox"/> Other (specify) _____ |

Resource section to be completed by the municipality.

Resources Required	Resources Provided	Resources Returned

Location of Work

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

Work Completed (summarize the work completed by the Volunteer)

CAO Authorization

Date of Authorization

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

Appendix P

Public Assistance Waiver - Volunteer Agreement

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

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

Services

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

-
-
-
-
-

Term

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

The Volunteer Commits to:

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

Supervision

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

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

-
-

-
-
-
-

Emergency

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

Emergency Contact Name: _____

Emergency Contact Phone: _____

Indemnity and Release

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

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

Assumption of Risk and Waiver

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

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

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

Signature of Volunteer: _____

Date: _____

Name of Volunteer (print): _____

Signature of Witness: _____

Date: _____

Name of Witness (print): _____

If under age 18 at the time of registration:

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

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

Signature of Parent/Guardian: _____ Date: _____

Name of Volunteer (print): _____

Signature of Witness: _____ Date: _____

Name of Witness (print): _____

Approval/Reviews

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

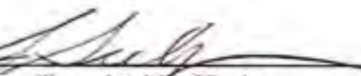
Approved on October 22, 2018 (motion 278/18) by:



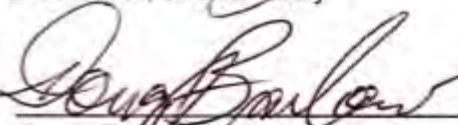
Mayor, Ron Wickson



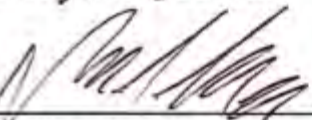
Deputy Mayor, Tom Rose



Councillor, Jackie Seely



Councillor, Doug Barlow



Councillor, John Slomp



Councillor, Kevin Jones



Councillor, Lynn MacWilliam

Date of Review	Amendments	Motion Number