



## **AGENDA**

REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON TUESDAY, MAY 25, 2021 AT 3:30 PM, IMMEDIATELY FOLLOWING THE SUBDIVISION AUTHORITY MEETING AT 3:30 PM.

	<b><u>MOTION</u></b>
<b>1. CALL TO ORDER</b>	
<b>2. ADOPTION OF THE AGENDA</b>	<b>X</b>
<b>3. ADOPTION OF THE MINUTES</b>	
ITEM No.3.1 Minutes of Regular Meeting of Council: May 10, 2021	<b>X</b>
<b>4. BUSINESS ARISING FROM THE MINUTES</b>	
<b>5. BYLAWS</b>	
ITEM No.5.1 Proposed 2021 Property Tax Rate Bylaw 16-2021	<b>X</b>
ITEM No.5.2 Proposed Supplementary Tax Rate Bylaw 17-2021	<b>X</b>
ITEM No.5.3 Proposed Nuisance and Unsightly Premises Bylaw 13-2021	<b>X</b>
<b>6. ACTION ITEMS</b>	
ITEM No.6.1 Destruction of Municipal Documents - Administrative Services	<b>X</b>
ITEM No.6.2 1st Quarter Financial Statements	<b>X</b>
ITEM No.6.3 Department Reports	<b>X</b>
ITEM No.6.4 Mayor and Councillor Reports (Verbal)	<b>X</b>
ITEM No.6.5 Standing Item - Council Requests	<b>X</b>
<b>7. DELEGATIONS</b>	
ITEM No.7.1 Request for Funding: Clearview Lodge Resident Advisory Council	<b>X</b>
ITEM No.7.2 Senior Rodeo Request	<b>X</b>
<b>8. MEDIA INQUIRIES</b>	



**9. CLOSED SESSION**

**X**

- ITEM No.9.1      Municipal Election 2021: Joint Election Agreement with Horizon School Division  
Closed Session to prevent disclosure of information related to contractual negotiations, in accordance with Section 25(1) of the Freedom of Information and Protection of Privacy Act.
- ITEM No.9.2      Municipal Election 2021: Joint Election Agreement with Holy Spirit Roman Catholic Separate Division (Ward 5)  
Closed Session to prevent disclosure of information related to contractual negotiations, in accordance with Section 25(1) of the Freedom of Information and Protection of Privacy Act.
- ITEM No.9.3      Chief Administrative Officer Performance Evaluation Model Discussion  
Closed Session to prevent disclosure of plans relating to the management of personnel that have not yet been implemented, in accordance with Section 24(1): Advice from officials of the Freedom of Information and Protection of Privacy Act (FOIPP).
- ITEM No.9.4      Discussion with Council  
Closed Session to prevent disclosure that could reasonably be expected to reveal consultations or deliberations involving officers of a public body, in accordance with Section 24(1): Advice from officials, of the Freedom of Information and Protection of Privacy Act.

**10. OPEN SESSION**

**X**

**11. CLOSE OF MEETING**

**X**



## Council Request for Decision

**Meeting Date:** May 25, 2021

**Subject:**

Minutes of Regular Meeting of Council: May 10, 2021

**Recommendation:**

Council adopts the minutes of the Regular Meeting of Council held on May 10, 2021, as presented.

**Background:**

Approval of minutes is in accordance with the *Municipal Government Act*, Section 208.

**Legislation / Authority:**

Municipal Government Act, Section 208(1)(a)(c).

**Strategic Plan Alignment:**

N/A

**Financial Implication:**

N/A

**Service Level / Staff Resource Implication:**

N/A

**Justification:**

Approval of minutes is in accordance with the *Municipal Government Act*, Section 208.



**Alternative(s):**

Council adopts the minutes of the Regular Meeting of Council held on May 10, 2021, as amended.

**Attachment(s):** Minutes

**APPROVALS:**

**Originated By:**  
Raeanne Keer

**Chief Administrative Officer (CAO) or Designate:** \_\_\_\_\_

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, MAY 10, 2021, AT 3:30 PM.

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**Mayor**

Andrew Prokop

**Councillors**

Garth Bekkering

Jack Brewin

Carly Firth

Mark Garner

Joe Strojwas

**Co-Chief Administrative Officers**

John Orwa

Gary Scherer

**Staff**

Meghan Brennan

Erica Dam

Ramez Ibrahiem

Kerry Van Ham (Via teleconference)

Donna Weiss

**CALL TO ORDER**

Mayor Prokop called the meeting to Order at 3:30 PM.

**ADOPTION OF THE AGENDA**

Mayor Prokop inquired if there were any additions or deletions to the Agenda.

RES. 218/2021      MOVED by Councillor Strojwas that Council adopts the Agenda, as amended, to allow for the opportunity to undertake Closed Session items prior to the timing of Delegations at 5:00 PM.

CARRIED UNANIMOUSLY

133/2021

Meeting Date  
5/10/2021

## **ADOPTION OF THE MINUTES**

### **1) Minutes of Regular Meeting of Council: April 26, 2021**

RES. 219/2021      MOVED by Councillor Garner that Council adopts the minutes of the Regular Meeting of Council held on April 26, 2021, as presented.

CARRIED UNANIMOUSLY

## **BUSINESS ARISING FROM THE MINUTES**

None.

## **BYLAWS**

### **1) Proposed Long Term Borrowing - The Meadows of Taber Manufactured Housing Project Bylaw 15-2021**

E. Dam, Finance Officer, presented proposed Long Term Borrowing – The Meadows of Taber Manufactured Housing Project Bylaw 15-2021 to Council.

RES. 220/2021      MOVED by Councillor Firth that Council gives First Reading to Long Term Borrowing – The Meadows of Taber Manufactured Housing Project Bylaw 15-2021.

CARRIED UNANIMOUSLY

## **ACTION ITEMS**

### **1) Seniors' Week 2021 Community Declaration**

K. Van Ham, Administrative Services Manager, presented correspondence from the Ministry of Seniors and Housing requesting Council to join the Province of Alberta in declaring June 7-13, 2021 Seniors' Week in the Town of Taber.

## **ACTION ITEMS – CONT'D**

### **1) Seniors' Week 2021 Community Declaration – CONT'D**

RES. 221/2021      MOVED by Councillor Garner that Council in honour of the past, present, and future contributions of the seniors of this community and throughout Alberta, hereby declares June 7-13, 2021 to be Seniors' Week in the Town of Taber.

CARRIED UNANIMOUSLY

### **2) Destruction of Municipal Payroll Documents**

D. Weiss, Finance Manager, stated that Administration is requesting approval to destroy municipal payroll documents, as identified in the attached list, in accordance with Schedule A of the Retention of Municipal Documents By-law No. 10-99.

RES. 222/2021      MOVED by Councillor Firth that Council approves the destruction of the Municipal payroll documents identified in the attached list per the retention period in years identified in Schedule A of the By-law No. 10-99 Retention of Municipal Documents.

CARRIED UNANIMOUSLY

### **3) Standing Item - Council Requests**

J. Orwa, Interim Chief Administrative Officer, presented the Standing Item – Council Requests Action Item listing to Council.

Council discussed requesting the Traffic Committee to consider a pedestrian crosswalk flashing lights at 50<sup>th</sup> Avenue and Westview Gate Boulevard.

Council made no motions at this time.

## **ACTION ITEMS – CONT'D**

### **3) Standing Item - Council Requests – CONT'D**

RES. 223/2021      MOVED by Councillor Bekkering that Council moves into Closed Session to prevent the disclosure:

- That could reasonably be expected to reveal consultations or deliberations involving officers of a public body, in accordance with Section 24(1): Advice from officials; and,
- Of plans relating to the management of personnel that have not yet been implemented, in accordance with Section 24(1): Advice from officials of the *Freedom of Information and Protection of Privacy Act*.

CARRIED UNANIMOUSLY AT 3:41 PM

## **CLOSED SESSION**

### **3) Discussion with Council**

**Closed Session to prevent disclosure that could reasonably be expected to reveal consultations or deliberations involving officers of a public body, in accordance with Section 24(1): Advice from officials, of the *Freedom of Information and Protection of Privacy Act*.**

Pursuant to Section 197(6) of the *Municipal Government Act*, there were the following members of Administration in attendance for Agenda Item 9.3) Discussion with Council: J. Orwa, Interim Chief Administrative Officer and Director of Finance, G. Scherer, Interim Chief Administrative Officer and Director of Engineering and Public Works, K. Van Ham, Administrative Services Manager, and M. Brennan, Communications and Project Coordinator.



## CLOSED SESSION – CONT'D

- 1) Chief Administrative Officer Recruitment Discussion That Council takes the meeting into Closed Session to prevent disclosure of plans relating to the management of personnel that have not yet been implemented, in accordance with Section 24(1): Advice from officials of the *Freedom of Information and Protection of Privacy Act*.**

Pursuant to Section 197(6) of the *Municipal Government Act*, there were the following members of Administration in attendance for Agenda Item 9.1) Chief Administrative Officer Recruitment Discussion: J. Orwa, Interim Chief Administrative Officer and Director of Finance, G. Scherer, Interim Chief Administrative Officer and Director of Engineering and Public Works, K. Glover, representative from HumanEdge, L. Youngberg and A. Nelson, representatives from Leaders International, and E. Goerzen and L. Hayes, representatives from Hire Standards.

RES. 224/2021 MOVED by Councillor Firth that Council reconvenes into Open Session.

CARRIED UNANIMOUSLY AT 5:04 PM

## DELEGATIONS

- 1) St. Mary's School Micro Apiary: Request for Bylaw Amendment**

M. DeJong, Principal of St. Mary's School, presented a request to amend Exotic Animal Bylaw 9-2020 to allow apiaries for educational programs and purposes within the Town of Taber. He stated that an apiary at St. Mary's School would allow an agricultural component to be developed within their career and technology curriculum. He specified that the current career and technology programs are heavily focused on trades and science, but that it has been difficult to tap into the agricultural industry.

## DELEGATIONS – CONT'D

### 1) St. Mary's School Micro Apiary: Request for Bylaw Amendment – CONT'D

Mr. DeJong stated that the program would be set to start with the next school year and would allow students to have a hands on approach to understand the rhythms of nature and the science in person. He stated that the school board, their legal team, and the insurance provider have been wholly supportive of persuing this new program.

Council discussed the impact of an apiary on neighboring properties and the perceived potential liabilities.

MOVED by Councillor Firth that Council requests Administration to undertake a review of the Exotic Animal Bylaw 9-2020 to bring back amendments for Council's further consideration of educational program apiaries within the Town of Taber; and,

Requests St. Mary's School to canvas their neighbours.

Mayor Prokop suggested a friendly amendment that St. Mary's School also get school board clarification.

Councillor Firth accepted the friendly amendment.

RES. 225/2021

MOVED by Councillor Firth that Council requests Administration to undertake a review of the Exotic Animal Bylaw 9-2020 to bring back amendments for Council's further consideration of educational program apiaries within the Town of Taber; and,

Requests St. Mary's School to canvas their neighbours and obtain school board clarification.

CARRIED

## MEDIA INQUIRIES

None.

RES. 226/2021      MOVED by Councillor Brewin that Council moves into Closed Session to prevent the disclosure:

- That could reasonably be expected to reveal consultations or deliberations involving officers of a public body, in accordance with Section 24(1): Advice from officials; and,
- Of proposed plans, policies or projects of the public body which could reasonably be expected to result in disclosure of a pending policy or budgetary decision, in accordance with Section 24(1) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED UNANIMOUSLY AT 5:19 PM

## CLOSED SESSION

### 2) Preliminary Municipal Tax Rates

**Closed Session to prevent disclosure of proposed plans, policies or projects of the public body which could reasonably be expected to result in disclosure of a pending policy or budgetary decision, in accordance with Section 24(1) of the *Freedom of Information and Protection of Privacy Act*.**

Pursuant to Section 197(6) of the *Municipal Government Act*, there were the following members of Administration in attendance for Agenda Item 9.2) Preliminary Municipal Tax Rates: J. Orwa, Interim Chief Administrative Officer and Director of Finance, and G. Scherer, Interim Chief Administrative Officer and Director of Engineering and Public Works.

## CLOSED SESSION

### 3) Discussion with Council

**Closed Session to prevent disclosure that could reasonably be expected to reveal consultations or deliberations involving officers of a public body, in accordance with Section 24(1): Advice from officials, of the *Freedom of Information and Protection of Privacy Act*.**

Pursuant to Section 197(6) of the *Municipal Government Act*, there were the following members of Administration in attendance for Agenda Item 9.3) Discussion with Council: J. Orwa, Interim Chief Administrative Officer and Director of Finance, and G. Scherer, Interim Chief Administrative Officer and Director of Engineering and Public Works.

## OPEN SESSION

RES. 227/2021      MOVED by Councillor Garner that Council reconvenes into Open Session.

CARRIED UNANIMOUSLY AT 6:15 PM

RES. 228/2021      MOVED by Councillor Brewin that Council requests Administration to engage Hire Standard for recruitment services for a Chief Administrative Officer for the Town of Taber.

CARRIED UNANIMOUSLY

Councillor Bekkering abstained from voting on RES. 228/2021 due to a conflict of interest, and no further reason was provided.

RES. 229/2021      MOVED by Councillor Firth that Council accepts the proposed municipal tax rates for information purposes.

CARRIED UNANIMOUSLY

**CLOSE OF MEETING**

RES. 230/2021      MOVED by Councillor Garner that this Regular Meeting of Council is hereby Closed.

CARRIED UNANIMOUSLY AT 6:18 PM

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
INTERIM CHIEF ADMINISTRATIVE OFFICER

DRAFT

## Council Request for Decision

**Meeting Date: May 25, 2021**

**Subject:**

Proposed 2021 Property Tax Rate Bylaw 16-2021

**Recommendation:**

1. That Council gives First Reading to Bylaw 16-2021 being the Property Tax Rate Bylaw for the Town of Taber, at this meeting.
2. That Council gives Second Reading to Bylaw 16-2021 being the Property Tax Rate Bylaw of the Town of Taber, at this meeting.
3. That Council unanimously agrees to proceed with Third and Final reading to Bylaw 16-2021 being the Property Tax Rate Bylaw of the Town of Taber, at this meeting.
4. That Council gives Third and Final reading to Bylaw 16-2021 being the Property Tax Rate Bylaw for the Town of Taber, at this meeting.

**Background:**

The 2021 property tax rates have been calculated using the assessment roll provided by the Town's Assessor to raise the required revenues for both municipal needs and requisition purposes. This roll provides a breakdown by assessment class for all properties within the town. The assessor also provides us with a breakdown of all assessment increases / (decreases) due to development growth as well as increases / (decreases) due to market change (inflation / (deflation).

The proposed school tax rates are calculated based on the overall education requisition required by the Province. This requisition is broken into Residential and Farmland, Non-Residential, and Machinery & Equipment for both the public and separate school systems. Note that Machinery & Equipment as well as Co-generation equipment are exempt from school taxes.

The senior tax rate is calculated based on the proportion that the Town's equalized assessment bears to the total of the equalized assessments of the four participating municipalities and the requisition required by Taber & District Housing.

This Bylaw incorporates the MD Rates necessary to levy taxes for the Annexed land as directed by Orders in Council.

Administration is requesting that Council give three readings to the Bylaw at this meeting.



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**Legislation / Authority:**

Sections 353 and 354 of the MGA

**Strategic Plan Alignment:**

Define and Practice Good Governance

**Financial Implication:**

The property tax rate bylaw provides the Town the means to raise sufficient funding to ensure budgeted programs and service levels can be provided.

**Service Level / Staff Resource Implication:**

Existing staff resources

**Justification:**

Sections 353 and 354 of the MGA

**Alternative(s):**

That Council does not approve Bylaw No. 16-2021 being the Property Tax Rate Bylaw for the Town of Taber, at this meeting and directs administration to amend the Bylaw as follows: \_\_\_\_\_.

**Attachment(s):** Proposed Property Tax Bylaw 16-2021  
2021 Proposed Tax Rate Summary  
2021 Draft MD Tax Rate Bylaw

**APPROVALS:**

**Originated By:** John Orwa

**Chief Administrative Officer (CAO) or Designate:** \_\_\_\_\_

**TOWN OF TABER  
BYLAW NO. 16-2021**

**A BYLAW OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE TOWN OF TABER FOR THE 2021 TAXATION YEAR.**

**WHEREAS**, the Council of the Town of Taber shall, by Bylaw, authorize the levying of taxes at such uniform rates as the Council deems sufficient to produce the amount of revenue required; and

**WHEREAS**, the operating expenditures and transfers of the Town of Taber are estimated at \$25,312,847 for the period of January 1, 2021 to December 31, 2021; and

**WHEREAS**, the operating revenues and transfers from all other sources other than property taxation for the same period are estimated to be \$15,625,684, and the balance of \$9,687,163 is to be raised by general municipal taxes; and

**WHEREAS**, the tax rate to be established on certain areas annexed to the Town of Taber is set by the Orders in Council under which the said areas were annexed to the Town;

**WHEREAS**, the property tax rate in this Bylaw shall be referred to as the tax rate, as defined in of the Municipal Government Act, times 1,000, and

**WHEREAS**, the requisitions are:

<b>Alberta School Foundation Fund &amp; Holy Spirit RCSCRD # 4</b>	
Residential and Farmland	\$1,903,299
Non-Residential	\$914,373
2020 Over Levy	<u>-\$56</u>
<b>Total</b>	<b>\$2,817,616</b>
<b>Senior Foundation</b>	\$122,489
2020 Over Levy	<u>- \$196</u>
<b>Total</b>	<b>\$122,293</b>
<b>DIP Requisition</b>	<b>\$1,721</b>



**TOWN OF TABER  
BYLAW NO. 16-2021**

**WHEREAS**, the Council of the Town of Taber is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and requisitions; and

**WHEREAS**, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act; and

**WHEREAS**, the assessed value of all taxable property in the Town of Taber as shown on the assessment roll is:

	<u>Assessment</u>
Residential and Farmland	\$724,169,170
Non-Residential	\$243,737,160
Machinery and Equipment	\$ 65,307,030
Annexed Residential	\$1,554,310
Annexed Farmland	\$270
Annexed Non-Residential	\$4,755,080
Annexed M&E	<u>\$2,666,440</u>
<b>Total</b>	<b>\$1,042,189,460</b>

**NOW THEREFORE** under the authority of the Municipal Government Act, the Council of the Town of Taber, in the Province of Alberta, in regular session duly assembled, hereby enacts as follows:

1. That this Bylaw shall be known as the Property Tax Bylaw.
2. That the Operating Budget has been adopted for the 2021 calendar year.
3. That the Chief Administrative Officer be and is hereby empowered, authorized and required to levy the following property tax rates on the assessed value of all lands, buildings and improvements shown on the Assessment and Tax Roll of the Town of Taber for the year 2021:

	<u>Tax Levy</u>	<u>Assessment</u>	<u>Tax Rate</u>
<b>General Municipal</b>			
Residential and Farmland	\$5,811,602	724,169,170	8.0252
Non-Residential	\$3,892,782	309,044,190	12.5962
Annexed Residential	\$6,060	1,554,310	3.8991
Annexed Farmland	\$2	270	9.0850
Annexed Non-Residential	\$45,581	4,755,080	9.5858
Annexed M&E	<u>\$25,560</u>	2,666,440	9.5858
<b>Total Municipal Taxes</b>	<b>\$9,781,587</b>		
Payment (Annexed Land-MD)	-\$77,204		

**TOWN OF TABER  
BYLAW NO. 16-2021**

GIL Payment Reduction	<u>-\$17,212</u>
<b>Net Municipal Taxes</b>	<b>\$9,687,171</b>

**ASFF &**

**Holy Spirit RCSR #4**

Residential and Farmland	\$1,899,423	724,169,170	2.6229
Non-Residential	\$894,599	239,646,090	3.7330
Annexed Res. And Farmland	\$3,991	1,554,580	2.5670
Annexed Non-Res.	<u>\$19,606</u>	4,755,080	4.1232
	<b>\$2,817,619</b>		

**Seniors Foundation**

Res. and Non-Res	\$121,182	1,029,582,460	0.1177
Annexed Land	<u>\$1,132</u>	8,976,100	0.1261
	<b>\$122,314</b>		

**DIP Requisition**

Non-Res	\$1,232	16,089,770	0.0766
Annexed Land	<u>\$489</u>	6,384,020	0.0766
	<b>\$1,721</b>		

4. That a penalty of six percent (6%) shall be added on all current taxes remaining unpaid, including local improvement taxes remaining unpaid, after **September 30<sup>th</sup>, 2021**.
5. That an additional penalty of six percent (6%) shall be added on all current taxes remaining unpaid, including local improvement taxes remaining unpaid, after **October 31<sup>st</sup>, 2021**.
6. That a penalty of twelve percent (12%) shall be added on to all amalgamated outstanding taxes and related costs that remain unpaid after December 31, 2021 and shall be added on the first working day of **January 2022**.
7. That payment must be made by cash, debit card, online banking, money order, Option Pay, accepted cheque or draft (draft payable at par), Taber, Alberta.
8. That the assessment notice and the tax notice relating to the same property shall be combined on one notice.
9. That any complaint regarding the assessment notice must be lodged within **60 days from the notice of assessment date**.

**TOWN OF TABER  
BYLAW NO. 16-2021**

10. If any section of this Bylaw is found to be invalid by a court of law, it will be severed from the Bylaw and the remainder of the Bylaw shall remain in effect.
  
11. This Bylaw shall take effect on the day of the final passing and the signatures of the chief elected official and duly authorized designated officer thereof.

Read a first time this \_\_\_ day of May 2021.

Read a second time this \_\_\_ day of May 2021.

Read a third time and finally passed this \_\_\_ day of May 2021.

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**CHIEF ADMINISTRATIVE OFFICER**

**Town of Taber  
Proposed 2021 Property Tax Rates**

<b>Residential and Farmland</b>						
	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Increase (Decrease)</b>
Municipal	7.3461	7.5574	7.7086	7.8552	8.0252	2.16%
School	2.4843	2.5045	2.6398	2.3481	2.6229	11.70%
Seniors	0.1036	0.0922	0.1002	0.1037	0.1177	13.50%
<b>Total Tax Rate</b>	<b>9.9340</b>	<b>10.1541</b>	<b>10.4486</b>	<b>10.3070</b>	<b>10.7658</b>	<b>4.45%</b>

<b>Non-Residential</b>						
	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Increase (Decrease)</b>
Municipal	11.6561	11.8458	12.0831	12.3251	12.5962	2.20%
School	3.5508	3.6777	3.9199	3.5641	3.7330	4.74%
Seniors	0.1036	0.0922	0.1002	0.1037	0.1177	13.50%
<b>Total Tax Rate</b>	<b>15.3105</b>	<b>15.6157</b>	<b>16.1032</b>	<b>15.9929</b>	<b>16.4469</b>	<b>2.84%</b>

<b>Machinery &amp; Equipment</b>						
	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Increase (Decrease)</b>
Municipal	11.6561	11.8458	12.0831	12.3251	12.5962	2.20%
School	0.0000	0.0000	0.0000	0.0000	0.0000	0.00%
Seniors	0.1036	0.0922	0.1002	0.1037	0.1177	13.50%
<b>Total Tax Rate</b>	<b>11.7597</b>	<b>11.9380</b>	<b>12.1833</b>	<b>12.4288</b>	<b>12.7139</b>	<b>2.29%</b>

<b>GIL Non Residential - Municipal Tax Only</b>						
	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Increase (Decrease)</b>
Municipal	11.6561	11.8458	12.0831	12.3251	12.5962	2.20%
<b>Total Tax Rate</b>	<b>11.6561</b>	<b>11.8458</b>	<b>12.0831</b>	<b>12.3251</b>	<b>12.5962</b>	<b>2.20%</b>

Non Residential DIP						
	2017	2018	2019	2020	2021	Increase (Decrease)
Municipal	11.6561	11.8458	12.0831	12.3251	12.5962	2.20%
School	3.5508	3.6777	3.9199	3.5641	3.7330	4.74%
Seniors	0.1036	0.0922	0.1002	0.1037	0.1177	13.50%
DIP Requisition	0.0000	0.0341	0.0786	0.0760	0.0766	0.79%
<b>Total Tax Rate</b>	15.3105	15.6498	16.1818	16.0689	16.5235	2.83%

Machinery & Equipment DIP						
	2017	2018	2019	2020	2021	Increase (Decrease)
Municipal	11.6561	11.8458	12.0831	12.3251	12.5962	2.20%
School	0.0000	0.0000	0.0000	0.0000	0.0000	0.00%
Seniors	0.1036	0.0922	0.1002	0.1037	0.1177	13.50%
DIP Requisition	0.0000	0.0341	0.0786	0.0760	0.0766	0.79%
<b>Total Tax Rate</b>	11.7597	11.9721	12.2619	12.5048	12.7905	2.28%

Annexed Land Residential					
	2017	2018	2019	2020	2021
Municipal				3.8226	3.8991
School				2.5909	2.5670
Seniors				0.1189	0.1261
<b>Total Tax Rate</b>	0.0000	0.0000	0.0000	6.5324	6.5922

Annexed Land Farmland					
	2017	2018	2019	2020	2021
Municipal				8.4511	9.0850
School				2.5909	2.5670
Seniors				0.1189	0.1261
<b>Total Tax Rate</b>	0.0000	0.0000	0.0000	11.1609	11.7781

<b>Annexed Land Non-Residential</b>					
	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Municipal				9.3978	9.5858
School				3.7393	4.1232
Seniors				0.1189	0.1261
<b>Total Tax Rate</b>	0.0000	0.0000	0.0000	13.2560	13.8351

<b>Annexed Land Non-Residential DIP</b>					
	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Municipal				9.3978	9.5858
School				3.7393	4.1232
Seniors				0.1189	0.1261
DIP				0.0760	0.0766
<b>Total Tax Rate</b>	0.0000	0.0000	0.0000	13.3320	13.9117

<b>Annexed Land M&amp;E</b>					
	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Municipal				9.3978	9.5858
School				0.0000	0.0000
Seniors				0.1189	0.1261
<b>Total Tax Rate</b>	0.0000	0.0000	0.0000	9.5167	9.7119

<b>Annexed Land M&amp;E DIP</b>					
	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Municipal				9.3978	9.5858
School				0.0000	0.0000
Seniors				0.1189	0.1261
DIP				0.0760	0.0766
<b>Total Tax Rate</b>	0.0000	0.0000	0.0000	9.5927	9.7885

Bylaw No. 1975

**BEING A BYLAW OF THE MUNICIPAL DISTRICT OF TABER IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE MUNICIPAL DISTRICT OF TABER FOR THE 2021 TAXATION YEAR**

**WHEREAS** pursuant to section 353(1) of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, A Council must pass a property tax bylaw annually;

**AND WHEREAS** the Municipal District of Taber has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the council meeting held on April 27, 2021;

**AND WHEREAS**, the estimated municipal expenditures and transfers set out in the budget for the Municipal District of Taber for 2021 total \$ 38,590,471.00;

**AND WHEREAS**, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$ 23,176,938.50, and the balance of \$15,413,532.50 is to be raised by general municipal taxation;

**AND WHEREAS**, the requisitions are:

Alberta School Foundation Fund (ASFF)	
Residential/Farm land	\$ 1,979,858.83
Non-residential	\$ 3,070,513.61
Holy Spirit Roman Catholic Separate Regional Division No. 4 (Opted Out)	
Residential/Farm land	\$ 113,413.91
Non-residential	\$ <u>9,326.21</u>
Total School Requisitions	\$ 5,173,112.56
Taber & District Housing	\$ 251,066.26
Designated Industrial Property	\$ <u>72,127.63</u>
<b>TOTAL REQUISITIONS</b>	<b>\$ 5,496,306.45</b>

**AND WHEREAS**, the Council of the Municipal District of Taber is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions;

**AND WHEREAS**, the Council of the Municipal District of Taber is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000;

**AND WHEREAS**, the assessed value of all property in the Municipal District of Taber as shown on the assessment roll is:

	<u>Assessment</u>
Residential	\$ 636,680,390.00
Farm land	\$ 180,369,200.00
Other Non-residential	\$ 889,569,620.00
Vacant Non-residential	\$ 2,546,520.00
Small Business	\$ 190,220.00
Machinery & Equipment	\$ 283,223,650.00
	<u>\$ 1,992,579,600.00</u>

**NOW THEREFORE** under the authority of the Municipal Government Act, the Council of the Municipal District of Taber, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Municipal District of Taber:
2. And furthermore that pursuant to the provisions of Section 357(1) of the Municipal Government Act, where the application of the tax rates established by the bylaw to the assessment of any taxable property would result in a total tax levy payable of less than \$40, the tax shall be assessed at \$40 and deemed to be the tax levy payable.

	Tax Levy	Assessment	Tax Rate
<b>General Municipal</b>			
Residential	\$ 2,482,482.27	\$ 636,680,390.00	3.8991
Farm land	\$ 1,638,654.58	\$ 180,369,200.00	9.0850
Other Non-residential	\$ 8,527,236.58	\$ 889,569,620.00	9.5858
Vacant Non-residential	\$ 24,410.40	\$ 2,546,520.00	9.5858
Small Business	\$ 1,823.40	\$ 190,220.00	9.5858
Machinery & Equipment	\$ 2,714,925.27	\$ 283,223,650.00	9.5858
Minimum Tax	\$ 24,000.00		
	<u>\$ 15,413,532.50</u>	<u>\$ 1,992,579,600.00</u>	
<b>Alberta School Foundation Fund (ASFF)</b>			
Residential	\$ 1,536,734.69	\$ 598,649,550.00	2.5670
Farm land	\$ 443,124.14	\$ 172,623,155.00	2.5670
Non-residential	\$ 3,070,513.61	\$ 744,691,848.00	4.1232
	<u>\$ 5,050,372.44</u>	<u>\$ 1,515,964,553.00</u>	
<b>Holy Spirit Roman Catholic Separate Regional Division No. 4 (Opted-Out)</b>			
Residential	\$ 96,890.23	\$ 37,744,470.00	2.5670
Farm land	\$ 16,523.68	\$ 6,436,925.00	2.5670
Non-residential	\$ 9,326.21	\$ 2,261,882.00	4.1232
	<u>\$ 122,740.12</u>	<u>\$ 46,443,277.00</u>	
Taber & District Housing	\$ 251,066.26	\$ 1,990,984,110.00	0.1261
Designated Industrial Property	<u>\$ 72,127.63</u>	\$ 941,613,970.00	0.0766
<b>GRAND TOTALS</b>	<b>\$ 20,909,838.95</b>		

This Bylaw shall take effect on the date of the third and final reading.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2021

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2021

Read a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2021

MUNICIPAL DISTRICT OF TABER

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Municipal Administrator



## Council Request for Decision

**Meeting Date: May 25, 2021**

**Subject:**

Proposed Supplementary Tax Rate Bylaw 17-2021

**Recommendation:**

1. That Council gives First Reading to Bylaw 17-2021 being the Supplementary Tax Rate Bylaw for the Town of Taber, as presented.
2. That Council gives Second Reading to Bylaw 17-2021 being the Supplementary Tax Rate Bylaw of the Town of Taber, as presented.
3. That Council unanimously agrees to proceed with Third and Final reading to Bylaw 17-2021 being the Supplementary Tax Rate Bylaw of the Town of Taber, as presented.
4. That Council gives third and final reading to Bylaw 17-2021 being the Supplementary Tax Rate Bylaw for the Town of Taber, as presented.

**Background:**

As per the MGA Section 369(1) "If in any year council passes a bylaw authorizing supplementary assessments to be prepared in respect of property, the council must, in the same year, pass a bylaw authorizing it to impose a supplementary tax in respect of that property."

(2) "A council that passes a bylaw referred to in subsection (1) must use the rates set by its property tax bylaw as the supplementary rates to be imposed."

Administration is requesting that Council give three readings to Bylaw 17-2021 being the Supplementary Property Tax Rate Bylaw

**Legislation / Authority:**

MGA Section 369

**Strategic Plan Alignment:**

Define and Practice Good Governance



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**Financial Implication:**

The financial implication is dependent on the Supplementary assessment value.

**Service Level / Staff Resource Implication:**

N/A

**Justification:**

A supplementary tax rate bylaw must be passed annually in order to impose a supplementary tax.

**Alternative(s):**

That Council does not pass Bylaw 17-2021 being the Supplementary Property Tax Rate Bylaw for the Town of Taber and directs administration to amend the Bylaw as follows:

**Attachment(s):** 2021 Proposed Supplementary Tax Rate Bylaw

**APPROVALS:**

**Originated By:** John Orwa

**Chief Administrative Officer (CAO) or Designate:** \_\_\_\_\_

**TOWN OF TABER  
BYLAW NO. 17-2021**

**A BYLAW OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, AUTHORIZING THE RATES OF TAXATION TO BE LEVIED AGAINST SUPPLEMENTARY ASSESSABLE PROPERTY WITHIN THE TOWN OF TABER FOR THE 2021 TAXATION YEAR.**

**WHEREAS**, the Council of the Town of Taber has authorized the preparation of supplementary assessments; and

**WHEREAS**, Council must use the same tax rates set by its Property Tax Rate Bylaw;

**NOW THEREFORE** under the authority of the Municipal Government Act, the Council of the Town of Taber, in the Province of Alberta, in regular session duly assembled, hereby enacts as follows:

1. That this Bylaw shall be known as the Supplementary Property Tax Rate Bylaw.
2. That the Chief Administrative Officer be and is hereby empowered, authorized and required to levy the following supplementary property tax rates on the assessed value of all buildings and improvements shown on the Supplementary Assessment and Supplementary Tax Roll of the Town of Taber for the year 2021:

	<u>Tax Rate</u>
<b>General Municipal</b>	
Residential and Farmland	8.0252
Non-Residential	12.5962
Annexed Residential	3.8991
Annexed Farmland	9.0850
Annexed Non-Residential	9.5858
Annexed M&E	9.5858
<b>ASFF &amp; Holy Spirit RCSR #4</b>	
Residential and Farmland	2.6229
Non-Residential	3.7330
Annexed Residential & Farmland	2.5670
Annexed Non-Residential	4.1232
<b>Seniors Foundation</b>	
Residential & Non-Residential	0.1177
Annexed Land	0.1261
<b>DIP Requisition</b>	
Non-Residential	0.0766
Annexed Land	0.0766

**TOWN OF TABER  
BYLAW NO. 17-2021**

3. That a penalty of six percent (6%) shall be added on all supplementary taxes remaining unpaid after 60 days from the date of the supplementary tax notice.
4. That a penalty of twelve percent (12%) shall be added after 90 days from the date of the supplementary notice on to all supplementary taxes and related costs that remain unpaid.
5. That payment must be made by cash, debit card, online banking, money order, Option Pay, accepted cheque or draft (draft payable at par), Taber, Alberta.
6. That the supplementary assessment notice and the supplementary tax notice relating to the same property shall be combined on one notice.
7. That any complaint regarding the supplementary assessment notice must be lodged within 60 days from the notice of assessment date.
8. If any section of the Bylaw is found to be invalid by a court of law, it will be severed from the Bylaw and the remainder of the Bylaw shall remain in effect.
9. This Bylaw shall take effect on the day of the final passing and the signatures of the chief elected official and duly authorized designated officer thereof.

Read a first time this \_\_\_\_ day of \_\_\_\_ 2021.

Read a second time this \_\_\_\_ day of \_\_\_\_ 2021.

Read a third time and finally passed this \_\_\_\_ day of \_\_\_\_ 2021.

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**MAYOR**

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**CHIEF ADMINISTRATIVE OFFICER**



## Council Request for Decision

**Meeting Date: May 25, 2021**

**Subject:**

Proposed Nuisance and Unsightly Premises Bylaw 13-2021

**Recommendation:**

That Council gives 1<sup>st</sup> Reading to the Nuisance and Unsightly Premises Bylaw 13-2021, at this meeting.

That Council gives 2<sup>nd</sup> Reading to the Nuisance and Unsightly Premises Bylaw 13-2021, at this meeting.

That Council unanimously agrees to proceed to 3<sup>rd</sup> and Final Reading to the Nuisance and Unsightly Premises Bylaw 13-2021, at this meeting.

That Council gives 3<sup>rd</sup> and Final Reading to the Nuisance and Unsightly Premises Bylaw 13-2021, at this meeting.

**Background:**

Council has previously adopted the Nuisance Bylaw 6-2018.

Administration through collaboration with the Police Department and Community Standards officer have proposed some changes to this bylaw in order to provide better clarity to residents regarding their properties and to help solve issues they may be having with neighboring properties, some specific changes made also are in the following sections:

Section 2.0

Updated the Boulevard, Frontage, and Side Yard definitions in order to clear up any confusion regarding the areas that are the resident's responsibility, and the Town's responsibility for maintenance, upkeep etc.

Section 3.3

Identified that the Owner of a premise is responsible for all nuisances from the center of the lane or alley to the edge of the asphalt roadways that are in line with their property line. Previously the bylaw only spoke of weed control and not other nuisances being their responsibility.

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### Section 6.0

Moved all remaining items dealing with boulevards from the old Regulations of Parks, Boulevards, and Sidewalks Bylaw A-203 into this bylaw as parts were brought in over the years but not all the necessary items needed, as we are working to repeal that Bylaw entirely once the Recreation department has drafted their new Parks bylaw.

### Section 12.0

Throughout the previous bylaw there were multiple sections speaking to Notices/order of compliance, brought them all together into one section for clarity.

#### **Legislation / Authority:**

MGA., S.5; Powers, duties and functions.

#### **Strategic Plan Alignment:**

Family/Community:

Build a community that is affordable and attractive.

#### **Financial Implication:**

There are no changes, will remain status quo.

#### **Service Level / Staff Resource Implication:**

Service level will remain status quo.

#### **Justification:**

These changes have been reviewed and recommended to Council for approval by the Engineering & Public Works & Planning Departments, and the Taber Police Service, because of issues or complaints that have occurred and we did not have the correct wording in the Bylaw to properly resolve the issue.

#### **Alternative(s):**

Council may choose to not approve the proposed changes to the Nuisance and Unsightly Premises Bylaw 13-2021 and provide further direction to administration.

Council may give first reading (only) to the proposed changes of the Nuisance and Unsightly Premises Bylaw 13-2021 and direct administration to bring the Bylaw back for final reading(s).



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**Attachment(s):** Draft Bylaw 13-2021 - Nuisance and Unsightly Premises Bylaw  
Bylaw 6-0218 - Nuisance Bylaw

**APPROVALS:**

**Originated By:**  
Lisa DeBona

**Chief Administrative Officer (CAO) or Designate:** \_\_\_\_\_

TOWN OF TABER  
BYLAW NO.13-2021

**BEING A BYLAW OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF REGULATING AND CONTROLLING NUISANCES, NOXIOUS/RESTRICTED AND OTHER WEEDS, THE TRIMMING OF TREES, SNOW REMOVAL AND UNTIDY AND UNSIGHTLY PREMISES WITHIN THE TOWN OF TABER.**

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WHEREAS Council of the Town of Taber, in the Province of Alberta, duly assembled may pass a bylaw and/or regulation pursuant to Part 2, Section 7 of the *Municipal Government Act*, being Chapter M-26 of Revised Statutes of Alberta 2000, as amended;

AND WHEREAS Council of the Town of Taber, in the Province of Alberta, duly assembled may pass a bylaw and/or regulation pursuant to the *Weed Control Act*, Statutes of Alberta, 2008, Chapter W-5.1, and amendments thereto;

AND WHEREAS Council deems it necessary to pass a Bylaw to control nuisances, weeds and untidy and unsightly premises within the Town of Taber;

AND WHEREAS the Council of the Town of Taber, in the Province of Alberta, deems it proper and expedient to pass a Bylaw for the purposes of controlling nuisances within the Town.

NOW THEREFORE the Council of the Town of Taber in the Province of Alberta, duly assembled, hereby enacts as follows:

**1.0 NAME OF BYLAW**

This Bylaw may be cited as the "Nuisance and Unsightly Premises Bylaw".

**2.0 DEFINITIONS**

In this Bylaw:

**Act**

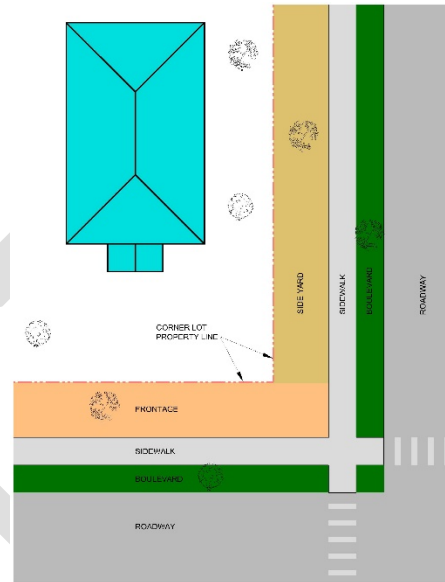
means the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended or repealed and replaced from time to time;



TOWN OF TABER  
BYLAW NO.13-2021

**Boulevard**

means that portion of a Highway that lies between the edge of the roadway or curb and the edge of the sidewalk, indicated in the green area of the drawing below;



**Bylaw**

means the Nuisance and Unsightly Premises Bylaw established by the Municipality;

**Chief Administrative Officer (CAO)**

means the Chief Administrative Officer for the Town, regardless of the specific title that may be conferred on the Officer by Council from time to time;

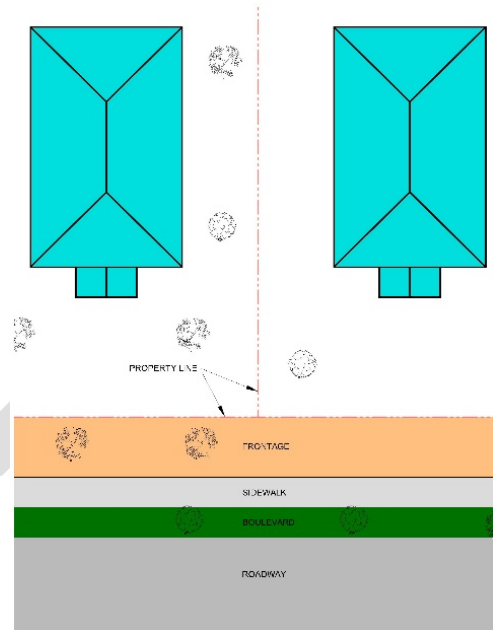
**Council**

means the Council for the Town of Taber;

**Frontage**

means that portion of the Highway that lies between the sidewalk and the property line, usually in the front of the property, indicated as the orange area in the drawing below;

TOWN OF TABER  
BYLAW NO.13-2021



**Highway**

means every thoroughfare, street, roadway, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestle way or other public place, whether publicly or privately owned, any part of which the public is ordinarily entitled or permitted to use for the passage or parking of vehicles within the Town of Taber;

**Municipality**

means the Town of Taber, a municipal corporation in the Province of Alberta, and where the context so requires means the land within the corporate boundaries thereof;

**Notice**

means a notice issued pursuant to this Bylaw to remedy a condition that is not in compliance with any provision of this Bylaw;

**Occupant**

is the person or persons who reside at or on a property, whether they are the owners or lessees;

**Officer**

includes a Peace Officer, Police Officer, or Bylaw Enforcement Officer, employed for the preservation and maintenance of the public peace, or for the service or execution of civil process;

**Owner**

means:

- a. a person who is registered under the Land Titles Act as the owner of a parcel of land; or,
- b. a person who is recorded as the owner of a property on the tax assessment roll of the Town of Taber; or,
- c. a person who has purchased or otherwise acquired a parcel of land, whether the person has purchased or otherwise acquired the land directly from the owner or from another purchaser, and has not yet become the registered owner thereof; or,
- d. a person holding themselves out as the person having the powers and authority of ownership of a property or premise or who for the time being exercises the powers and authority of ownerships; or,
- e. a person, business, contractor, corporation or partnership controlling a property or premise under construction;

**Person**

means an individual or any business entity including a firm, partnership, association, corporation, company or society;

**Premise**

means any land situated in whole or in part within the Town including the external surfaces of all buildings and land immediately adjacent to any building or buildings and includes any land or buildings owned or leased by the Town;

**Sidewalk**

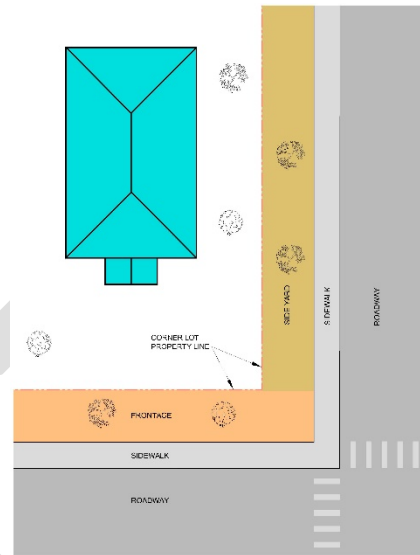
means that part of a Highway especially adapted to the use of pedestrians along the Frontage of a Parcel and that portion along the Side yard of a Parcel;

**Side Yard**

means the portion of the Highway that lies between the sidewalk and the property line, usually on the side of the

TOWN OF TABER  
BYLAW NO.13-2021

property indicated as the tan area on the drawing below;



**Unsightly Premises**

means any Premises or part thereof that clearly shows signs of neglect, or which otherwise exhibits a significant lack of general maintenance, clean up, or upkeep, and which includes but is not limited to:

- a. any land upon which there is excessive, unusual, or unreasonable accumulation of:
  - i. Animal Material, Ashes, Yard Material, Building Material, Garbage, weeds human excrement, sewage, hazardous materials, piles of soil, clay or rubble, petroleum products, metal, plastics, fabrics, used containers, paper products, pipe, or any other form of scrap, litter, trash, junk, or waste of any kind;
  - ii. Vehicles in obvious state of significant disassembly, parts of disassembled Vehicles (including tires/wheels), appliances, machinery, equipment, or power tools;

TOWN OF TABER  
BYLAW NO.13-2021

- iii. Industrial equipment, components or heavy machinery;
- iv. Surplus, disused, damaged or stored household or commercial chattel, furniture, carpet or appliances;
- v. Surplus, disused, damaged or stored Vehicles, trailers, motorcycles, bicycles, boats, and recreational vehicles, including any such items that are inoperative by reason of disrepair, removed or missing parts, age, damage, or which are otherwise not in a legally roadworthy or functioning condition;
- b. Any building, structure, or other improvement that exhibits significant physical deterioration, including buildings and structures that suffer from:
  - i. Broken (or missing) windows, siding, shingles, shutters, eaves, roofing or finishing materials;
  - ii. Clearly visible exterior or structural deterioration, damage or decay, including significant fading, chipping or peeling of painted surfaces;

**Vehicle**

has the same meaning as defined in the *Traffic Safety Act*,

**Violation Ticket**

means any ticket or tag which is authorized by the *Municipal Government Act* (Alberta, R.S.A. 2000, Chapter M-26, and amendments thereto) issued for any Bylaw offence in which a penalty may be paid out of court in lieu of appearing to answer summons.

**Yard Material**

means waste material of an organic nature formed as a result of gardening, horticultural pursuits, or agricultural activities and includes grass, tree, hedge cuttings, waste sod, decomposing plants, leaves and weeds;

**3.0 GENERAL**

- 3.1 An Owner of a Premise shall ensure that the premises does not become or continue to be an Unightly Premise as defined in this Bylaw.
- 3.2 An Owner of a Premises shall ensure that the premises does not become or continue to be a risk of danger to the public, themselves or to other Premises or property.
- 3.3 An Owner of a Premise is responsible for all nuisances from the center of the lane or alley to the edge of the asphalt roadway that are in line with their property lines.
- 3.4 An Owner of a Premise shall ensure that any garbage, refuse or waste material placed in a bin, can, box, Vehicle or any other receptacle located on the Premises, or placed in a Vehicle or trailer located on a highway adjacent to the premises, does not accumulate to the extent that it becomes unsightly or otherwise detrimental to adjacent or neighbouring properties.
- 3.5 An Owner of a Premises shall ensure that any activity or conduct of any person occupying or using the premises does not become or continue to be a nuisance or risk of danger to the public, or otherwise interfere with other Persons' repose, comfort or peaceful enjoyment of their property.
- 3.6 When making the determination as to whether a particular premise is an Unightly Premises, or as to whether the owner of a premises has allowed the premises or its occupiers to become or continue to be a nuisance or risk of danger to other persons or property, the Town may consider any admissible evidence as to:
  - 3.6.1 The general condition and state of tidiness of the neighbouring or surrounding premises;
  - 3.6.2 The location and permitted use of the premise and whether or not the premise is located within a Residential Development;
  - 3.6.3 The period of time the premise has been in the state complained of;
  - 3.6.4 Whether or not the premise is undergoing construction or renovation and the period of time that such activity has been ongoing; and
  - 3.6.5 Any other circumstances or factors relating to the premise which the Court deems are relevant to the said determination.

TOWN OF TABER  
BYLAW NO.13-2021

**4.0 BUILDINGS/STRUCTURES**

- 4.1 The owner(s) of properties in the Town of Taber shall ensure that old unoccupied residences no longer in use are in a safe condition for occupancy. Old Sheds, garages and other buildings in run down/poor condition and unsafe should be demolished and removed from the property, or restored to a useable and safe condition in accordance with the current Building Standards and Codes and with the required demolition or building permits.
- 4.2 For the purpose of greater certainty, a nuisance in respect of a Building means a Building showing signs of serious disregard for general maintenance and upkeep, whether or not it is detrimental to the surrounding area, some examples of which include but is not limited to:
- 4.2.1 Any damage to the Building;
  - 4.2.2 Any rot or other deterioration within the Building;
  - 4.2.3 Any damage caused by fire;
  - 4.2.4 Any inappropriate infiltration of air, moisture or water into the Building due to peeling, unpainted or untreated surfaces, missing shingles or other roofing materials, broken or missing windows or doors, or any other hole or opening in the Building.
- 4.3 Any graffiti, or any other message deemed to be offensive by the CAO or their designate, that has been placed on the exterior surfaces of any structures, chattels, signs, or other property located on the premises, is removed, painted over, or otherwise eliminated from public view not later than 2 days after the Owner of the Premises has been notified by an Officer of the presence of the subject graffiti or offensive message and the requirement under this Bylaw that it be removed.
- 4.4 The owner of the premises shall not permit another person to occupy a Mobile Unit on private property for more than two weeks or have written permission from the CAO for a time extension.
- 4.4.1 Mobile Unit means; any vacation trailer or house trailer or relocatable trailer or motor home; or
  - 4.4.2 Any structure whether ordinarily equipped with wheels or not that is constructed or manufactured to be moved from one point to another by being towed or carried and to provide living accommodations for or other use by one or more persons.

**5.0 LITTER**

- 5.1 No person shall place, deposit or throw or cause to be placed, deposited or thrown upon any privately-owned property of another person or Town

TOWN OF TABER  
BYLAW NO.13-2021

property, including any street, lane, sidewalk, parking lot, park, or other public place or water source:

- 5.1.1 A cardboard or wooden box, carton, container, or receptacle of any kind;
  - 5.1.2 A paper, wrapper, envelope, or covering of any kind, whether paper or not, from food or confectionary;
  - 5.1.3 Paper of any kind, whether or not containing written or printed matter thereon;
  - 5.1.4 Any glass, crockery, nails, tacks, barbed wire or other breakable or sharp objects;
  - 5.1.5 Scrap metal, scrap lumber, tire, dismantled wrecked or dilapidated motor vehicle or parts therefrom;
  - 5.1.6 Any motor vehicle or any part of any motor vehicle which may in whole or in part, obstruct any highway, street, lane, alley, or other public place; and.
  - 5.1.7 Dirt, filth or rubbish of any kind whether similar or dissimilar to the foregoing.
- 5.2 A person who has placed, deposited or thrown or caused to be placed, deposited or thrown anything or any matter mentioned in subsection (5.1) upon any street, lane, sidewalk, parking place, park, privately owned property or other public place or water course shall forthwith remove it.
- 5.3 No person shall place deposit or throw or caused to be placed, deposited or thrown upon or into any motor vehicle, which is parked on any street, lane parking lot or other public place, any leaflet, pamphlet, poster, handbill, flyer or any paper containing printed or written matter, whether advertising or not, with the exception of any violation ticket or summons issued pursuant to lawful authority.

**6.0 WEEDS, GRASS, TREES, PESTS AND SMOKE**

- 6.1 Every occupant or owner of any property or premise within the Town shall:
- 6.1.1 Eradicate or control all weeds and grass on a premise and on any boulevard, frontage or side yard which abuts or adjoins the premise, including up to the center of lanes or alleys at the rear or side of the premise, including side of the premise;
  - 6.1.2 Prune or remove any and all trees on a premise and on the frontage or side yard which abuts or adjoins the premise that, due to a deterioration of condition or for any other reason, interfere



TOWN OF TABER  
BYLAW NO.13-2021

with any public utility or public works, and are a public safety hazard;

- 6.1.3 All trees on the boulevards are the property of the Town and will be pruned or removed by the Public Works Department or a qualified contractor approved by the Town;
- 6.1.4 Remove or prune any shrub owned by the owner which is, or could be, a nuisance to any person using any publicly owned or maintained sidewalk or street;
- 6.1.5 Prevent stagnate water from remaining on any such premise and becoming a breeding place for mosquitoes or other pests;
- 6.1.6 Cut or mow the grass on any boulevard, frontage or side yard, situated on Town owned land adjoining, or abutting or adjacent to premises owned or occupied by the owner or occupant, to prevent such grass from growing to such a height as to be untidy or unsightly, having regard to the height of the grass on adjacent or surrounding premises;
- 6.1.7 Remove from such property any dead grass or shrub or rubbish which may be untidy or unsightly, or may harbor vermin or pests thereon;
- 6.1.8 Not remove the grassed area on the boulevard and install a gravel, concrete or asphalt driveway without an approved Driveway and Boulevard Development permit from the Town of Taber Planning Department;
- 6.1.9 All property owners shall ensure that the Boulevard areas which abut or flank their property are seeded to lawn or adequately landscaped within two growing seasons of the issuance of an Occupancy Permit;
- 6.1.10 Only trees of a non-suckering variety shall be planted in Boulevards and only to a density of no greater than one tree for each 3.5 meters;
- 6.1.11 No tree of the Cottonwood variety shall be planted in a Boulevard area;
- 6.1.12 No person shall plant any shrub or hedge in a Boulevard area;
- 6.1.13 All persons shall ensure that the fire hydrant adjacent to their property is kept clear and accessible, and that no shrubs, plants, trees or protruding items be planted or placed within 5 metres of the fire hydrant.

6.2 No occupant or owner of any property or premise shall:

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- 6.2.1 Allow dandelions or noxious weeds (as defined in the *Weed Control Act*) to grow on occupied or unoccupied premises;
- 6.2.2 Suffer or permit trees growing on private property to interfere or endanger the lines, poles, conduits, pipes, sewers or other works of the Town;
- 6.2.3 Allow blight or disease of the trees, shrubs, vegetables or plant life liable to spread to other trees, shrubs or plant life within the Town to go unchecked; and,
- 6.2.4 Allow or cause an opaque or dense smoke or dust to be emitted to the atmosphere from any lands, buildings or premises within the Town of Taber.

**7.0 SNOW REMOVAL**

- 7.1 The Owner or Occupant of a Premise abutting a sidewalk shall clear away any snow, ice, dirt or other obstruction from the front and flank of the abutting sidewalk within TWENTY-FOUR (24) hours after the time such snow, ice, dirt, or other obstruction was deposited or formed on the sidewalk. Such snow shall not be placed on the roadways, as doing so adversely affects drainage. Residents shall place snow on the boulevard, frontage or side yard. Residents when using a snow blower shall have the snow fall, from the snow blower, within their property or on the boulevard, frontage or side yard and not on the roadway or their neighbor's property.
- 7.2 Commercial/Industrial businesses when clearing their parking lots shall pile the snow within their parking lots and not into the roadway, storm drainage ditch, lane or alley, or on sidewalks. If they cannot pile the snow within their parking lot, it is to be removed to a designated Town snow dumpsite. If the snow pile in the Commercial/Industrial business parking lot adversely affects drainage in the area, the business shall remove the pile to a designated Town snow dumpsite at their own cost. If the business has not complied with the order to remove the snow from a drainage ditch the Town may hire a contractor to remove the snow from the drainage ditch at the businesses expense.
- 7.3 The owner or occupant of every building abutting on or erected within THREE (3) meters of any highway or public place shall, whenever snow or ice accumulates on the roof, eaves, awning, or canopy, cause the snow and ice to be removed at once, and every person while removing the snow and ice, shall take all the proper safety precautions and care required to prevent a hazard to the public.
- 7.4 A person may, in such a way as not to cause injury or unduly interfere with any person lawfully using the Sidewalk or Pathway, use a power driven device that is sufficiently light and of such construction that it will not damage the surface of the Sidewalk or Pathway to move ice, snow,

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or other materials from any portion of a Sidewalk or Pathway, however the Town does not accept responsibility for damages to private or public property, or snow dumped in undesignated areas by these operators.

**8.0 CONSTRUCTION SITES**

- 8.1 An Owner of a Premise or property under construction, renovation or demolition shall ensure that all building material and waste building materials on the premises are contained and secured in such a manner that prevents such material from being blown off the structure or scattered throughout or off the property.
- 8.2 An Owner of a Premise or property under construction, renovation or demolition shall ensure that waste building materials and other refuse are removed from the property, or collected and securely contained in covered waste bins or containers that do not allow for the escape of the contents.
- 8.3 An Owner of a Premise or property under construction, renovation or demolition shall ensure that waste building materials and other refuse are removed from the property within 48 hours of when the container or waste bin containing same becomes full and incapable of reasonably containing any further material.
- 8.4 An Owner of a Premise or property under construction, renovation or demolition shall ensure that the property, building materials and equipment are kept in an orderly fashion, and that the property is kept free of excessive amounts of debris, refuse, garbage, scrap wood, metal, foam, plastics or any other such materials associated with the construction, renovation, or demolition.
- 8.5 An Owner of a premise or property under construction, renovation or demolition shall ensure all equipment, trucks or trailers coming to or leaving the property shall be kept clean of dirt, debris or mud as to not track dirt, debris or mud on the roadways, sidewalks or lanes.
- 8.6 The Town may withhold municipal services to an Owner of a Premise or property under construction, renovation or demolition, or to a homebuilder, developer or other person or company undertaking such activity in relation to the premises, until any condition of the Premises that is in contravention of this Bylaw has been remedied.

**9.0 ILLEGAL DUMPING**

- 9.1 No Person shall personally, nor by their employee, servant or agent; discard, place, deposit or leave any garbage, refuse, debris or any other material upon any public property, in such a quantity that would require

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the deployment of a Town work crew and/or specialized equipment to effect its removal, other than in officially designated areas, within the Town.

- 9.2 No registered Owner of a vehicle shall be permitted to use that vehicle to discard, place, deposit or leave any garbage, refuse, debris or any other material upon any public property, in such a quantity that would require the deployment of a Town work crew and/or specialized equipment to effect its removal, other than in officially designated areas, within the Town.
- 9.3 No Person shall personally, or by their employee, servant or agent; discard, place, deposit or leave any garbage, refuse, debris or any other material upon any private property, without the permission and consent of the owner of such property.
- 9.4 Any person who has contravened Section 9 (9.1) Section 9 (9.2) or Section 9 (9.3) of this Bylaw shall, within 24 hours after being directed by an Officer, remove the subject garbage, refuse, debris or other material from the property and place it in the nearest designated area.
- 9.5 Where garbage, refuse, debris or any other material has been discarded or left on private property without permission and consent, the Owner of the private property is responsible for the removal of such discarded material, and the Owner of the private property is responsible for ensuring that the subject property is kept and maintained in compliance with the provisions of this Bylaw.

**10.0 WATER, EAVESTROUGHS & DOWNSPOUTS**

- 10.1 No owner or occupant of a Premise shall allow a flow of water from a hose or similar device including sump pump discharge on the Premises if it is likely that the water from the hose or similar device will enter the adjacent Premise.
- 10.2 An owner or occupant of a Premise shall direct any rainwater downspout, eavestrough or sump pump discharge on the Premises towards:
  - 10.2.1 The front of the Premise;
  - 10.2.2 The rear of the Premise;
  - 10.2.3 A side yard which does not abut another Premise; or
  - 10.2.4 A side yard, which abuts another Premise, only if there is a minimum of six (6) meters of permeable ground between the outfall of the downspout of eavestrough and the adjacent Premises.

**11.0 TOWN PROPERTY**

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No person shall cause or permit to undertake any activity that is a nuisance upon any Town Property.

**12.0 NOTICE/ORDER OF COMPLIANCE**

- 12.1 Means a notice that has been issued and duly served:
- 12.1.1 To a person over the age of 18 years of age or older;
  - 12.1.2 To the Owner/Occupant by regular mail service;
  - 12.1.3 By posting a copy of the Notice/Order in a conspicuous place at the premises.
- 12.2 Upon completion of an inspection the Officer may direct the owner or occupant of the property to:
- 12.2.1 Cease the activity which causes the nuisance;
  - 12.2.2 Change the way in which such person is carrying out the activity causing the nuisance;
  - 12.2.3 Direct any person to take any action or measure necessary to compel the elimination or abatement of the nuisance, including the removal of any thing or matter from the property, which constitutes the nuisance;
  - 12.2.4 Specify the time within which such person must comply with the directions contained in the notice;
  - 12.2.5 Notify the owner or occupant that if compliance with the notice is not affected within a specified time, the Town of Taber will take the actions or measures specified in the notice to abate the nuisance, at the expense of the owner or occupier.
- 12.3 If a Notice/Order of the Officer is not complied with within the specified time and date upon the notice, an Officer shall have the right to direct any person to do the work required by the order. The cost of doing the work required may be recovered from the Owner of the property as a debt to the Town of Taber, or such costs may be charged against the property taxes due and owing, pursuant to the *Municipal Government Act*.

**12.0 ALL PENALTIES**

- 12.1 A person who contravenes any provision of this Bylaw is guilty of an offence and is liable to pay a voluntary penalty that may be issued and served on a Town of Taber Bylaw Violation Ticket. If a bylaw violation ticket is not paid voluntarily within 21 days an Officer may proceed to a prosecution pursuant to the *Provincial Offences Procedures Act*. Nothing

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prevents an Officer from proceeding pursuant to the Provincial Offences Procedure Act in the first instance. The fines are as follows:

12.1.1 A one hundred (\$100.00) dollar fine for first offense;

12.1.2 A two hundred (\$200.00) dollar fine for the second offense; and

12.1.3 A four hundred (\$400.00) dollar fine for the third and subsequent offenses.

12.2 ANY PERSONS who contravene any provisions of the bylaw, is guilty of an offense and may be liable on summary conviction to a fine of not more than two thousand (\$2,000.00) dollars and in default of payment to a term of imprisonment of not more than six (6) months. Any costs incurred by the Town, including, but not limited to costs of prosecution, shall be borne by the owner/occupant in addition to any other penalties or fines.

**13.0 INTENTION OF TOWN COUNCIL**

It is the intention of the Town Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is further the intention of the Town Council that if any provision of the Bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

**14.0 RESCINDED OR AMENDED BYLAWS**

Bylaw No. 6-2018, Bylaw A-203 Section 3) Boulevards, and Bylaw No. 18-2007 are hereby repealed in their entirety.

**15.0 EFFECTIVE DATE**

This Bylaw shall take effect on the day of the final passing and the signatures of the chief elected official and duly authorized designated officer thereof.

RES. Read a first time this \_\_\_ day of \_\_\_\_\_, 20\_\_

RES. Read a second time this \_\_\_ day of \_\_\_\_\_, 20\_\_

RES. Read a third time and finally passed this \_\_\_ day of \_\_\_\_\_, 20\_\_

**TOWN OF TABER**

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**CHIEF ADMINISTRATIVE OFFICER (C.A.O)**

**TOWN OF TABER  
BYLAW NO. 6-2018**

**BEING A BYLAW OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF REGULATING AND CONTROLLING UNSIGHTLY AND UNTIDY PREMISES, FOR THE CONTROLLING OF NOXIOUS/RESTRICTED AND OTHER WEEDS, THE TRIMMING OF TREES, AND THE ABATEMENT OF NUISANCES.**

WHEREAS the Council of the Town of Taber, in the Province of Alberta, duly assembled may pass a bylaw and/or regulation pursuant to Part 2, Section 7 of the Municipal Government Act, being Chapter M-26 of Revised Statutes of Alberta 2000, as amended;

AND WHEREAS the Council of the Town of Taber, in the Province of Alberta, duly assembled may pass a bylaw and/or regulation pursuant to the Provincial Weed Control Act, being Chapter W-5, R.S.A. 2000, and amendments thereto;

AND WHEREAS, the Council of the Town of Taber, in the Province of Alberta, deems it proper and expedient to pass a Bylaw for the purposes of controlling nuisances within the Town.

NOW THEREFORE, the Council of the Town of Taber duly assembled enacts as follows:

**SECTION I**                      This Bylaw shall be cited as “**THE NUISANCE BYLAW**”

**SECTION II**                      **DEFINITIONS**

- (a)      CHIEF ADMINISTRATIVE OFFICER - means the person designated by the Town Council to carry out the Administrative duties of the Town of Taber.
- (b)      COUNCIL - means the duly elected Council of the Town of Taber.
- (c)      HIGHWAY – means every thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestle way or other public place, whether publicly or privately owned, any part of which the public is ordinarily entitled or permitted to use for the passage or parking of vehicles within the Town of Taber.
- (d)      OCCUPANT - is the person or persons who reside at or on a property whether they are the owners or lessees.

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BYLAW NO. 6-2018**

- (e) OFFICER – includes a Peace Officer, Police Constable, or Bylaw Enforcement Officer, employed for the preservation and maintenance of the public peace, or for the service or execution of civil process; and includes any person assigned the responsibility of administering and enforcing this Bylaw and all persons acting under their instructions.
- (f) OWNER – means to registered owner of the land or premises for which an order or direction has been issued and served pursuant to this Bylaw.
- (g) SIDEWALK – means that part of a highway primarily intended for the use of pedestrians and includes the part lying between the curb line or edge of the roadway and the adjacent property line.
- (h) TOWN – means the Town of Taber, in the Province of Alberta.
- (i) VIOLATION TICKET - means any ticket or tag which is authorized by the *Municipal Government Act* Chapter M-26 (R.S.A. 1994), or under the *Provincial Offences Procedures Act* Chapter P-21.5 (R.S.A. 1988) issued for any Bylaw offence in which a penalty may be paid out of court in lieu of appearing to answer summons.

**SECTION III**

**NUISANCE**

- 1. “Nuisance” for the purpose of this bylaw means any use of or activity upon any property which is offensive to any person, or has or may have a detrimental impact upon any person or other property in the neighborhood, and without limiting the generality of the foregoing, includes the following:
  - (a) the failure to cut grass or weeds, including responsibility for the land at the front of property to the centre of the Street/Avenue and at the alley to the centre of the alley;
  - (b) the failure to destroy restricted weeds, control noxious weeds, or prevent the spread or scattering of nuisance weeds, as per the *Provincial Weed Control Act*.
  - (c) the owner of properties in the Town of Taber, shall trim all trees, shrubs, bushes or hedges so that:



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BYLAW NO. 6-2018**

- i) they are clear of all sidewalks and alleyway lanes;
  - ii) they do not interfere with or endanger visibility to street signage or sidewalks, clearance beneath them of a distance of three (3) meters from the top of the sidewalks to the lowest most branch, and a distance of five (5) meters from the top of the roadway or alleyway to the lowest most branch;
  - iii) along the frontage of properties and on corner lots with intersections the bushes, shrubs, or hedges must be trimmed to a maximum height of one (1) meter.
- (d) the generation of excessive dust and permitting such dust to escape from the property;
- (e) the use of any pesticide or herbicide which has significant detrimental or environmental effects on surrounding areas;
- (f) the failure to control or eliminate insect pests harmful to the growth and development of trees and shrubs or any vegetable or plant life;
- (g) the owners of properties in the Town of Taber, shall ensure that:
- i) the neat and orderly storage of unregistered and un-operational vehicles be limited to no more than two (2) vehicles on any one property;
  - ii) the neat and orderly storage or accumulation of or failure to dispose of discarded or dilapidated furniture or household appliances, scrap metals, scrap lumber, tires, and motor vehicle parts;
- (h) the posting or exhibiting of posters, signs, billboards, placards, writings or pictures upon any fence or wall on any property, where the same are accumulated and become in a dilapidated and unsightly condition.
- (i) building structures as described in Section IV of this Bylaw;
- (j) Litter as described in Section V of this Bylaw;
- (k) Snow removal as described in Section VI of this Bylaw;

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- (l) Noise as described in Section VII of this Bylaw:
  - (m) Water, Eavestroughs and Downspouts as described in Section VIII of this Bylaw:
2. No person being the owner, agent of the owner, lessee or occupier of any property within the Town shall permit such property, or the activities upon such property, to be or remain a nuisance.
3. **NOTICE/ORDER OF COMPLIANCE**
- Means a notice that has been issued and duly served:
    - To a person over the age of 18 years of age or older, or;
    - To the Owner/Occupant by regular mail service, or;
    - By posting a copy of the Notice/Order in a conspicuous place at the premises.
- a) Upon completion of the inspection, the Officer or a designated persons may direct the owner or occupant of the property to:
- i) Cease the activity which causes the nuisance;
  - ii) Change the way in which such person is carrying out the activity;
  - iii) Direct any person to take any action or measure necessary to compel the elimination or abatement of the nuisance, including the removal of any thing or matter from the property, which constitutes the nuisance;
  - iv) Specify the time within which such person must comply with the directions contained in the notice; and
  - (v) Notify the owner or occupant that if compliance with the notice is not effected within a specified time, the Town of Taber will take the actions or measures specified in the notice to abate the

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nuisance, at the expense of the owner or occupier.

4. If a Notice/Order of Compliance of the Officer or a designated person is not complied with within specified time and date upon the notice, an Officer may enter upon the said premises and carry out an inspection. As per Section 3, the Town of Taber may remedy any situation and charge any costs incurred back to the owner or occupant, pursuant to the *Provincial Weed Control Act*, and the *Municipal Government Act*.

**SECTION IV**

**BUILDINGS/STRUCTURES**

The owner(s) of properties in the Town of Taber, shall ensure that old unoccupied residences, no longer in use or in a safe condition for occupancy and old sheds and garages and other buildings in run down/poor condition and unsafe be demolished and removed from the property, or restored to a useable and safe condition in accordance with Building Standards and Codes and with the required demolition or building permits.

If an Order/Compliance Notice under this Section of the bylaw is not complied with within thirty (30) days of the date of the notice, an Officer shall have the right to direct any person to do the work required by the order. The cost of doing the work required, may be recovered from the Owner of the property as a debt due to the Town of Taber, or such costs may be charged against the property taxes due and owing, pursuant to the *Municipal Government Act*.

**SECTION V**

**LITTER**

1. No person shall place, deposit or throw or cause to be placed, deposited or thrown upon any privately owned property of another person or Town property, including any street, lane, sidewalk, parking lot, park, or other public place or water source:
  - a) a cardboard or wooden box, carton, container, or receptacle of any kind;
  - b) a paper, wrapper, envelope, or covering of any kind, whether paper or not, from food or confectionary;
  - c) paper of any kind, whether or not containing written or printed matter thereon;

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- d) any glass, crockery, nails, tacks, barbed-wire or other breakable or sharp objects;
  - e) scrap metal, scrap lumber, tire, dismantled wrecked or dilapidated motor vehicle or parts there from;
  - f) any motor vehicle or any part of any motor vehicle which may, in whole or in part, obstruct any highway, street, lane, alley, or other public place;
  - g) dirt, filth or rubbish of any kind whether similar or dissimilar to the foregoing.
2. A person who has placed, deposited or thrown or caused to be placed or thrown anything or any matter mentioned in subsection (1) upon any street, lane, sidewalk, parking place, park, or other public place or water course shall forthwith remove it.
3. No person shall place, deposit or throw or cause to be placed, deposited or thrown upon or into any motor vehicle, which is parked on any street, lane, parking lot or other public place, any leaflet, pamphlet, poster, handbill, flyer or any paper containing printed or written matter, whether advertising or not, with the exception of any violation ticket or summons issued pursuant to lawful authority.
4. Any Officer may direct a Town employee, or other person, to remove and put in storage or destroy anything placed upon Town property in contravention of Section III, IV and V of this Bylaw.

**SECTION VI**

**SNOW REMOVAL**

1. The owner or occupant of any premises abutting a sidewalk shall clear away any snow, ice, dirt or other obstruction from the front and flank of the abutting sidewalk within TWENTY FOUR (24) hours after the time such snow, ice, dirt, or other obstruction was deposited or formed on the sidewalk. Such snow is not to be placed on the roads, as doing so adversely affects drainage. Residents shall place snow on the boulevard or yard. Residents when using a snow blower shall have the snow fall within the yard or on the boulevard, not on the road or their neighbor's property. Commercial businesses when clearing their parking lots shall pile the snow within their parking lots, not in the road, alley or on

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sidewalks or removed to a designated Town snow dump site. If the snow pile in the Commercial business parking lot adversely affects drainage in the area, the business shall remove the pile to a designated Town snow dump site at their own cost.

2. The owner occupant of every building abutting on or erected within THREE (3) meters of any highway or public place shall, whenever snow or ice accumulates on the roof, eaves, awning, or canopy, cause the same to be removed at once, and every person while removing the snow and ice, shall take all the proper safety precautions and care required to prevent a hazard to the public.
3. A person may, in such a way as not to cause injury or unduly interfere with any person lawfully using the Sidewalk or Pathway, use a power driven device that is sufficiently light and of such construction that it will not damage the surface of the Sidewalk or Pathway to move ice, snow, or other materials from any portion of a Sidewalk or Pathway, however the Town does not accept responsibility for damages to private or public property, or snow dumped in undesignated areas by these operators.

**NOTICE/ORDER OF COMPLIANCE**

Means a Notice/Order that has been issued and duly served:

- To a person who is eighteen (18) years of age or older, or;
- To the Owner/Occupant of the property by regular mail service, or;
- By posting a copy of the Notice/Order in a conspicuous place at the premises if a Notice/Order under this section of the Bylaw is not complied with within six (6) hours, an Officer shall have the right to direct any person to do the work required by the order. The cost of doing the work required may be recovered from the owner of the property as a debt due to the Town of Taber, or such costs may be charged against the property as taxes due and owing, pursuant to the *Municipal Government Act*.

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**SECTION VII**

**PROHIBITING CERTAIN ACTIVITIES CREATING NOISE**

1.
  - a) No persons shall, within the Town of Taber, during any period of the day allow, suffer or permit any electronic equipment, musical instruments, vehicles or any other devices to be sounded or used in any area of the Town of Taber, that may or is likely to disturb others.
  - b) No person shall allow, suffer or permit loud noises to be emitted from within a premises occupied or under the control of that person that may or is likely to disturb other persons in the area.
  - c) No person shall allow, suffer or permit loud noises to be emitted from a vehicle, in its self, or from equipment in the interior of the vehicle that may or is likely to disturb others.
  - d) No person shall activate or apply engine retarder brakes within the municipal boundaries of the Town.
2. No person shall within the Town of Taber, during the "Quiet Hours" of eleven (11:00 PM - 2300 Hrs.) and seven (7:00 AM - 0700 Hrs.) allow, permit or operate any vehicles, equipment or electrical devices that may or is likely to disturb others and the residents.
3. SPECIAL EXEMPTION of this Bylaw may be granted by the Council of the Town of Taber or by the Chief Administrative Officer of the Town of Taber for special events or for the operation of equipment within designated areas as follows:
  - a) the Commercial area of Taber, which includes the Sportsplex and park areas;
  - b) the Industrial area/lands of the Town of Taber as designed
  - c) in the Land Use Bylaw; and
  - d) residential areas under development and construction.

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**SECTION VIII**

**Water, Eavestroughs and Downspouts**

1. No owner or occupier of a Premises shall allow a flow of water from a hose or similar device including sump pump discharge on the Premises to be directed towards an adjacent Premises if it is likely that the water from the hose or similar device will enter the adjacent Premises.
2. An owner or occupier of a Premises shall direct any rainwater downspout, eavestrough or sump pump discharge on the Premises towards:
  - a) the front of the Premises;
  - b) the rear of the Premises;
  - c) a sideyard which does not abut another Premises; or
  - d) a sideyard which abuts another Premises only if there is a minimum of six (6) meters of permeable ground between the outfall of the downspout of eavestrough and the adjacent Premises.

**SECTION IX**

**TOWN PROPERTY**

No person shall cause or permit to undertake any activity that is a nuisance upon any Town Property.

**SECTION X**

**ALL PENALTIES**

1. A PERSON who contravenes any provision of this Bylaw is guilty of an offence and is liable to pay a voluntary penalty that may be issued and served on a Town of Taber Bylaw Violation Ticket. If a bylaw violation ticket is not paid voluntarily within 21 days a Peace Officer may proceed to a prosecution by issuing a Part 2 summons Violation Ticket pursuant to the *Provincial Offences Procedures Act*. Nothing prevents a Peace Officer from proceeding by a Part 2 Summons Violation Ticket pursuant to the *Provincial Offences Procedure Act* in the first

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instance. The fines are as follows:

- a) A one hundred (\$100.00) dollar fine for first offense;
  - b) A two hundred (\$200.00) dollar fine for second offense;  
and
  - c) A four hundred (\$400.00) dollar fine for third and  
subsequent offenses.
2. ANY PERSONS who contravenes any provisions of the bylaw, is guilty of an offense and may be liable on summary conviction to a fine of not more than two thousand (\$2,000.00) dollars and in default of payment to a term of imprisonment of not more than six (6) months. Any costs incurred by the Town, including, but not limited to costs of prosecution, shall be borne by the owner/occupant in addition to any other penalties or fines.

**SECTION XI**

**A) MISCELLANEOUS**

Schedule "A" being part of this bylaw is the "Notice/Order to Comply".

**B) VIOLATION TICKET**

The Chief Administrative Officer shall have the authority to approve appropriate wording for a Violation Ticket.

**SECTION XII**

**REPEALING OF BYLAWS/SECTION**

1. Bylaw No 4-2008 is hereby repealed in it entirety.



**TOWN OF TABER  
BYLAW NO. 6-2018**

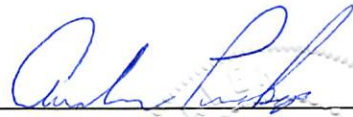
**SECTION XIII**

This Bylaw shall take force and effect upon the final reading thereof.

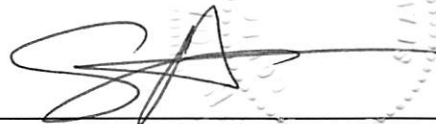
RES. 146/2018 READ a first time this 26<sup>th</sup> day of March, 2018.

RES. 147/2018 READ a second time this 26<sup>th</sup> day of March, 2018.

RES. 149/2018 READ a third time and finally passed this 26<sup>th</sup> day of March, 2018.



MAYOR



CHIEF ADMINISTRATIVE OFFICER

NOT RECORDED  
MAY 19 1964

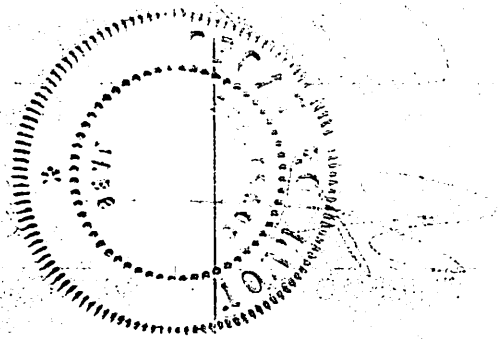
RECORDED

Under the provisions of the Act of March 3, 1879, approved March 3, 1879,

and the Act of March 3, 1879, approved March 3, 1879, and the Act of

March 3, 1879, approved March 3, 1879, and the Act of March 3, 1879,

and the Act of March 3, 1879, approved March 3, 1879, and the Act of



## Council Request for Decision

**Meeting Date: May 25, 2021**

**Subject:**

Destruction of Municipal Documents - Administrative Services

**Recommendation:**

That Council approves the destruction of the documents identified in the attached list per the retention period in years identified in Schedule A of the By-law No. 10-99 Retention of Municipal Documents.

**Background:**

These correspondence records retained by the Town have been reviewed and a listing of documents has been compiled that are scheduled to be destroyed per Schedule A of By-law No. 10-99 Retention of Municipal Documents. Section 6 - Records of Retention and Destruction, of By-law No. 10-99 states:

c) All records destroyed should be authorized by the Council and the destruction should be carried out in the presence of witnesses.

If Council approves the destruction of the records in the attached list then the Town's contracted shredding provider will be notified and the records will be destroyed on site under the supervision of the Administrative Services Manager.

Over the years municipal best practices for records retention have changed, as have the documents in which we receive. With increased technology a number of documents that the Town previously received have moved towards electronic means, such as emails, newsletters, and conference calls, and as a result the municipality has begun to receive less traditional formal forms of communication and correspondence than what was seen in previous years.

Administration has continued to review the Town's files, including those in the attached listing, and have found the following:

1. Duplication of files – Some files have been used interchangeably over the years, most likely due to the number of name changes to provincial ministries over the years. These files have been consolidated for future filing.
2. Best practices for record management and retention indicate that correspondence should be filed based on the “subject” rather than the “sender”, and as a result many files when possible are filed accordingly. Correspondence drafted within the Town is assigned a file number, and a copy is filed in accordance with that number.

3. Changes in the organizational structure here in the Town of Taber, and also at the Provincial and Federal level - Resulting in some documents no longer being administered by the Administrative Services Department, or the department/ministry no longer exists.
4. Increased usage or changes in technology – With the changes in technology over the last decade, more formal and informal requests or concerns are being brought forward by other means such as telephone, email, or social media.
5. Formal notification documents that were sent by third-party organizations have often moved to a more informal notice such as email and electronic newsletters.

**Legislation / Authority:**

Bylaw 10-99

**Strategic Plan Alignment:**

Define and Practice Good Governance

**Financial Implication:**

The cost of shredding.

**Service Level / Staff Resource Implication:**

Existing staff resources

**Justification:**

Bylaw 10-99

**Alternative(s):**

That Council does not approve the destruction of the documents identified in the attached list for the following reason: \_\_\_\_\_.



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**Attachment(s):** Proposed Destruction List  
Records Retention By-law No. 10-99

**APPROVALS:**

**Originated By:**  
Raeanne Keer

**Chief Administrative Officer (CAO) or Designate:** \_\_\_\_\_

**Municipal Documents Destroyed on ----- as per Council Resolution -----/2021  
on -----.**

<b>File Number</b>	<b>File Name</b>	<b>Years for Destruction</b>
100-A02	Municipal Interinship	2002-2011
100-C01	Council Action Plan	2002-2006
100-C04	Council Honorariums	1998-2008
100-C05	Council Retreat	1996-2010
100-C06	Council Orientation	1992-2010
100-C07	Council Forms	2000-2003
100-C08	Corporate Review	1999-2001
100-C09	Canadian Badlands	2006-2016
100-G02	Government Regulations	2000-2009
100-M04	MLA Cardston-Warner-Taber	2001-2011
100-P02	Policy Handbook	1979-2017
100-V01	Volunteers	2000-2017
100-V02	Village of Barnwell	2002-2015
105-A01	Alberta Solicitor General	2002-2017

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Witness to Destruction

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Witness to Destruction

BY-LAW NO. 10-99  
RETENTION OF MUNICIPAL DOCUMENTS

A BYLAW OF THE TOWN OF TABER IN THE PROVINCE OF ALBERTA, PURSUANT TO PROVISIONS OF THE MUNICIPAL GOVERNMENT ACT, STATUTES OF ALBERTA, 1994, CHAPTER M-26.1 AND AMENDMENTS THERETO, TO PROVIDE REGULATIONS AND PROCEDURES FOR THE RETENTION AND DISPOSAL OF MUNICIPAL DOCUMENTS.

WHEREAS it is the desire of the Council of the Town of Taber to provide for regulations with respect to the retention and disposal of Municipal documents including correspondence, records, receipts, vouchers, instruments and other papers kept by the Municipality;

AND WHEREAS it is the desire of the Municipality to establish the necessary authority to release Municipal documents to the Alberta Archives on either a permanent loan or retention basis;

AND WHEREAS the authority for such regulations and authorities must be consistent with Federal or Provincial Statutes and regulations;

NOW THEREFORE the Municipal Council of the Town of Taber, duly assembled, enacts as follows;

PART I                    TITLE, DEFINITIONS, AND SYMBOLS

Section 1

This By-Law, may be cited as "The Records Retention By-Law" of the Town of Taber.

Section 2

In this By-Law, unless the context otherwise requires, the word, term or expression:

- a) "Official" shall mean the Town Manager or his/her designate;
- b) "Records" shall mean all of the ledgers, receipts, vouchers, instruments, maps, rolls or other documents, records and papers held by the Municipal Corporation in any form.

BY-LAW NO. 10-99  
RETENTION OF MUNICIPAL DOCUMENTS

Section 3

When used in this Bylaw and the Schedules attached hereto, and in the operation of any Records Management Systems established consistent with this Bylaw, symbols shall be used to designate the form of retention or disposal as follows;

D	Destroy
P	Permanent (retention)
A	Archive
E	Electronic Storage

PART II                      RECORDS RETENTION AND DESTRUCTION

Section 4

Where, in this Bylaw and Schedule "A" attached hereto, it is provided that particular records of the Municipal Corporation, or of a local board accountable to the Corporation thereof, shall be:

- a) Destroyed

Such records shall be destroyed without any copy thereof being retained;

- b) Permanent

Such original records shall be preserved and never destroyed;

- c) Archives

Such original records that are either loaned or loaned permanently to the Alberta Archives.

- d) Electronic Storage

Such records maintained by electronic means (i.e. diskette, tape) with the original destroyed.

- e) Suggested Schedule of Retention and Disposal

May be amended by the Municipal Council upon recommendation of the Official.



**BY-LAW NO. 10-99  
RETENTION OF MUNICIPAL DOCUMENTS**

**Section 5    Discretion**

The official shall always have a discretion to retain records longer than the period provided for in this Bylaw and shall do so where he/she deems it appropriate and shall do so where he/she has received any indication that there is or may be any civil action involving any of the said records. Such decisions to retain the records longer than the period provided for herein shall be recorded in the records retention index.

**Section 6    Records of Retention and Destruction**

- a)    The Official shall keep an index of:
  - i)    records archived
  - ii)   records stored by electronic means;
  
- b)    Where records are destroyed under this By-Law, the proper and complete destruction thereof is the responsibility of the Official;
  
- c)    All records destroyed should be authorized by the Council and the destruction should be carried out in the presence of witnesses.

**PART III    GENERAL**

**Section 7    Records Retention Schedules**

The attached Schedule "A", is hereby adopted. It may be amended upon recommendation of the Official and an amending By-Law of Council.

**Section 8    Storage**

It shall be the responsibility of the Official to provide for policies regarding security and storage of all Municipal documents. Such policies shall be administered by the Official for all Municipal documents.

BY-LAW NO. 10-99  
RETENTION OF MUNICIPAL DOCUMENTS

PART IV    ENACTMENT


This By-Law shall come into force and have effect upon it being read a third time and passed.


Res. 397/99            READ a first time this   9<sup>th</sup>   day of   August  , 1999.

Res. 398/99            READ a second time this   9<sup>th</sup>   day of   August  , 1999.

Res. 400/99            READ a third time this   9<sup>th</sup>   day of   August  , 1999.

TOWN OF TABER

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Town Manager (Acting)

SCHEDULE "A"  
BY-LAY NO. 10-99  
RETENTION OF MUNICIPAL DOCUMENTS

<u>ACCOUNTING</u>	<u>RETENTION PERIOD</u> <u>(IN YEARS)</u>
- Accounts Payable Vouchers	7
- Accounts Receivable Apply Reports & Summaries	7
- Accounts Receivable Back-up Billing Info.	7
- Accounts Receivable Write-Offs	7
- Annual Financial Statements	Permanent
- Bank Statements	7
- Bank Reconciliation Statements	7
- Cash Receipt Reports & Summaries	7
- Cheque Stubs/Duplicates	7
- Cheques (Cancelled)	7
- Debenture Registers (After Final Payment)	7
- Deposit Books	7
- Federal/Provincial Remittance Forms	7
- General Ledgers/Journals	7
- Investment Records (After Not Current)	3
- Invoices	7
- Journal Entries & Back-up	7
- Ledgers (Subsidiary)	7
- Local Improvement Assessment Roll	7
- Monthly Financial Statements	7
- Requisitions/Purchase Orders	7
- Tax Roll/Assessment Roll	Permanent
- Water Meter Records	7

**SCHEDULE "A"**  
**BY-LAY NO. 10-99**  
**RETENTION OF MUNICIPAL DOCUMENTS**

**ADMINISTRATION**

**RETENTION PERIOD**  
**(IN YEARS)**

- Advertising - General	2
- Legislated Advertisements	7
- Assessment Appeals	3
- Assessment Records	Lifetime of Asset + 1 year
- Budgets – Capital and Operating	7
- Change of Ownership Documents	7
- Development Appeals	5
- Development Applications	2
- Insurance Policies (After Policy Expires)	3
- Licenses	3
- Permits	3
- Photographs	Permanent
- Subdivision Appeals	5
- Tax Certificates	7
- Tax Recovery Records (After Tax Recovery Property is Sold)	7
- Utility Documents	3

**AGREEMENTS AND CONTRACTS**

- Agreements & Supporting Documentation	Lifetime of Agreement + 7 years
- Annexation	Permanent
- Expropriation	Permanent

SCHEDULE "A"  
 BY-LAY NO. 10-99  
 RETENTION OF MUNICIPAL DOCUMENTS

CORRESPONDENCE

RETENTION PERIOD  
(IN YEARS)

- Correspondence 3
- Petitions 7

ELECTION

- Nomination Papers As Per L.A.E.A.
- Records As Per L.A.E.A.

EMPLOYEE – EMPLOYER

- Full Time Employees Records (After Termination) 10
- Part Time Employee Records (After Termination) 1
- Payroll Records 7

LEGAL

- Compliance Orders 10
- Minister's Orders Permanent
- Municipal Government Board Hearings Permanent
- Opinions Permanent
- Proceedings Permanent

MINUTES AND BYLAWS

- Agendas 2
- Bylaws Permanent
- Minutes
  - Council Permanent
  - Police Commission Permanent
  - Other Committee & Board Minutes 3

**SCHEDULE "A"**  
**BY-LAY NO. 10-99**  
**RETENTION OF MUNICIPAL DOCUMENTS**

**MISCELLANEOUS**

**RETENTION PERIOD**  
**(IN YEARS)**

- |   |           |
|---|-----------|
| - Animal Control – working documents                            | 3         |
| - Census Records  | 5         |
| - Cemetery Records  | Permanent |
| - Disclosures of Holdings (After Last Date of Appointment/Term) | 7         |
| - Vital Statistics  | 7         |

**PLANS**

- |  |                                   |
|--|-----------------------------------|
| - Architect's Drawings (Buildings, Park Sites) | Life Time of Facility + 1<br>Year |
| - Engineering Studies                          | Life Time of Facility + 1<br>Year |
| - Land Survey Certificates                     | Permanent                         |
| - Municipal Maps & Plans                       | Until Replaced or Asset Sold      |
| - Road Surveys                                 | 10                                |
| - Utility Company Location Records             | Until Replaced                    |

**REPORTS**

- |                               |   |
|-------------------------------|---|
| - Accident Reports            | 5 |
| - Board and Committee Reports | 3 |
| - Statistical Reports         | 3 |



## Council Request for Decision

**Meeting Date: May 25, 2021**

**Subject:**

1st Quarter Financial Statements

**Recommendation:**

That Council accepts the unaudited financial statements for the three months ending March 31, 2021 for information purposes.

**Background:**

Attached is the year to date unaudited financial statements for the three months ending March 31, 2021. This being the 1st quarter it is anticipated that most revenues would not yet be fully realized, thus the variance amounts would be expected to be negative and the "Percentage Used" column would be expected to be about 25%. For expenses an amount in the "Variance" column that is negative means that the expense is still within budget. This being the 1st quarter it is anticipated that most expense objects except for those expenses that are paid once per year (Insurance Premiums) would result in the "Percentage Used" column being about 25%.

**Legislation / Authority:**

MGA s. 248

**Strategic Plan Alignment:**

Define and Practice Good Governance

**Financial Implication:**

Staff and Council's time

**Service Level / Staff Resource Implication:**

Existing Staff Resources



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**Justification:**

At the May 12, 2021 Audit Committee Meeting, the following motion was made:

“RES. 13/2021 “Moved by Councillor Strojwas that The Audit Committee recommends to Council that it approves the 1<sup>st</sup> Quarter Draft Financial Statements for the three months ending March 31, 2021.

CARRIED UNANIMOUSLY”

**Alternative(s):**

That Council does not accept the unaudited draft financial statements for the three months ending March 31, 2021 and advises Administration to provide Council with further information.

**Attachment(s):** 1st Quarter Unaudited draft Financial Statements to March 31, 2021

**APPROVALS:**

**Originated By:** John Orwa

**Chief Administrative Officer (CAO) or Designate:** \_\_\_\_\_



**TOWN OF TABER**

**FINANCIAL STATEMENTS**

**For the Three Months Ending Wednesday, March 31, 2021**

**(Unaudited)**

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# TOWN OF TABER

## TABLE OF CONTENTS

For the Three Months Ending Wednesday, March 31, 2021

(Unaudited)

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### FINANCIAL STATEMENTS

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## TOWN OF TABER

### Statement of Financial Position

For the Three Months Ending Wednesday, March 31, 2021, with  
comparative information for December 31, 2020  
(Unaudited)

	2021	2020
<b>Financial assets</b>		
Cash and temporary investments	14,857,128	16,489,490
Taxes and grants in lieu receivable	-333,933	688,177
Trade and other receivables	1,673,605	1,689,725
Long-term investments	859,034	859,034
Debt charges recoverable	1,344,838	1,351,614
Other financial assets	0	121
	<hr/> 18,400,671	<hr/> 21,078,161
<b>Liabilities</b>		
Accounts payable and accrued liabilities	4,343,622	1,736,766
Employee benefit obligations	743,631	698,986
Deposit liabilities	236,969	211,469
Deferred revenue	4,885,185	4,911,190
Provision for landfill post-closure costs	280,539	280,539
Long-term debt	9,936,683	9,312,468
	<hr/> 20,426,629	<hr/> 17,151,417
Net financial assets (debt)	<hr/> -2,025,958	<hr/> 3,926,743
<b>Non-financial assets</b>		
Tangible capital assets	136,345,637	137,548,034
Land held for resale	2,553,211	2,553,211
Inventory held for consumption	0	191,816
Prepaid expenses	23,550	66,223
	<hr/> 138,922,397	<hr/> 140,359,284
<b>Accumulated surplus</b>	<hr/> 136,896,439	<hr/> 144,286,027

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## TOWN OF TABER

### Statement of Operations and Change in Fund Balances

For the Three Months Ending Wednesday, March 31, 2021, with comparative information for 2020

(Unaudited)

	2021 Budget Operating	2021 YTD Operating	Variance	Percentage Used	2020 YTD Operating	2021 YTD Operating	Change
<b>Revenues</b>							
Net taxes available for municipal purposes	9,687,163	(680,718)	(10,367,881)	-7.03%	(579,068)	(680,718)	(101,650)
Sales to other governments	23,800	150	(23,650)	0.63%	-	150	150
Sales and user fees	9,242,273	2,367,377	(6,874,896)	25.61%	2,220,065	2,367,377	147,312
Penalties and cost of taxes	195,000	85,739	(109,262)	43.97%	87,362	85,739	(1,624)
Licenses and permits	245,674	184,274	(61,400)	75.01%	125,968	184,274	58,307
Fines	485,775	123,869	(361,906)	25.50%	123,479	123,869	390
Franchise and concession contracts	1,710,207	527,292	(1,182,915)	30.83%	505,969	527,292	21,323
Investment income	150,000	52,848	(97,152)	35.23%	112,395	52,848	(59,548)
Rentals	885,444	177,435	(708,009)	20.04%	283,825	177,435	(106,390)
Other	100,764	19,365	(81,399)	19.22%	10,969	19,365	8,396
<b>Government transfers</b>	<b>946,743</b>	<b>286,975</b>	<b>(659,768)</b>	<b>30.31%</b>	<b>108,768</b>	<b>286,975</b>	<b>178,207</b>
<b>Total Revenues</b>	<b>23,672,843</b>	<b>3,144,605</b>	<b>(20,528,238)</b>	<b>13.28%</b>	<b>2,999,732</b>	<b>3,144,605</b>	<b>144,873</b>
<b>Expenses</b>							
Salaries, wages and benefits	11,403,711	2,771,733	(8,631,978)	24.31%	2,477,487	2,771,733	294,246
Contracted and general services	5,254,359	1,424,395	(3,829,964)	27.11%	1,160,833	1,424,395	263,562
Purchase from other governments	797,179	140,523	(656,656)	17.63%	142,052	140,523	(1,530)
Materials, goods and supplies	3,653,071	1,062,745	(2,590,326)	29.09%	931,583	1,062,745	131,162
Provisions for allowances	-	-	-	0.00%	-	-	-
Transfers to local boards and agencies	677,292	353,188	(324,105)	52.15%	300,548	353,188	52,640
Bank charges and short-term interest	13,000	1,735	(11,265)	13.35%	2,749	1,735	(1,013)
Interest on long-term debt	252,185	59,691	(192,494)	23.67%	54,241	59,691	5,450
Amortization	4,809,581	1,202,397	(3,607,184)	25.00%	1,197,755	1,202,397	4,642
Loss (gain) on disposal of capital assets	-	-	-	0.00%	-	-	-
Other	85,000	10,881	(74,119)	12.80%	21,025	10,881	(10,144)
<b>Total Expenses</b>	<b>26,945,378</b>	<b>7,027,288</b>	<b>(19,918,090)</b>	<b>26.08%</b>	<b>6,288,273</b>	<b>7,027,288</b>	<b>739,015</b>
Excess (deficiency) of revenue over expenses	(3,272,535)	(3,882,683)	(610,148)	118.64%	(3,288,541)	(3,882,683)	(594,142)
Repayment of long term debt	(1,076,290)	(369,009)	707,281	34.29%	(366,396)	(369,009)	(2,612)
From reserves	1,593,962	-	(1,593,962)	0.00%	-	-	-
To reserves	(2,063,494)	(476,182)	1,587,312	23.08%	(476,182)	(476,182)	-
<b>Change in Fund Balance</b>	<b>(4,818,357)</b>	<b>(4,727,874)</b>	<b>90,484</b>	<b>98.12%</b>	<b>(4,131,119)</b>	<b>(4,727,874)</b>	<b>(596,755)</b>

# TOWN OF TABER

## Statement of Operations - Account Level Detail

For the Three Months Ending Wednesday, March 31, 2021, with comparative information for 2020

(Unaudited)

	2021 Budget Operating	2021 YTD Operating	Variance	Percentage Used	2020 YTD Operating	2021 YTD Operating	Change
<b>Revenues</b>							
Local Improvement Taxes	-	-	-	0.00%	-	-	-
Property Taxes - FARMLAND	1,781	-	(1,781)	0.00%	-	-	-
Property Taxes - GIL Federal	9,657	-	(9,657)	0.00%	-	-	-
Property Taxes - GIL Provincial	33,585	-	(33,585)	0.00%	-	-	-
Property Taxes - LINEAR	284,728	-	(284,728)	0.00%	-	-	-
Property Taxes - MACHINERY & EQUIPMENT	835,312	-	(835,312)	0.00%	-	-	-
Property Taxes - NON RESIDENTIAL	3,645,410	(8,413)	(3,653,823)	-0.23%	43,605	(8,413)	(52,019)
Property Taxes - RAILWAY	15,688	-	(15,688)	0.00%	-	-	-
Property Taxes - RESIDENTIAL	7,826,582	75	(7,826,507)	0.00%	56,668	75	(56,594)
Designated Ind Property Tax Requisition	(600)	-	600	0.00%	-	-	-
Payment for Annexed Land	(83,061)	-	83,061	0.00%	-	-	-
Public School Requisition - Residential/Farmland	(1,636,555)	(397,229)	1,239,326	24.27%	(403,552)	(397,229)	6,323
Public School Requisition - Non Residential	(803,320)	(195,031)	608,289	24.28%	(193,195)	(195,031)	(1,836)
Seniors Lodges - Taber & District Housing	(111,986)	-	111,986	0.00%	-	-	-
Separate School Requisition - Non Residential	(118,603)	(28,795)	89,808	24.28%	(29,290)	(28,795)	495
Separate School Requisition - Residential/Farmland	(211,455)	(51,325)	160,131	24.27%	(53,305)	(51,325)	1,980
<b>Net taxes available for municipal purposes</b>	<b>9,687,163</b>	<b>(680,718)</b>	<b>(10,367,881)</b>	<b>-7.03%</b>	<b>(579,068)</b>	<b>(680,718)</b>	<b>(101,650)</b>
Sales to Local Government	23,800	150	(23,650)	0.63%	-	150	150
Sales to Provincial Government	-	-	-	0.00%	-	-	-
<b>Sales to other governments</b>	<b>23,800</b>	<b>150</b>	<b>(23,650)</b>	<b>0.63%</b>	<b>-</b>	<b>150</b>	<b>150</b>
Land Sales	280,000	250,000	(30,000)	89.29%	-	250,000	250,000
Recycling Service Fees	283,550	71,713	(211,837)	25.29%	71,342	71,713	371
Sale of Consumables	21,800	194	(21,606)	0.89%	4,922	194	(4,728)
Sale of Materials and Supplies	1,620	3,017	1,397	186.24%	2,211	3,017	806
Sales of Services	775,134	98,802	(676,332)	12.75%	75,231	98,802	23,571
Sales of Services - Lantic	-	152,231	152,231	0.00%	139,120	152,231	13,111
Sales of Services - Opening & Closing	40,000	3,740	(36,260)	9.35%	8,555	3,740	(4,815)
Sales of Services - Plots & Perpetual Care	27,299	4,250	(23,049)	15.57%	8,091	4,250	(3,841)
Service Installations	1,500	-	(1,500)	0.00%	-	-	-
Storm Water Management Fee	414,180	104,076	(310,104)	25.13%	103,534	104,076	542
Tax Certificates & Information	12,500	3,060	(9,440)	24.48%	2,185	3,060	875
User Fees	140,520	1,635	(138,885)	1.16%	6,629	1,635	(4,994)
Utility Bulk Service Fees	354,560	79,009	(275,551)	22.28%	84,133	79,009	(5,124)
Utility Hook-up Fees	-	-	-	0.00%	-	-	-
Utility Service Fees	6,889,610	1,595,650	(5,293,960)	23.16%	1,714,114	1,595,650	(118,464)
<b>Sales and user fees</b>	<b>9,242,273</b>	<b>2,367,377</b>	<b>(6,874,896)</b>	<b>25.61%</b>	<b>2,220,065</b>	<b>2,367,377</b>	<b>147,312</b>
Penalties	195,000	85,739	(109,262)	43.97%	87,362	85,739	(1,624)
<b>Penalties and cost of taxes</b>	<b>195,000</b>	<b>85,739</b>	<b>(109,262)</b>	<b>43.97%</b>	<b>87,362</b>	<b>85,739</b>	<b>(1,624)</b>
Development Permit Application Fees	30,000	9,450	(20,550)	31.50%	7,225	9,450	2,225
Licenses Animal Control Cats	110	-	(110)	0.00%	95	-	(95)

## TOWN OF TABER

### Statement of Operations - Account Level Detail

For the Three Months Ending Wednesday, March 31, 2021, with comparative information for 2020

(Unaudited)

	2021 Budget Operating	2021 YTD Operating	Variance	Percentage Used	2020 YTD Operating	2021 YTD Operating	Change
Licenses Animal Control Dogs	4,000	5,445	1,445	136.13%	4,295	5,445	1,150
Licenses Business	100,000	93,800	(6,200)	93.80%	86,600	93,800	7,200
Permit Application Fees - Building	100,000	69,379	(30,621)	69.38%	25,328	69,379	44,052
Permit Application Fees - Cemetery	1,564	600	(964)	38.36%	225	600	375
Subdivision Application Fees	10,000	5,600	(4,400)	56.00%	2,200	5,600	3,400
<b>Licenses and permits</b>	<b>245,674</b>	<b>184,274</b>	<b>(61,400)</b>	<b>75.01%</b>	<b>125,968</b>	<b>184,274</b>	<b>58,307</b>
Fines Police	479,775	122,724	(357,051)	25.58%	122,854	122,724	(130)
Fines Animal Control Cats	-	-	-	0.00%	-	-	-
Fines Animal Control Dogs	3,000	395	(2,605)	13.17%	100	395	295
Other Fines	3,000	750	(2,250)	25.00%	525	750	225
<b>Fines</b>	<b>485,775</b>	<b>123,869</b>	<b>(361,906)</b>	<b>25.50%</b>	<b>123,479</b>	<b>123,869</b>	<b>390</b>
Franchise Fees Electrical Distribution System	1,079,925	318,699	(761,226)	29.51%	314,465	318,699	4,234
Franchise Fees Gas Distribution System	630,282	208,592	(421,690)	33.10%	191,503	208,592	17,089
<b>Franchise and concession contracts</b>	<b>1,710,207</b>	<b>527,292</b>	<b>(1,182,915)</b>	<b>30.83%</b>	<b>505,969</b>	<b>527,292</b>	<b>21,323</b>
Interest Income	8,776	-	(8,776)	0.00%	-	-	-
Investment Income	150,000	52,848	(97,152)	35.23%	112,395	52,848	(59,548)
<b>Investment income</b>	<b>158,776</b>	<b>52,848</b>	<b>(105,928)</b>	<b>33.28%</b>	<b>112,395</b>	<b>52,848</b>	<b>(59,548)</b>
Admissions	147,872	51	(147,821)	0.03%	38,305	51	(38,253)
Admissions - Passes	40,000	-	(40,000)	0.00%	8,887	-	(8,887)
Building Rental Revenue	221,816	42,845	(178,971)	19.32%	48,183	42,845	(5,338)
Equipment Rental Revenue	-	-	-	0.00%	-	-	-
Facility Rental Revenues	332,761	40,409	(292,352)	12.14%	96,560	40,409	(56,150)
Facility Rental Revenues - Advertising Space	7,775	-	(7,775)	0.00%	-	-	-
Farmland Lease Revenue	45,338	30,394	(14,944)	67.04%	30,155	30,394	240
Land Lease Revenue	2,729	4,068	1,339	149.06%	500	4,068	3,568
Surface (Oil) Land Lease Revenue	87,153	59,667	(27,486)	68.46%	61,236	59,667	(1,569)
<b>Rentals</b>	<b>885,444</b>	<b>177,435</b>	<b>(708,009)</b>	<b>20.04%</b>	<b>283,825</b>	<b>177,435</b>	<b>(106,390)</b>
Development Levies	-	-	-	0.00%	-	-	-
Donations and Gifts	95,140	21,643	(73,497)	22.75%	10,092	21,643	11,552
Insurance Proceeds	-	775	775	0.00%	-	775	775
Operating Contingency/Debt Recovery	-	-	-	0.00%	-	-	-
Recovery from Operating Allowance	-	-	-	0.00%	-	-	-
Sponsorships	2,500	-	(2,500)	0.00%	-	-	-
Sundry Revenue	40,390	3,722	(36,668)	9.22%	7,439	3,722	(3,717)
Transfers from Local Boards and Agencies	-	-	-	0.00%	-	-	-
	138,030	26,141	(111,889)	18.94%	17,531	26,141	8,610
Contributions from Other Operating Functions	-	-	-	0.00%	-	-	-
Recoverable Debt - Principal	(37,266)	(6,776)	30,490	18.18%	(6,562)	(6,776)	(214)
<b>Other</b>	<b>100,764</b>	<b>19,365</b>	<b>(81,399)</b>	<b>19.22%</b>	<b>10,969</b>	<b>19,365</b>	<b>8,396</b>
Transfers from Federal Gov Conditional	10,900	-	(10,900)	0.00%	-	-	-
Transfers from Federal Gov Unconditional	-	-	-	0.00%	-	-	-

# TOWN OF TABER

## Statement of Operations - Account Level Detail

For the Three Months Ending Wednesday, March 31, 2021, with comparative information for 2020

(Unaudited)

	2021 Budget Operating	2021 YTD Operating	Variance	Percentage Used	2020 YTD Operating	2021 YTD Operating	Change
Transfers from Local Government	-	-	-	0.00%	-	-	-
Transfers from Local Government - Barnwell	-	-	-	0.00%	-	-	-
Transfers from Local Government - MD	222,011	61,023	(160,989)	27.49%	60,239	61,023	783
Transfers from Provincial Gov Conditional	713,832	225,952	(487,880)	31.65%	48,529	225,952	177,424
Transfers from Provincial Gov Unconditional	-	-	-	0.00%	-	-	-
<b>Government transfers</b>	<b>946,743</b>	<b>286,975</b>	<b>(659,768)</b>	<b>30.31%</b>	<b>108,768</b>	<b>286,975</b>	<b>178,207</b>
<b>Total Revenues</b>	<b>23,681,619</b>	<b>3,144,605</b>	<b>(20,537,014)</b>	<b>13.28%</b>	<b>2,999,732</b>	<b>3,144,605</b>	<b>144,873</b>
<b>Expenses</b>							-
CUPE Wages - Casual	857,417	56,493	(800,924)	6.59%	123,473	56,493	(66,980)
CUPE Wages - Casual Guards	75,986	13,325	(62,661)	17.54%	15,946	13,325	(2,621)
CUPE Wages - Full Time Clerical	1,298,038	295,125	(1,002,913)	22.74%	254,403	295,125	40,722
CUPE Wages - Full Time Outside	2,800,424	723,828	(2,076,596)	25.85%	663,688	723,828	60,141
CUPE Wages - Part Time Clerical	-	539	539	0.00%	13,360	539	(12,821)
CUPE Wages - Part Time Outside	-	-	-	0.00%	-	-	-
Elected Official Remuneration	202,532	49,714	(152,818)	24.55%	49,714	49,714	-
Employer Premium Reduction Contributions	5,500	-	(5,500)	0.00%	-	-	-
Employer Statutory & Benefits Contributions	2,009,965	562,263	(1,447,702)	27.97%	464,019	562,263	98,244
Employment Contracts	127,088	30,367	(96,721)	23.89%	34,516	30,367	(4,149)
Moving Allowances / Expenses	-	-	-	0.00%	-	-	-
Police Assoc Wages - Full Time	1,709,403	400,860	(1,308,543)	23.45%	319,667	400,860	81,194
Salaries - Out of Scope	2,317,358	639,218	(1,678,140)	27.58%	538,702	639,218	100,517
Salary, Wages and Benefits Contra	-	-	-	0.00%	-	-	-
Training - In Service	-	-	-	0.00%	-	-	-
<b>Salaries, wages and benefits</b>	<b>11,403,711</b>	<b>2,771,733</b>	<b>(8,631,978)</b>	<b>24.31%</b>	<b>2,477,487</b>	<b>2,771,733</b>	<b>294,246</b>
Advertising, Promotion, Public Relations	97,640	9,280	(88,360)	9.50%	15,535	9,280	(6,255)
Census	-	-	-	0.00%	-	-	-
Communications - Data	59,386	11,948	(47,438)	20.12%	12,230	11,948	(282)
Communications - Telephone Land Lines	57,492	18,305	(39,187)	31.84%	11,825	18,305	6,480
Communications - Telephone Mobile	57,524	11,585	(45,939)	20.14%	11,598	11,585	(13)
Contracted and General Services Contra	-	-	-	0.00%	-	-	-
Contracted Other - Trucking	130,000	37,873	(92,127)	29.13%	30,009	37,873	7,864
Contracted Public Transportation	2,775	-	(2,775)	0.00%	-	-	-
Contracted Repairs, Maintenance - Building	461,637	219,465	(242,172)	47.54%	33,877	219,465	185,588
Contracted Repairs, Maintenance - Building Janitor	211,801	57,244	(154,557)	27.03%	47,974	57,244	9,271
Contracted Repairs, Maintenance - Eng Structures	671,215	85,538	(585,677)	12.74%	108,571	85,538	(23,033)
Contracted Repairs, Maintenance - IT	-	-	-	0.00%	-	-	-
Contracted Repairs, Maintenance - Land Improvement	77,905	2,846	(75,059)	3.65%	3,125	2,846	(279)
Contracted Repairs, Maintenance - M&E & Furnishing	202,619	25,364	(177,255)	12.52%	37,143	25,364	(11,778)
Contracted Repairs, Maintenance - Other	15,000	3,918	(11,082)	26.12%	3,918	3,918	-
Contracted Repairs, Maintenance - Vehicles	84,000	32,142	(51,858)	38.26%	31,345	32,142	797

## TOWN OF TABER

### Statement of Operations - Account Level Detail

For the Three Months Ending Wednesday, March 31, 2021, with comparative information for 2020

(Unaudited)

	2021 Budget Operating	2021 YTD Operating	Variance	Percentage Used	2020 YTD Operating	2021 YTD Operating	Change
Commission Honorarium	5,000	-	(5,000)	0.00%	-	-	-
Damage Claims	5,000	-	(5,000)	0.00%	2,858	-	(2,858)
Elections	25,000	1,400	(23,600)	5.60%	-	1,400	1,400
Express, Cartage, Freight	61,830	13,502	(48,328)	21.84%	11,652	13,502	1,850
Insurance Premiums	251,593	259,668	8,075	103.21%	240,204	259,668	19,464
Licenses, Permits and Software Support	560,531	179,925	(380,606)	32.10%	148,366	179,925	31,559
Memberships, Conferences, Registration Fees	107,341	18,926	(88,415)	17.63%	23,141	18,926	(4,214)
Municipal Membership Fees	10,529	7,872	(2,657)	74.76%	8,629	7,872	(757)
Postage	42,812	8,843	(33,969)	20.66%	10,012	8,843	(1,169)
Professional Services - Accounting & Audit	27,250	-	(27,250)	0.00%	8,000	-	(8,000)
Professional Services - Engineering	160,500	1,946	(158,554)	1.21%	15,626	1,946	(13,679)
Professional Services - Information Technology	49,000	31,095	(17,905)	63.46%	36,334	31,095	(5,239)
Professional Services - Inspections & Architecture	60,000	13,159	(46,841)	21.93%	15,001	13,159	(1,843)
Professional Services - Legal	63,000	12,272	(50,728)	19.48%	3,407	12,272	8,865
Professional Services - Management	110,770	12,180	(98,590)	11.00%	8,090	12,180	4,090
Professional Services - Other	938,960	271,291	(667,669)	28.89%	179,972	271,291	91,319
Professional Services - Property Assessment	100,000	24,331	(75,669)	24.33%	24,106	24,331	225
Professional Services - Veterinary Cat Control	5,000	-	(5,000)	0.00%	312	-	(312)
Professional Services - Veterinary Dog Control	-	-	-	0.00%	-	-	-
Property Tax Payment for Municipal Owned Land	2,200	-	(2,200)	0.00%	-	-	-
Rental / Lease of Building	-	-	-	0.00%	180	-	(180)
Rental / Lease of Equipment & Furnishings	141,274	24,608	(116,666)	17.42%	14,839	24,608	9,769
Rental / Lease of Land for Municipal Use	-	-	-	0.00%	-	-	-
Rental / Lease of Uniforms & Coveralls	12,810	1,785	(11,025)	13.94%	1,153	1,785	632
Rental / Lease of Vehicle	19,500	-	(19,500)	0.00%	(713)	-	713
Subscriptions and Publications	4,414	971	(3,443)	22.01%	967	971	5
Towing	2,250	335	(1,915)	14.89%	-	335	335
Training - External	216,151	23,173	(192,978)	10.72%	50,850	23,173	(27,676)
Travel and Subsistence	141,550	1,541	(140,009)	1.09%	10,608	1,541	(9,066)
Uniform and Clothing Alterations	1,100	62	(1,038)	5.64%	90	62	(28)
<b>Contracted and general services</b>	<b>5,254,359</b>	<b>1,424,395</b>	<b>(3,829,964)</b>	<b>27.11%</b>	<b>1,160,833</b>	<b>1,424,395</b>	<b>263,562</b>
Purchases from Local Government	306,000	63,812	(242,188)	20.85%	66,185	63,812	(2,373)
Purchases from Other Municipality Agencies	485,979	76,355	(409,624)	15.71%	75,322	76,355	1,033
Purchases from Provincial Agencies	5,200	356	(4,844)	6.85%	545	356	(189)
<b>Purchase from other governments</b>	<b>797,179</b>	<b>140,523</b>	<b>(656,656)</b>	<b>17.63%</b>	<b>142,052</b>	<b>140,523</b>	<b>(1,530)</b>
Building Furnishings & Supplies	48,300	75,048	26,748	155.38%	6,223	75,048	68,824
Building, Plumbing and Electrical Supplies	90,642	25,655	(64,987)	28.30%	19,138	25,655	6,517
Building, Plumbing and Electrical Supplies - MD	-	-	-	0.00%	-	-	-
Catered or Purchased Foods	48,375	1,910	(46,465)	3.95%	3,277	1,910	(1,367)
Chemicals, Salt, Etc.	356,850	73,983	(282,867)	20.73%	80,253	73,983	(6,270)
Clothing & Boots	54,838	10,160	(44,678)	18.53%	12,803	10,160	(2,643)



# TOWN OF TABER

## Statement of Operations - Account Level Detail

For the Three Months Ending Wednesday, March 31, 2021, with comparative information for 2020

(Unaudited)

	2021 Budget Operating	2021 YTD Operating	Variance	Percentage Used	2020 YTD Operating	2021 YTD Operating	Change
Computer Equipment & Supplies	22,600	60,149	37,549	266.15%	6,735	60,149	53,415
Electricity	1,312,200	278,968	(1,033,232)	21.26%	273,595	278,968	5,373
Gas, Oil, Antifreeze, Etc.	263,473	50,542	(212,931)	19.18%	49,944	50,542	598
General Goods and Supplies - Other	34,950	713	(34,237)	2.04%	2,025	713	(1,312)
Gravel, Sand, Rocks	53,750	9,221	(44,529)	17.15%	10,981	9,221	(1,760)
Ground Materials and Fertilizer	13,100	-	(13,100)	0.00%	-	-	-
Janitorial Supplies	53,556	4,436	(49,120)	8.28%	8,783	4,436	(4,347)
Land Improvement Materials	187,300	157,269	(30,031)	83.97%	168,782	157,269	(11,514)
Machine & Equipment Parts	235,940	69,782	(166,158)	29.58%	52,796	69,782	16,986
Materials, Goods and Supplies Contra	-	-	-	0.00%	-	-	-
Natural Gas	235,800	89,833	(145,967)	38.10%	92,967	89,833	(3,133)
Paving, Curb, Sidewalk Materials	74,450	4,121	(70,329)	5.54%	3,497	4,121	623
Pharmaceutical & First Aid	7,125	651	(6,474)	9.13%	1,392	651	(741)
Promotional Materials	71,900	2,505	(69,395)	3.48%	6,151	2,505	(3,646)
Promotional Materials - Fire Prevention	-	56	56	0.00%	78	56	(22)
Re-Sale Supplies	18,700	300	(18,400)	1.60%	4,742	300	(4,442)
Road Signs (incl. Repair Materials)	15,800	23,469	7,669	148.54%	23,839	23,469	(370)
Safety Equipment and Supplies	44,845	62,286	17,441	138.89%	28,568	62,286	33,719
Small Equipment and Tools	221,950	34,394	(187,556)	15.50%	44,485	34,394	(10,091)
Stationery, Office Supplies	109,373	14,002	(95,371)	12.80%	20,785	14,002	(6,783)
Tires & Batteries	38,200	4,938	(33,262)	12.93%	2,685	4,938	2,253
Vehicle Parts	34,700	7,292	(27,408)	21.01%	6,323	7,292	970
Water, Sewer, Garbage Costs	4,354	1,061	(3,294)	24.36%	736	1,061	324
<b>Materials, goods and supplies</b>	<b>3,653,071</b>	<b>1,062,745</b>	<b>(2,590,326)</b>	<b>29.09%</b>	<b>931,583</b>	<b>1,062,745</b>	<b>131,162</b>
Cancellation of Uncollectable Accounts	-	-	-	0.00%	-	-	-
Transfers to Operating Allowances	-	-	-	0.00%	-	-	-
<b>Provisions for allowances</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>-</b>	<b>-</b>
Grants to Individuals and Non-Government Org	261,012	186,484	(74,528)	71.45%	132,116	186,484	54,368
Transfer Payment to Local Government Agency	136,817	96,838	(39,979)	70.78%	98,565	96,838	(1,728)
Transfer Payment to Other Local Government	-	-	-	0.00%	-	-	-
Transfer Payment to Own Municipal Agency	279,463	69,866	(209,597)	25.00%	69,866	69,866	-
<b>Transfers to local boards and agencies</b>	<b>677,292</b>	<b>353,188</b>	<b>(324,105)</b>	<b>52.15%</b>	<b>300,548</b>	<b>353,188</b>	<b>52,640</b>
Bank Charges	13,000	1,735	(11,265)	13.35%	2,749	1,735	(1,013)
<b>Bank charges and short-term interest</b>	<b>13,000</b>	<b>1,735</b>	<b>(11,265)</b>	<b>13.35%</b>	<b>2,749</b>	<b>1,735</b>	<b>(1,013)</b>
Debenture Debt - Interest	252,185	59,691	(192,494)	23.67%	54,241	59,691	5,450
<b>Interest on long-term debt</b>	<b>252,185</b>	<b>59,691</b>	<b>(192,494)</b>	<b>23.67%</b>	<b>54,241</b>	<b>59,691</b>	<b>5,450</b>
Amortization	4,809,581	1,202,397	(3,607,184)	25.00%	1,197,755	1,202,397	4,642
<b>Amortization</b>	<b>4,809,581</b>	<b>1,202,397</b>	<b>(3,607,184)</b>	<b>25.00%</b>	<b>1,197,755</b>	<b>1,202,397</b>	<b>4,642</b>
Loss (Gain) on Disposal of Capital Assets	-	-	-	0.00%	-	-	-
<b>Loss (gain) on disposal of capital assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>-</b>	<b>-</b>
Cost of Land Sold (from Inventory)	60,000	-	(60,000)	0.00%	-	-	-

## TOWN OF TABER

### Statement of Operations - Account Level Detail

For the Three Months Ending Wednesday, March 31, 2021, with comparative information for 2020

(Unaudited)

	2021 Budget Operating	2021 YTD Operating	Variance	Percentage Used	2020 YTD Operating	2021 YTD Operating	Change
Operating Contingency/Debt Reduction	25,000	2,190	(22,810)	8.76%	21,000	2,190	(18,810)
Penny Rounding - Over/Under	-	0	0	0.00%	(0)	0	0
Sundry Expenses	-	8,691	8,691	0.00%	25	8,691	8,666
	85,000	10,881	(74,119)	12.80%	21,025	10,881	(10,144)
Contributions to Other Operating Functions	-	-	-	0.00%	-	-	-
<b>Other</b>	<b>85,000</b>	<b>10,881</b>	<b>(74,119)</b>	<b>12.80%</b>	<b>21,025</b>	<b>10,881</b>	<b>(10,144)</b>
<b>Total Expenses</b>	<b>26,945,378</b>	<b>7,027,288</b>	<b>(19,918,090)</b>	<b>26.08%</b>	<b>6,288,273</b>	<b>7,027,288</b>	<b>739,015</b>
<b>Excess (deficiency) of revenue over expenses</b>	<b>(3,263,759)</b>	<b>(3,882,683)</b>	<b>(618,924)</b>	<b>118.96%</b>	<b>(3,288,541)</b>	<b>(3,882,683)</b>	<b>(594,142)</b>
Debt - Principal	(1,113,556)	(375,785)	737,772	33.75%	(372,959)	(375,785)	(2,826)
Recoverable Debt - Principal	37,266	6,776	(30,490)	18.18%	6,562	6,776	214
<b>Repayment of long term debt</b>	<b>(1,076,290)</b>	<b>(369,009)</b>	<b>707,281</b>	<b>34.29%</b>	<b>(366,396)</b>	<b>(369,009)</b>	<b>(2,612)</b>
Contributions from Capital Fund	1,200,000	-	(1,200,000)	0.00%	-	-	-
Contributions from Operating Reserves	393,962	-	(393,962)	0.00%	-	-	-
<b>From reserves</b>	<b>1,593,962</b>	<b>-</b>	<b>(1,593,962)</b>	<b>0.00%</b>	<b>-</b>	<b>-</b>	<b>-</b>
Contributions to Capital Fund	(2,023,494)	(466,180)	1,557,314	23.04%	(466,180)	(466,180)	-
Contributions to Operating Reserves	(40,000)	(10,002)	29,998	25.01%	(10,002)	(10,002)	-
<b>To reserves</b>	<b>(2,063,494)</b>	<b>(476,182)</b>	<b>1,587,312</b>	<b>23.08%</b>	<b>(476,182)</b>	<b>(476,182)</b>	<b>-</b>
<b>Change in Fund Balance</b>	<b>(4,809,581)</b>	<b>(4,727,874)</b>	<b>81,707</b>	<b>98.30%</b>	<b>(4,131,119)</b>	<b>(4,727,874)</b>	<b>(596,755)</b>

# TOWN OF TABER

## Statement of Departmental Activities

For the Three Months Ending Wednesday, March 31, 2021, with comparative information for 2020

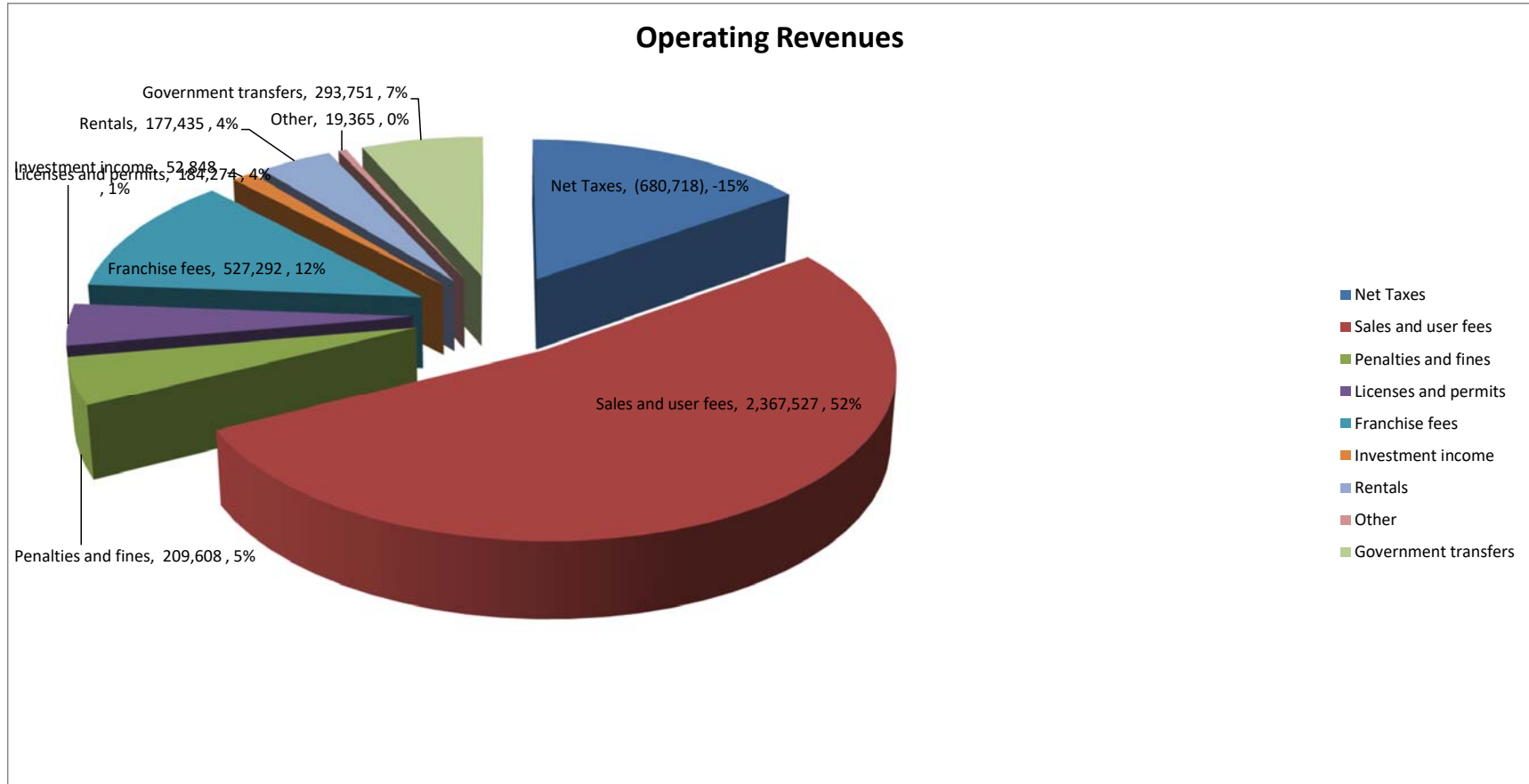
(Unaudited)

Department	2021 Budget Net	2021 Operating Revenue	2021 Operating Expenditures	2021 Operating Net	Variance	2020 Actual YTD Net	2021 Actual YTD Net	Change
Taxes and General	12,812,370	(23,972)	-	(23,972)	(12,836,342)	115,385	(23,972)	(139,357)
Council	(574,938)	-	128,519	(128,519)	446,419	(153,648)	(128,519)	25,129
CAO Offices	(677,992)	-	220,267	(220,267)	457,725	(188,083)	(220,267)	(32,184)
Finance and Customer Care	(1,046,327)	17,619	282,582	(264,963)	781,364	(226,812)	(264,963)	(38,151)
Health and Safety	(87,548)	-	333,027	(333,027)	(245,479)	(31,015)	(333,027)	(302,012)
Information Technology	(1,120,473)	16,344	282,046	(265,702)	854,771	(221,838)	(265,702)	(43,865)
Police Department	(2,903,945)	429,985	1,036,322	(606,337)	2,297,608	(619,123)	(606,337)	12,786
Fire Department	(831,886)	38,078	282,465	(244,387)	587,499	(196,279)	(244,387)	(48,108)
Fire Department Training	(16,526)	150	4,634	(4,484)	12,042	(4,456)	(4,484)	(29)
Disaster Services	(16,948)	-	2,235	(2,235)	14,713	(9,412)	(2,235)	7,178
Bylaw Enforcement	-	-	-	-	-	-	-	-
Roads Streets Walks	(4,061,483)	215	1,022,003	(1,021,788)	3,039,695	(929,903)	(1,021,788)	(91,885)
Public Transit	(139,488)	-	139,488	(139,488)	-	(87,257)	(139,488)	(52,231)
Stormwater	(269,343)	104,076	198,900	(94,824)	174,519	(90,348)	(94,824)	(4,476)
Water	790,430	731,273	724,103	7,169	(783,261)	133,269	7,169	(126,099)
Wastewater	(1,511,067)	701,843	1,147,931	(446,088)	1,064,979	(426,556)	(446,088)	(19,532)
Landfill	(213,622)	125,741	193,630	(67,890)	145,733	(92,547)	(67,890)	24,658
Solid Waste Services	126,283	356,330	314,120	42,210	(84,073)	37,244	42,210	4,967
FCSS	(66,949)	-	64,137	(64,137)	2,812	(64,137)	(64,137)	-
Cemetery	(120,907)	8,590	34,151	(25,561)	95,346	(13,392)	(25,561)	(12,169)
Planning and Economic Development	(535,294)	234,898	213,507	21,391	556,685	(42,493)	21,391	63,884
Subdivision and Land Development	(108,811)	250,329	123,443	126,886	235,697	(122,074)	126,886	248,960
Public Housing	-	-	-	-	-	-	-	-
Property Management	(481,298)	110,635	184,447	(73,812)	407,486	(94,658)	(73,812)	20,846
Arenas	(703,785)	27,776	206,484	(178,709)	525,077	(155,249)	(178,709)	(23,460)
Golf and Curling	(97,764)	1,052	38,217	(37,165)	60,599	(12,238)	(37,165)	(24,927)
Parks	(622,457)	2,000	117,304	(115,304)	507,153	(96,650)	(115,304)	(18,654)
Recreation Programs	(142,096)	956	31,366	(30,410)	111,686	(24,337)	(30,410)	(6,073)
Summer Games	-	-	-	-	-	-	-	-
Special Programs	2,500	-	-	-	(2,500)	-	-	-
Aquafun Centre	(1,035,102)	15,332	268,741	(253,409)	781,693	(252,209)	(253,409)	(1,200)
Sportsfields	(448,960)	-	97,945	(97,945)	351,015	(81,843)	(97,945)	(16,102)
Auditorium	(185,720)	2,131	65,271	(63,140)	122,580	(55,745)	(63,140)	(7,394)
Library	(520,435)	-	121,969	(121,969)	398,466	(124,714)	(121,969)	2,745
<b>Department Total</b>	<b>(4,809,581)</b>	<b>3,151,381</b>	<b>7,879,254</b>	<b>(4,727,874)</b>	<b>81,708</b>	<b>(4,131,119)</b>	<b>(4,727,874)</b>	<b>(596,755)</b>

# TOWN OF TABER

## Sector Chart

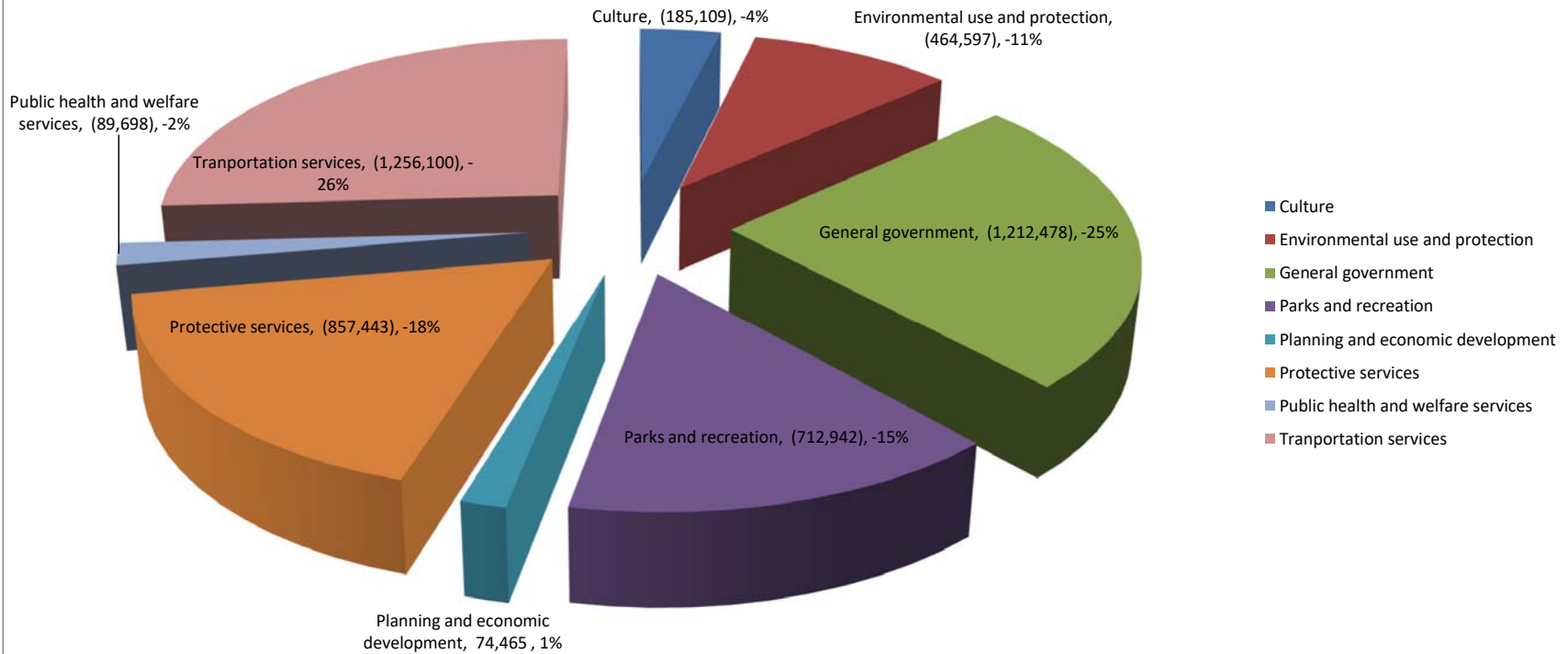
For the Three Months Ending Wednesday, March 31, 2021, with comparative information for 2020  
(Unaudited)



# TOWN OF TABER

Sector Chart  
For the Three Months Ending Wednesday, March 31, 2021, with comparative information for 2020  
(Unaudited)

## Net Operating (including Amortization; excluding Taxes and General)



## Council Request for Decision

**Meeting Date:** May 25, 2021

**Subject:**  
Department Reports

**Recommendation:**  
That Council accepts the Department Reports for information.

**Background:**  
The Department Reports are supplied for Council information. In most cases, this communication is provided simply as information to Council and no comment is needed. In some cases, though, Council may wish to seek clarification on the matter from its administration, fellow Committee Members or from the originator of the communication, or even to challenge the matter through Council discussion. Placing the communication on Council's agenda allows these opportunities.

**Legislation / Authority:**  
MGA, Section 207(c)

**Strategic Plan Alignment:**  
Improve internal & external communications

**Financial Implication:**  
N/A

**Service Level / Staff Resource Implication:**  
The service level will remain status quo.

**Justification:**  
To keep Council informed of departmental happenings.

**Alternative(s):**  
Council could seek clarification on any of the matters from Administration or fellow Committee Members.



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**Attachment(s):** CAO Department Report May, 2021  
Engineering & Public Works Department Report  
Treatment Facilities Department Report  
Fire Department Report  
Planning and Economic Development Department Report - May  
HR Department Report May 2021  
Recreation Department Report  
Finance Department Report  
Administrative Services Department Report

**APPROVALS:**

**Originated By:**  
Raeanne Keer



**Chief Administrative Officer (CAO) or Designate:** \_\_\_\_\_





## DEPARTMENT REPORT

May 2021

DEPARTMENT: CAO

Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="318 848 459 947">Develop Community &amp; Promote Growth</p>	<ul style="list-style-type: none"> <li>• Working with MPE Engineering on the Blood Tribe Consultation on the East Industrial Stormwater Project (Wetlands)</li> <li>• Parking lot replacement tender awarded the aquatic, arena, and curling rink, construction is currently started</li> <li>• 53<sup>rd</sup> Avenue water line replacement was tendered and awarded with construct to start shortly</li> <li>• Review of the location of the Combined Heat and Power unit for the Aquatic Center</li> <li>• Awarded the generator replacement to Cummins Canada for the Taber Police Station, the cost of the generator was below the procurement maximum threshold of \$75k the cost was \$56,000</li> <li>• Review of Request for Quotes for resurfacing of tennis courts and adding pickle ball courts to the design</li> <li>• Working with the Director of Planning and Economic Development on the Meadows development utility servicing for the project. The project is moving forward well with grading and underground utilities being installed.</li> <li>• Working with the Communications Coordinator on promoting the trails and camping in the Taber area.</li> </ul>
 <p data-bbox="285 1551 488 1650">Improve Internal &amp; External Communications</p>	<ul style="list-style-type: none"> <li>• Met with the CUPE Executive in the monthly Labor Management meeting</li> <li>• Spoke with payroll software contractors and put the project on hold until a complete review is done to determine its feasibility</li> <li>• Approved social media posts on COVID vaccinations information</li> <li>• Participated in numerous virtual meetings related to the Alberta Health Services updates with Dr. Deena Hinshaw who provided updates on Alberta's current COVID progression and vaccination information</li> <li>• Interviewed 5 potential candidates for the Director of Recreation position.</li> <li>• Interviewed 4 potential candidates for the HR Manager position</li> <li>• Attended the after-Council meeting with Senior Management to discuss the meeting and provide direction</li> <li>• Performed biweekly Pandemic update meetings</li> <li>• Lake Louise reached out to the Town of Taber asking for advice and additional details of how the Town of Taber designed their Fire Hall with multiple revenue coming into it. The town of Taber Fire Hall</li> </ul>



	<p>has become a model for other municipalities and the Fire Chief talked to them at length in this regard.</p> <ul style="list-style-type: none"> <li>• Attended the virtual tri-party meeting between the Town, MD of Taber and the Chamber of Commerce, good discussion about the parade float and where to store it. An update on the new chamber building, costs are escalating but they are still hope full to get started this year. Everyone is still planning on Cornfest proceeding even if there may be some COVID restrictions. MD and Town meeting, both were very supportive of the expansion of Clearview Lodge, this will be coming to MPC for a development permit then they can start the funding process.</li> </ul>
 <p>Define &amp; Practice Good Governance</p>	<ul style="list-style-type: none"> <li>• Attended open and closed session of Council meetings</li> <li>• Researching utility costs within the Town and how each utility can be financially independent rather than on utility help to pay another's budget requirements.</li> <li>• Working with the IT Department on ensuring all staff have completed the IT training course</li> <li>• Review of grant opportunities at the Trout Pond for a playground equipment and user group kitchen facility</li> <li>• Starting to review and develop the 2022 operational and capital budgets</li> <li>• The compost facility has installed the new posts for their netting which should go up next week</li> <li>• Review and approve numerous inspections, meetings and minutes for Health and Safety at various departments</li> <li>• Attended Audit Committee meeting that endorsed the 1<sup>st</sup> Quarter Financial Statements to be presented to Council in the next meeting.</li> <li>• Attended Taber Public Library Board meeting as an observer and to answer any technical financial questions the Board had for the Town.</li> <li>• Meeting with the Fire Chief and the Police Chief to discuss future strategy for the DEM role which was under the former CAO. We will put together something for council as a reference point.</li> </ul>
 <p>Enhance Sense of Community</p>	<ul style="list-style-type: none"> <li>• Discussions with Lantic on contract negotiations for extending the Town operating their wastewater treatment facility are nearing completion</li> <li>• Working with the Acting Recreation Director on the closing of recreation facilities</li> <li>• Mayor Prokop and I attended an on-site meeting with the Blood Tribe reviewing the wetlands project location. This is part of the ICIP funding we need their approval for the project before going to construction. The Blood Tribe representatives started with an offering and prayer ceremony the Mayor and I were honored to participate in.</li> </ul>



	<ul style="list-style-type: none"><li>• Review of Infrastructure Canada correspondence on Green initiatives for building programs. This ties in with the solar panels and other green indicative like the CHP installation at the aquafun center. There are two parts eligible for this funding retrofitting existing buildings and for new buildings. The arena, pool and community center are all near to the end of their life spans, this might be the opportunity to look at a new recreation facility Funding for the first 10 million is 60% and 50% after that.</li><li>• The Town of Bow Island requested assistance with their sanitary collection system, they were looking for a level II operator to review some repairs to their sanitary forcemain. We provided assistance to the Town with their repairs.</li></ul>
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# DEPARTMENT REPORT

## MAY 2021

**DEPARTMENT: Engineering & Public Works**

Strategic Plan Alignment	Associated Projects & Tasks
 <p style="color: #006666; font-weight: bold;">Develop Community &amp; Promote Growth</p>	<ul style="list-style-type: none"> <li>• Held Wetlands site visit with Blood Tribe Elders and received blessings on the project and for our staff.</li> <li>• Developing an infrastructure assessment map (roads &amp; sidewalks - on going) Tangible Capital Assets</li> <li>• Completed inspections for the Planning Department.</li> <li>• Tollestrup Construction Inc has Started work on the Community Centre Parking Lot Rehabilitation.</li> <li>• 53 Avenue Water line Upgrades Tender was awarded to McNally Contractors Ltd.</li> <li>• Started engineering replacement of the police station generator upgrade, had first site meeting.</li> <li>• Highway 864 Intersection and 56 Avenue Extension has concluded.</li> <li>• Spring Tree Trimming &amp; Leaf collection is being completed in all residential areas.</li> <li>• Installed a water line for connection to the future concession stand at Ken Mac Donald Ball Diamonds.</li> <li>• Prepped and opened up all outdoor public washrooms for the season.</li> <li>• Installed Key Fob door openers at the Lost Paws Animal Shelter.</li> <li>• Repaired and painted all of the walls at the Youth Center as well as installed new LED lighting.</li> <li>• Decommissioned the Old Animal control facility to prepare for demolition.</li> <li>• Replaced counter tops in the Curling Club dressing rooms.</li> </ul>
 <p style="color: #006666; font-weight: bold;">Improve Internal &amp; External Communications</p>	<ul style="list-style-type: none"> <li>• Held monthly safety meetings.</li> <li>• Performed Pandemic update meetings.</li> <li>• Social distancing maintained during operations.</li> <li>• Received &amp; completed locates of water &amp; sewer lines from Alberta One-Call for residents and businesses.</li> <li>• Received on-line, email and telephone service requests from residents and staff, investigated and completed all work orders pertaining to those requests.</li> <li>• Posted our “What’s in The Works” 2021 project listing in the Corn Husk Chronicles.</li> <li>• Posted a notice about the Free compost available for pick up for Town residents at the Transfer Station.</li> </ul>

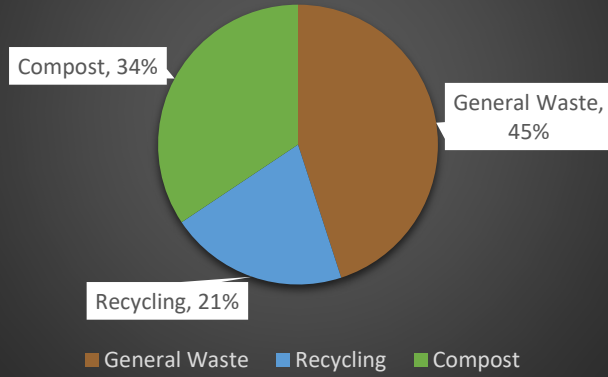


- Worked on revising and updating both the Traffic Control Bylaw and the Nuisance and Unsightly Properties Bylaw.
- Spring Street sweeping program has been completed for all areas.
- Graded the road at Ken Mac Donald Sports field.
- Dug and filled graves
- Flushed sanitary sewer pipelines, checked manholes and video inspected to prevent back-ups. Visited the five lift stations throughout Town.
- Filled Potholes around Town.
- Installed LED lighting in Water Treatment Plant primary clarifier room.
- Annual certification is complete for all gas detectors in the Aquafun center and community center.
- Completed several Electrical and automation projects at both Treatment facilities and the Police Station in House.
- Had all range hoods and ice machines cleaned.
- Replaced a heat exchanger at the Aquafun Center.
- Installed new automatic sliding doors at the Arena front entrance.
- Completed several facility maintenance work orders from various departments, including repairing pumps, furnace repair, roof top units, UPS, door's etc.
- Preventative maintenance at all town owned buildings for MUA, semi-annual inspections on all electrical and furnace/generator inspections.
- Re-Installed the North Storm generator which was repaired.
- Pressure tested the Town gas line at Community Centre to check for leaks.

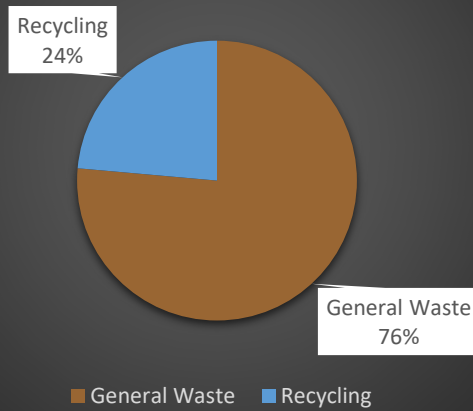


- Trenched in a power supply w/panel, and poured a new concrete pad in Confederation Park to install the Communities In Bloom group's Gazebo for year round use and power supply.
- Provided a supply of free finished compost and wood chips for resident's usage.
- Collection of all residential automated cart waste, and commercial/industrial - multi-family waste containers.
- Co-ordinated the collection of compost, recycling and Styrofoam, both residential & commercial.
- Maintained the responsible disposal and recycling of all waste materials at the Town of Taber Transfer Station including Paint, Household Hazardous waste, used motor oil, tires, batteries & e-waste materials.
- 2962 tonnes of recycled concrete was crushed for use in our Town road repair projects.
- Scrap metal pile was recycled and salvaged.
- Agriculture chemical containers were recycled and shredded.
- Placed and fixed signs around Town.

## 2021 - January to April - Residential Diversion



## 2021 - 1st Quarter - Commercial Diversion









TOWN OF  
**TABER**

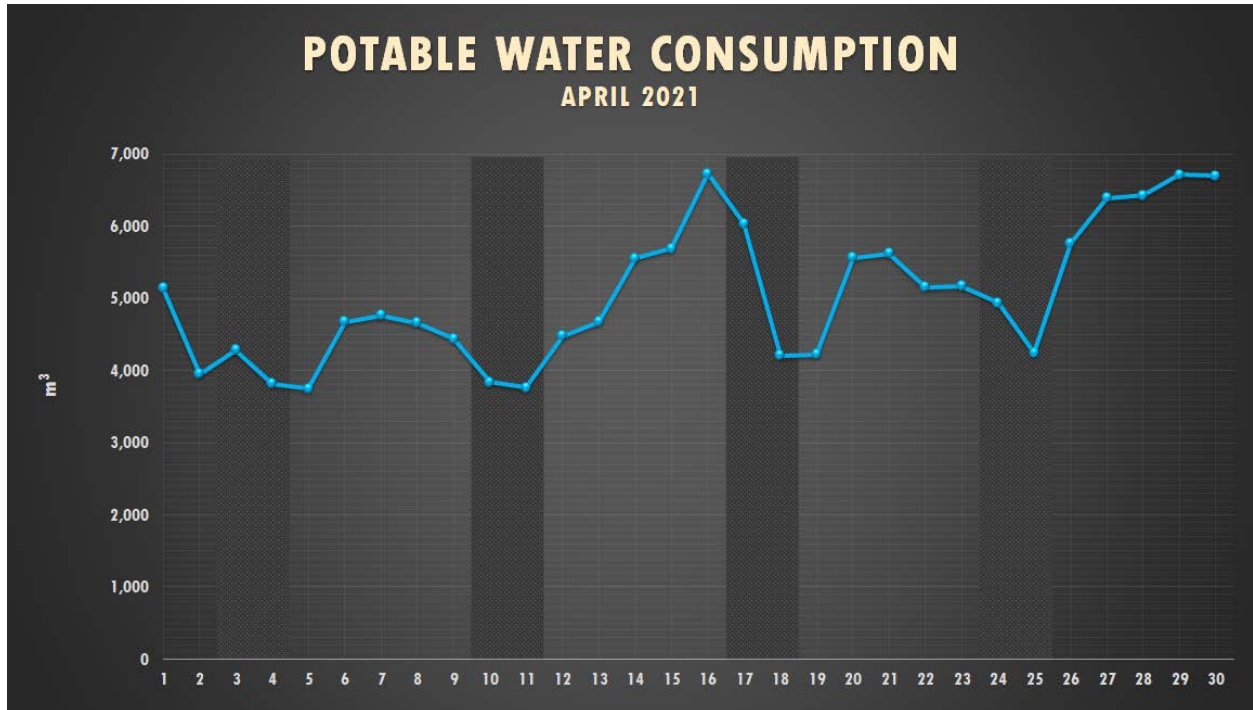
## DEPARTMENT REPORT

May 2021

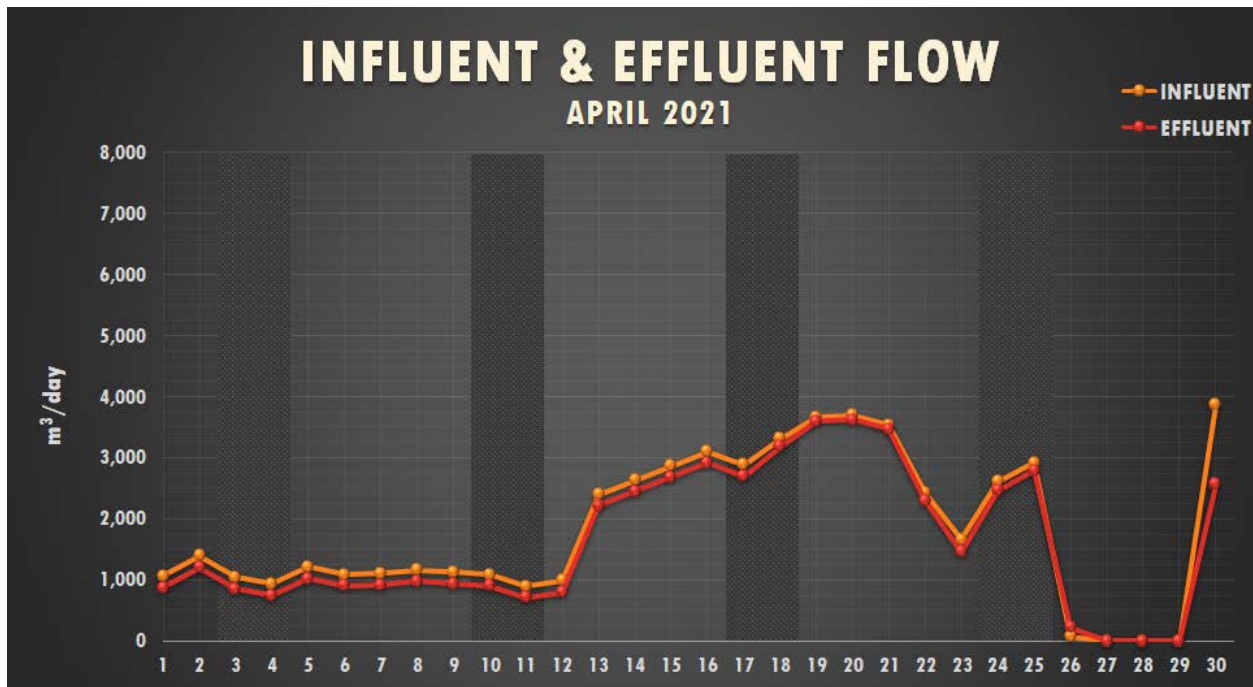
DEPARTMENT: Water & Wastewater Treatment

Strategic Plan Alignment	Associated Projects & Tasks
 <p>Develop Community &amp; Promote Growth</p>	<ul style="list-style-type: none"> <li>• SCADA upgrades at the Water Treatment &amp; Wastewater Treatment Plants are ongoing with the addition of the Potassium Permanganate injection system to be installed on SCADA</li> <li>• High Lift Pump replacement at the Water Treatment Plant and Chin Pump Station is complete</li> <li>• Operation of Lantic Wastewater Treatment Plant is ongoing</li> <li>• CO<sub>2</sub> Injection Project is out for tender.</li> <li>• UV Light Replacement Project parts have arrived with a Tech arriving on May 18<sup>th</sup> to work on the replacement.</li> </ul>
 <p>Improve Internal &amp; External Communications</p>	<ul style="list-style-type: none"> <li>• Monthly Safety Meeting</li> <li>• Operations Meetings</li> <li>• Weekly Lantic Operations Meeting</li> <li>• Weekly Lantic Maintenance Meeting</li> <li>• ISO17025 Lantic Lab Certification Meetings</li> <li>• Lantic Boiler and Filtration Upgrade Meetings</li> </ul>
 <p>Define &amp; Practice Good Governance</p>	<ul style="list-style-type: none"> <li>• We strive to minimize our impact on the environment by consistently meeting and exceeding the guidelines set out by Alberta Environment</li> <li>• Monthly site inspections were completed</li> <li>• We are following our Covid-19 Pandemic Emergency Response Plan</li> <li>• Developing future capital projects for all treatment facilities.</li> </ul>
 <p>Enhance Sense of Community</p>	<ul style="list-style-type: none"> <li>• Submitted Water Saving Tip to Corn Husk Chronicles</li> <li>• Developing a FOG brochure developing best practices for grease interceptors for the removal of fats, oils and grease. FOG is a concern as it clogs up the inside of the pipe causing sewage to back up into your house or business or the sanitary main line.</li> </ul>

## Potable Water Consumption



## WWTP Influent & Effluent Flow









# FIRE DEPARTMENT REPORT

April 2021

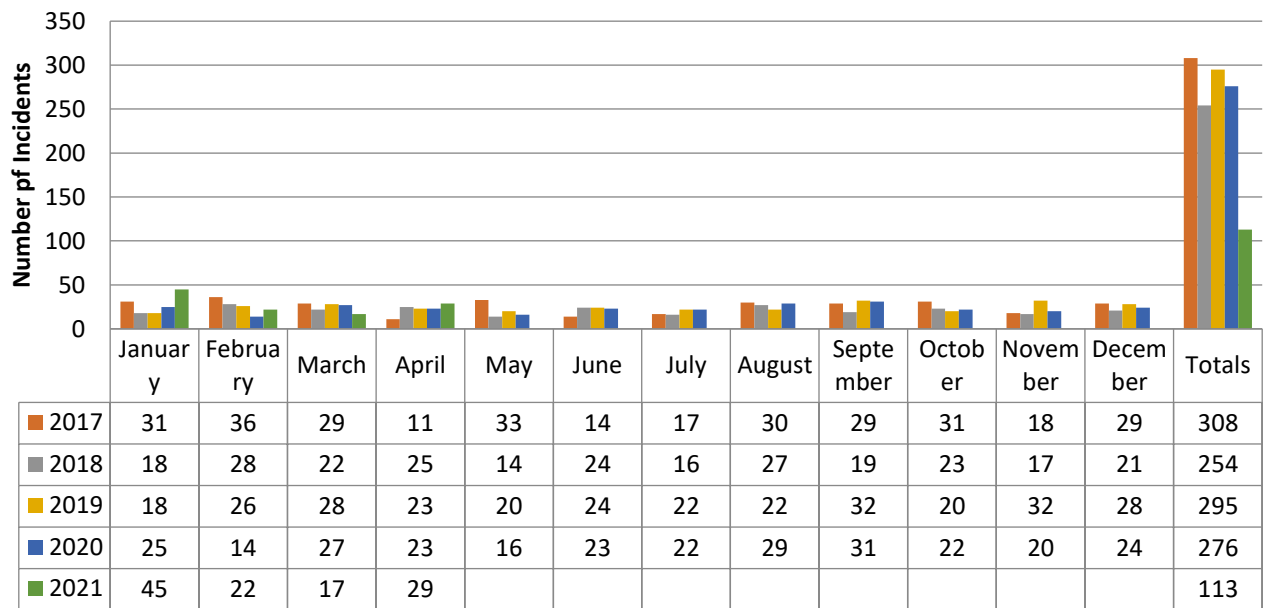
DEPARTMENT: FIRE DEPARTMENT

Strategic Plan Alignment	Associated Projects & Tasks
 <p>Develop Community &amp; Promote Growth</p>	<ul style="list-style-type: none"> <li>• <b>Continued</b> Fire Chief Worked with the Alberta fire Chief Association building the Provincial Tool box standardizing the fire service in Alberta, this term is 2020-2022 with monthly meetings held online presenting at the Alberta Fire Chiefs Association this May.</li> <li>• The Taber Fire Department is now doing inspections on Tank Storage systems and continues to work with ASCA starting May 2021.</li> </ul>
 <p>Improve Internal &amp; External Communications</p>	<ul style="list-style-type: none"> <li>• Continues to work with Provincial Medical First Responder Training Committee on COVID 19 Provincial response.</li> <li>• Continue to Post on Facebook, keeping the community involved</li> </ul>
 <p>Define &amp; Practice Good Governance</p>	<p><b>Fire Training:</b> This time indicates the training of the Fire Department in the month.</p> <ul style="list-style-type: none"> <li>• Past month <b>481.75</b> hours of firefighter training.</li> <li>• Past 12 months <b>4674.25</b> hours of online and Face-to-Face firefighter training.</li> <li>• 16 firefighters participated in a live fire-training day at the Taber Fire Training Center.</li> <li>• 5 members participated in a webinar titled Training for Failure with Dr. Rich Gasaway.</li> <li>• 2 firefighters completed the NFPA 1002 Driver/Operator course.</li> <li>• April 30, 2021 the Coaldale Fire Department Rented the Fire Training Center.</li> <li>• Working to find an alternative status and paging app provider as the FFRS system will no longer be available by the end of June 2021.</li> <li>• Deputy Chief continues to work as the South Zone representative for the Alberta Fire Training Officers Association.</li> <li>• Working as the DDEM as part of the EOC agency for the COVID-19 pandemic.</li> <li>• Deputy Chief continues to work as the Fire Department representative on the Joint Health and Safety Committee.</li> </ul>



	<p><b>Fire Prevention:</b></p> <ul style="list-style-type: none"> <li>• Fire inspections <b>13</b></li> <li>• Smoke alarm installation <b>6 exchanges</b></li> <li>• Fire investigations <b>2</b></li> <li>• FPO continuing to volunteer to audit unique Virtual NFPA 1031 Fire Inspector Course for Fire wise Consulting in conjunction with the College of the Rockies.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>1667</b> hours volunteer service over the last 12 months outside of training and call responses.</li> <li>• 7 members volunteered 89 hrs for medical standby for the Chinook and Alberta High School Rodeo Association over 2 weekends.</li> </ul>

### Comparison of year by month with totals 2017-2021



Year to date LAST year; 89 calls. Total Calls for **April - 29**. Year to date THIS year; **113** calls

Total call volume over the last 4 years: **1139** Calls

#### CALLS BY TYPE


Structure Fire – 0	Public Assist – 8	MVC – 6
Rubbish/Grass Fire – 3	Hazmat – 0	Alarm Call – 6
MFR – 6	Mutual Aid – 0	Vehicle Fire – 0






## DEPARTMENT REPORT

May 2021

DEPARTMENT: Planning & Economic Development

Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="318 1226 467 1331">Develop Community &amp; Promote Growth</p>	<ul style="list-style-type: none"> <li>• Answered a variety of calls from residents and businesses, providing information and guidance on the Land Use Bylaw, Development Permits, Business Licensing, and other miscellaneous requests.</li> <li>• Issued 12 Compliance Certificates since the last Council meeting, and 40 so far in 2021.</li> <li>• Issued 11 Development Permits since the last Council meeting, and 57 so far in 2021.</li> <li>• Issued 4 Portable Sign Permit Renewals since the last Council meeting, and 7 so far in 2021.</li> <li>• Facilitating 3 subdivision applications, two are awaiting approval at this Subdivision Authority meeting, 1 can be endorsed once subdivision conditions have been met.</li> <li>• Team member attended an Final Acceptance Certificate (FAC) inspection for a subdivision.</li> <li>• Issued 14 business licenses since the April Council meeting, a mixture of resident licenses, temporary licenses, and home occupations.</li> <li>• Assisting existing Business License holders with updates required to their licences as they arise with renewals.</li> <li>• On-going discussion with different parties regarding potential land sales in Eureka Industrial Park</li> <li>• Discussions with local realtor on potential sale of land in Eureka</li> <li>• Discussions with 2 different parties interested in purchasing land in the Downtown</li> <li>• Continued tracking of government programs for businesses requiring Covid relief. Website updated and available for the public. Working with the Chamber to communicate with businesses and determine where the need for relief is.</li> <li>• Continue working together to attract new businesses.</li> <li>• Working with Chamber of Commerce on variety of Shop Local Initiatives</li> <li>• Reaching out to several agri-businesses that we have worked with in the past in relation to potential land purchase and development in Town. Ensuring any additional information they require is provided to keep Taber on their list for potential development.</li> <li>• Department member attended Community Futures Board meeting</li> <li>• Working with Canada’s Premier Food Corridor on new online marketing initiative for the region</li> <li>• Working with regional partners to provide profiles of communities to new Invest Alberta corporation</li> </ul>

	<ul style="list-style-type: none"> <li>• Working with GoA regional economic development manager on Red Tape reduction initiative related to investment attraction</li> <li>• Behind the scenes work to prepare for the Taber Pheasant Festival.</li> <li>• Working with Developer of Westview Neighbourhood Commercial Site in relation to their subdivision and development permit files.</li> <li>• Attended Trout Pond meetings to discuss development of site.</li> <li>• Working with Kinsmen and Recreation to plan installation of playground in Westview.</li> <li>• Working with Developer and landowner to negotiate servicing requirements for Taber Meadows</li> <li>• Working with engineering to provide design information for servicing of Taber Christian School site to allow them to proceed with Building Permit application and construction startup.</li> <li>• MPC approval of Clearview Lodge project to allow applicant to begin seeking funding.</li> <li>• Met with business in Calgary to discuss potential relocation to Taber of fabrication plant. Potentially coming down to see Taber and visit Eureka.</li> <li>• Launched new targeted marketing campaign on LinkedIn to promote development opportunities in the Town and town land for sale</li> <li>• Discussions with power provider interested in partnering for provision of power in Eureka. Ongoing.</li> </ul>
 <p>Improve Internal &amp; External Communications</p>	<ul style="list-style-type: none"> <li>• Continued to maintain presence on LinkedIn and Twitter for Economic Development, posting 2-4 times a week on each platform.</li> <li>• Preparation of RFD's and attendance at two Council meetings.</li> <li>• Attended Management Team meeting.</li> <li>• Preparing articles for Corn Husk Chronicles.</li> <li>• Working on profiles for area producers for Linked In and Twitter.</li> <li>• Attend Spring Lethbridge College Advisory Council meeting virtually.</li> <li>• Virtual meeting with new Consul General of Japan.</li> </ul>
 <p>Define &amp; Practice Good Governance</p>	<ul style="list-style-type: none"> <li>• Weekly meetings with Interim CAO to update on issues or projects.</li> <li>• Facilitated Municipal Planning Commission meeting on the Third Monday of the month.</li> <li>• Team meetings and staff one-on-ones.</li> <li>• Attended Council Agenda setting meetings and after Council review.</li> <li>• Weekly Taber Times advertising for projects, ensuring meeting MGA advertising requirements.</li> <li>• Team attended Agenda.net training with Administrative Services to train new team member and ensure versatility with staff being all able to prepare agendas</li> <li>• Monitoring and working with landowner to assist in resolution or several warning letters for LUB related concerns.</li> <li>• Ongoing enforcement of Land Use Bylaw infractions on a complaint basis, or as a result of drive-by checks by staff.</li> <li>• Continued monitoring of Covid-19 restrictions and impacts to department.</li> <li>• Finalize submission for grant costs for IDP/ICF project due at end of May.</li> <li>• Team member attended Joint Health and Safety Meeting</li> </ul>

	<ul style="list-style-type: none"> <li>• Director attended South Region Municipal Tools to Support Affordable Housing virtual session.</li> <li>• Working on draft management employment contract after receiving comments on draft from committee.</li> <li>• Team member attended Health &amp; Safety monthly inspection.</li> <li>• Team members attended Joint Economic Development Committee meeting</li> <li>• Met with Grants Coordinator to discuss several applications.</li> <li>• Virtual meeting with Taber and District Housing and Superior Safety Codes to do initial Building Code review on Clearview project.</li> <li>• Executing several agreements to facilitate development and servicing within the Town.</li> </ul>
 <p data-bbox="300 800 462 913">Enhance Sense of Community</p>	<ul style="list-style-type: none"> <li>• Assisting Recreation with disc golf, trout pond projects and Westview playground design.</li> <li>• Working with local restaurants to promote annual patio program and allow them to open during latest Covid restrictions.</li> <li>• Team member attended Planning meeting to discuss annual events.</li> </ul>



TOWN OF TABER

**BUILDING PERMIT STATISTICS**  
April 2021

	Month of April by Year								
	2021			2020			2019		
	No. of Permits	No. of Units	Construction Value	No. of Permits	No. of Units	Construction Value	No. of Permits	No. of Units	Construction Value
SINGLE FAMILY DWELLINGS	0	0	\$ -	0	0	\$ -	1	1	\$ 300,000.00
2 FAMILY DWELLING	0	0	\$ -	0	0	\$ -	0	0	\$ -
SEMI DETACHED DWELLING	0	0	\$ -	0	0	\$ -	0	0	\$ -
MULTI FAMILY DWELLING	0	0	\$ -	0	0	\$ -	0	0	\$ -
RESIDENTIAL ADDITIONS & ACCESS.	5	0	\$ 107,500.00	4	0	\$ 63,500.00	3	0	\$ 22,000.00
GARAGES & CARPORTS	0	0	\$ -	0	0	\$ -	0	0	\$ -
MANUFACTURED HOMES	0	0	\$ -	0	0	\$ -	0	0	\$ -
SWIMMING POOLS	0	0	\$ -	0	0	\$ -	0	0	\$ -
FARM & AGRICULTURE BUILDINGS	0	0	\$ -	0	0	\$ -	0	0	\$ -
NEW COMMERCIAL	0	0	\$ -	0	0	\$ -	0	0	\$ -
COMMERCIAL ADDITIONS/ALTER	1	0	\$ 5,000.00	0	0	\$ -	1	0	\$ 5,200.00
NEW INDUSTRIAL	0	0	\$ -	0	0	\$ -	0	0	\$ -
INDUSTRIAL ADDITIONS/ALTER	0	0	\$ -	0	0	\$ -	1	0	\$ 300,000.00
NEW INSTITUTIONAL	0	0	\$ -	0	0	\$ -	0	0	\$ -
INSTITUTIONAL ADDITIONS/ALTER	0	0	\$ -	0	0	\$ -	0	0	\$ -
MOBILE HOME PARK	0	0	\$ -	0	0	\$ -	0	0	\$ -
DEMOLITIONS	1	0	\$ 25,000.00	0	0	\$ -	0	0	\$ -
OCCUPANCY/INSPECTION ONLY	0	0	\$ -	0	0	\$ -	0	0	\$ -
PERMANENT SIGNS	0	0	\$ -	0	0	\$ -	0	0	\$ -
	<b>7</b>	<b>0</b>	<b>\$ 137,500.00</b>	<b>4</b>	<b>0</b>	<b>\$ 63,500.00</b>	<b>6</b>	<b>1</b>	<b>\$ 627,200.00</b>

	Year to Date (January 1 to April 31)								
	2021			2020			2019		
	No. of Permits	No. of Units	Construction Value	No. of Permits	No. of Units	Construction Value	No. of Permits	No. of Units	Construction Value
SINGLE FAMILY DWELLINGS	2	1	\$ 500,000.00	3	3	\$ 580,000.00	3	3	\$ 791,000.00
2 FAMILY DWELLING	0	0	\$ -	0	0	\$ -	0	0	\$ -
SEMI DETACHED DWELLING	2	0	\$ 330,000.00	0	0	\$ -	0	0	\$ -
MULTI FAMILY DWELLING	0	0	\$ -	0	0	\$ -	0	0	\$ -
RESIDENTIAL ADDITIONS & ACCESS.	7	0	\$ 172,500.00	8	0	\$ 92,500.00	7	0	\$ 79,500.00
GARAGES & CARPORTS	1	0	\$ 35,000.00	2	0	\$ 50,000.00	4	0	\$ 110,000.00
MANUFACTURED HOMES	0	0	\$ -	0	0	\$ -	0	0	\$ -
SWIMMING POOLS	0	0	\$ -	0	0	\$ -	0	0	\$ -
FARM & AGRICULTURE BUILDINGS	0	0	\$ -	0	0	\$ -	0	0	\$ -
NEW COMMERCIAL	0	0	\$ -	0	0	\$ -	0	0	\$ -
COMMERCIAL ADDITIONS/ALTER	4	0	\$ 2,417,300.00	7	0	\$ 517,500.00	2	0	\$ 55,200.00
NEW INDUSTRIAL	0	0	\$ -	1	0	\$ 1,200,000.00	0	0	\$ -
INDUSTRIAL ADDITIONS/ALTER	2	0	\$ 124,000.00	1	0	\$ 8,000.00	1	0	\$ 300,000.00
NEW INSTITUTIONAL	1	0	\$ 1,000,000.00	0	0	\$ -	0	0	\$ -
INSTITUTIONAL ADDITIONS/ALTER	0	0	\$ -	3	0	\$ 502,000.00	1	0	\$ 299,975.00
MOBILE HOME PARK	0	0	\$ -	0	0	\$ -	0	0	\$ -
DEMOLITIONS	2	0	\$ 72,229.00	1	0	\$ 1,500.00	0	0	\$ -
OCCUPANCY/INSPECTION ONLY	0	0	\$ -	1	0	\$ 3,500.00	0	0	\$ -
PERMANENT SIGNS	0	0	\$ -	1	0	\$ 11,500.00	0	0	\$ -
	<b>21</b>	<b>1</b>	<b>\$ 4,651,029.00</b>	<b>28</b>	<b>3</b>	<b>\$ 2,966,500.00</b>	<b>18</b>	<b>3</b>	<b>\$ 1,635,675.00</b>

	Permits by District					
	2021		2020		2019	
	No. of Permits	Construction Value	No. of Permits	Construction Value	No. of Permits	Construction Value
RESIDENTIAL	12	\$ 1,037,500.00	13	\$ 722,500.00	14	\$ 980,500.00
INDUSTRIAL	4	\$ 196,229.00	3	\$ 1,209,500.00	1	\$ 300,000.00
COMMERCIAL	4	\$ 2,417,300.00	9	\$ 532,500.00	2	\$ 55,200.00
INSTITUTIONAL	1	\$ 1,000,000.00	3	\$ 502,000.00	1	\$ 299,975.00







TOWN OF  
**TABER**

## Department REPORT

May 2021

DEPARTMENT: Human Resources



Strategic Plan Alignment	Associated Projects & Tasks
 <p>Develop Community &amp; Promote Growth</p>	<ul style="list-style-type: none"><li>• Completed orientations for 22 summer seasonal staff</li><li>• Hired and completed orientation for full time IT Help Desk</li><li>• Completed orientation for a casual Communications Operator</li><li>• Conducted interviews for the Facility Maintenance Assistant position</li></ul>
 <p>Improve Internal &amp; External Communications</p>	<ul style="list-style-type: none"><li>• Assisting departments with eCompliance</li><li>• Advised staff of recent changes to the Alberta Government's vaccine rollout</li><li>• Sent an email to all staff regarding mental health</li><li>• Participated in the Town of Blackfalds Compensation and Council Remuneration Survey</li></ul>
 <p>Define &amp; Practice Good Governance</p>	<ul style="list-style-type: none"><li>• Monitoring Staffing requirements and concerns in relation to COVID-19</li><li>• Updating Health &amp; Safety Bulletin boards in various departments</li><li>• Attended Labour Management Meeting</li><li>• Attended the AMHSA Annual General Meeting</li></ul>
 <p>Enhance Sense of Community</p>	<ul style="list-style-type: none"><li>• Working with WCB</li><li>• Working with Sun Life</li><li>• Assisting employees with their concerns &amp; Questions</li><li>• Assisted employees with benefits questions</li></ul>





## DEPARTMENT REPORT

May 2021

DEPARTMENT: Recreation

Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="321 821 459 919">Develop Community &amp; Promote Growth</p>	<ul style="list-style-type: none"> <li>• Farmers Market starts June 17<sup>th</sup>, number of tables and food trucks book already</li> <li>• ACE coordinator has received a number of inquiries regarding community events and has been in contact including Taber Tuff, the Mother's Day Market and the TDCALA Multicultural Event.</li> <li>• The Staff Plasma Drive is still in the works, 22 staff members have signed up to donate.</li> <li>• All shrubs at Quality Living park have been removed in preparation for new plants</li> <li>• Irrigation and electrical lines have been installed for the new concession at Ken McDonald Memorial Sportfield Complex</li> <li>• Working with new supplier for Memorial Bench and Tree Program</li> <li>• New trees and benches being put in as part of the Memorial bench and tree program</li> </ul>
 <p data-bbox="285 1415 488 1514">Improve Internal &amp; External Communications</p>	<ul style="list-style-type: none"> <li>• Continued regular communication with user groups</li> <li>• Continued regular communication with facility lease holders</li> <li>• In constant communication with Public Works department regarding joint projects</li> <li>• Meeting with Communities in Bloom regarding flowerbed upgrades</li> <li>• Meeting with Wilhelm Friesen regarding frisbee golf at the trout pond</li> <li>• Meeting with Taber Football regarding possible football building upgrades</li> <li>• 3 staff members took the My Alberta Emergency Registration System training</li> <li>• Attended a ChooeWell webinar</li> <li>• Pool casual staff completing WHMIS training</li> <li>• Pool staff completed Water Safety Instructor recertification</li> <li>• 2 Pool staff taking the Pool Operators II course</li> <li>• Applied for the MD of Taber Recreation Grant</li> <li>• Attended the May ESS update meeting</li> <li>• Site meeting with Blue Imp and Kinemen Club at Westview for the new playground</li> <li>• 2020 Department Highlight report submitted</li> </ul>

 <p>Define &amp; Practice Good Governance</p>	<ul style="list-style-type: none"> <li>• Summer Programs Leader hired and orientation completed, 2 Addistants will start late June</li> <li>• Staff attended the Farmers Market Alberta webinar</li> <li>• The Town of Taber, along with the Taber Arts &amp; Craft Society have submitted a grant application and programming ideas for Culture Days in September</li> <li>• All recreation facilities closed</li> <li>• Pool staff helping out in Parks during closure</li> <li>• Pool staff and Recreation staff painting the photocopier room at the Administration building</li> <li>• Cancelled National Lifeguard course due to closure</li> <li>• Arts &amp; Heritage Committee met on May 18th, 2021</li> <li>• Recreation Board meeting met May 6th, 2021</li> <li>• Biweekly COVID checks with staff</li> <li>• Department held required monthly health and safety meetings with staff</li> <li>• Regular, monthly facility inspections were performed</li> <li>• Performing weekly checks of all parks</li> <li>• All summer staff have had hands on equipment traing from experienced operators</li> <li>• All parks have been treated with fertilizer and herbicide</li> <li>• All high visible rock and mulch beds have been sprayed for weeds</li> <li>• All parks now have irrigation turned on</li> </ul>
 <p>Enhance Sense of Community</p>	<ul style="list-style-type: none"> <li>• BBQ Competition planning committee has tentatively rescheduled the BBQ Competition for September 11<sup>th</sup>, as live music and sampling of food is not permitted at this time</li> <li>• Kids Can Catch, in partnership with MNP, has been moved to a month long COVID friendly event. MNP will be offering fishing rods to kids in the community and a contest will run online for family finish photos at Trout Pond</li> <li>• Drive Through Food Truck Festival has been postponed to July 17<sup>th</sup></li> <li>• ParticipAction Fitness Fun Events are going to be moved to an online platform, there are 8 different classes currently scheduled to run June 7-11 hosted by local fitness professionals</li> <li>• Canada Day activities are in the works, with a number of plans to be put in place once the restrictions are more defined closer to the date</li> <li>• May gratitude challenge has started on social media</li> <li>• A new United Nations Peacekeepers Monument will be going in at the Cenotaph park</li> <li>• A large pile firewood has been stacked at the trout pond campground for campers use</li> <li>• Campers have been using both the trout pond and Ken McDonald Memorial Sportfield Complex campgrounds</li> </ul>







## DEPARTMENT REPORT

May 2021

DEPARTMENT: Finance

Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="282 638 492 743">Improve Internal &amp; External Communications</p>	<ul data-bbox="634 457 1187 554" style="list-style-type: none"> <li>• Upgrade multiple systems and firmware.</li> <li>• Continue the Annual Computer Replacement.</li> <li>•</li> </ul>
 <p data-bbox="305 1041 464 1146">Define &amp; Practice Good Governance</p>	<ul data-bbox="634 760 1479 1241" style="list-style-type: none"> <li>• Complete the IT KPI Report.</li> <li>• Renew multiple licenses and subscriptions.</li> <li>• Contract(s) Administration</li> <li>• Daily Procurement Activities</li> <li>• COVID-19 Procurement Support</li> <li>• Draft RFP HRIS Software</li> <li>• EProcurement Software Implementation</li> <li>• ITQ Folder/Stuffer &amp; Postage Machine Lease</li> <li>• Attended Audit Committee meeting that endorsed 1<sup>st</sup> Quarter Financial Statements</li> <li>• Provided Directors with Budget Framework for operating and 10-year capital plan.</li> <li>• Prepared tax rate calculations</li> <li>• Daily Financial Activities</li> </ul>






TOWN OF  
**TABER**

## DEPARTMENT REPORT

May 2021

DEPARTMENT: Administrative Services

Strategic Plan Alignment	Associated Projects & Tasks
 <p>Develop Community &amp; Promote Growth</p>	<ul style="list-style-type: none"> <li>• Hosted a co-interview for a vacant facility maintenance position</li> <li>• Follow up on various cemetery items</li> <li>• Discussed leaseholder requests with lessees, liaising with facility maintenance: Arts and Crafts, and the Curling Club</li> <li>• Approving and follow-up on various facility maintenance project requests</li> </ul>
 <p>Improve Internal &amp; External Communications</p>	<ul style="list-style-type: none"> <li>• Attended webinar hosted by Western Canada Cemeteries Association (WCCA) related to perpetual care funds</li> <li>• Liaised with the Taber Library related to their leased space</li> <li>• Preparations for joint meeting</li> <li>• Held weekly meetings with Administrative Services staff to receive updates, assign tasks, and check in</li> <li>• Attended the Director's meeting</li> </ul>
 <p>Define &amp; Practice Good Governance</p>	<ul style="list-style-type: none"> <li>• Created the agenda and attended the monthly CUPE and Town Management Meeting</li> <li>• Attended multiple Council agenda meetings with the Interim CAOs, Mayor and Deputy Mayor</li> <li>• Attended the Alberta Municipal Clerk's Association Virtual Conference</li> <li>• Meeting with Lessee for signing of renewal documents</li> <li>• Attended multiple Municipal Affairs Election Training Session</li> <li>• Continued Election 2021 preparations and formulation, meeting with the Returning Officer and staff</li> <li>• Attended Regular Meetings of Council</li> <li>• Reviewing department purchases, as well as facilities maintenance</li> <li>• Preparations for Council meetings</li> <li>• Kept updated on eCompliance program for Health and Safety</li> <li>• Attended monthly Administration Building health and safety meetings (via email during COVID)</li> <li>• Continued the reviewing other various bylaw, policy and procedure documents for formulation by other departments</li> </ul>



Enhance  
Sense  
of  
Community

- Arranged for virtual setup for the Mayor's attendance at various meetings such as the Consul General of Japan in Calgary, Taber Air Cadets, etc.
- Investigated prehistoric site mapping and information related to the bison kills, cairns, and tipi rings, in various documentation, the Town's Integrated Community Sustainability Plan, and the MD of Taber
- Worked with the Notogawa Friendship Society to support their project with the virtual celebrations in lieu of the exchange this year
- Liaised with the Alberta Japan Twinned Municipality Association (AJTMA) Board to determine their wishes for the conference that was planned for Taber this year.
- Site tour of the Cemetery to review damages to the signs and posts
- Worked with both school divisions to assist in their request for the Town to host their school board elections
- Commissioner for Oaths duties
- Fielded various department requests from citizens and internal clients






TOWN OF  
**TABER**

## DEPARTMENT REPORT

**DEPARTMENT: Administrative Services**

**(Communications and Projects Coordinator)**

Strategic Plan Alignment	Associated Projects & Tasks
 <p><b>Develop Community &amp; Promote Growth</b></p>	<ul style="list-style-type: none"> <li>Assisted as backup cemetery clerk when necessary (this includes preparing burial orders, pre-need contracts, etc)</li> </ul>
 <p><b>Improve Internal &amp; External Communications</b></p>	<ul style="list-style-type: none"> <li>Carrying out initiatives as outlined in the 2021-2023 Communications Plan</li> <li>Fielded various questions from the public as transferred to communications</li> <li>Submitted Taber Times Ads: regular ads and other various ads as needed</li> <li>Released May Corn Husk Chronicles</li> <li>Drafting June Corn Husk Chronicles</li> <li>Drafting special Election Edition of the Corn Husk Chronicles to be released in the fall</li> <li>Continued to make edits and updates to the Town's website pages to ensure accuracy and relevance</li> <li>Actively increased engagement on social media by posting current events, upcoming programming, new projects, etc</li> <li>Shared a number of photos as per Mayor's request for various attendance at events on social media.</li> <li>Responded to the public's questions and feedback on our social media accounts, or referred them to appropriate source for info</li> <li>Assisted media and news personnel by fielding questions and scheduling interview requests for Council and Staff</li> <li>Researched and provided information for the Mayor prior to media interviews so media personnel receive accurate and relevant information.</li> <li>Researched best practices for various communications initiatives through the Alberta Municipal Communicators.</li> <li>Maintained log-ins for Alberta Emergency Alerts in order to maintain certification.</li> <li>Working on various design templates for emergency communications preparedness for various scenarios</li> <li>Creating a database of crisis and emergency templates for use in activated EOC situations</li> </ul>

	<ul style="list-style-type: none"> <li>• Created quick guide to editing the Town website in an emergency situation or State of Local Emergency.</li> <li>• Created a number of designs for various posters, social media graphics, brochures, and other print materials as requested by various staff members</li> <li>• Continual work on messaging for COVID-19 regulation changes and new mandates and vaccination information</li> <li>• Regular upkeep of Town COVID-19 webpage with current restrictions and vaccination information</li> <li>• Coordinated with Departments on their requests for communications (this includes designing materials, writing copy, offering communications advice, and providing training on communications initiatives)</li> <li>• Assisted with requests for writing for cards, speeches, and other written materials</li> <li>• Wrote greetings to the citizens of Higashiomi from the Mayor for the virtual 2021 Higashiomi get-together. Translation to occur after Mayor's approval.</li> <li>• Created social media editorial calendar for Emergency Preparedness Week with facts, tips, cheat sheets, and more for citizens.</li> </ul>
 <p>Define &amp; Practice Good Governance</p>	<ul style="list-style-type: none"> <li>• Continued regular upkeep with eCompliance as required by health and safety program</li> <li>• Continued upkeep with our Employee Recognition Program (includes setting up the email-based program, notifying Directors of staff milestones, ensuring orders are places in a timely fashion, wrapping gifts, and scheduling presentations of gifts)</li> <li>• Attended monthly Administration Building health and safety meetings (via email during COVID)</li> <li>• Attended regular Directors meetings and management team meetings</li> <li>• Assisting with upkeep of oil and gas leases and rent review notices</li> <li>• Provided readiness for potential deployment for Southern Alberta Incident Management Team (only if requested during an emergency in Southern Alberta)</li> <li>• Assisting Administrative Services Manager and Returning Officer with elections preparations</li> <li>• Designed election quick facts to be used to educate potential candidates and electors regarding the 2021 municipal election.</li> <li>• Designing ads and a number of other communications materials to be used for the 2021 municipal election.</li> <li>• Taking training from the Government of Alberta for election preparations</li> <li>• Responded with availability for Southern Alberta All-Hazards Incident Management Team scheduling in case of being called out to an emergency in an IO function.</li> <li>• As per request of Council, set up meetings for positive work culture with all staff (postposed due to COVID restrictions)</li> </ul>



Enhance  
Sense  
of  
Community

- Assisting Recreation Staff with their social media and communications initiatives where requested
- Reached out again to AJTMA Executive to request official decision on postponing conference in 2021; still waiting on response
- As per Council resolution, liaising with volunteer boards to determine donations in lieu of recognition banquet
- Coordinated awards for long service volunteers
- Worked on regional COVID-19 video messaging with the MD of Taber and Town of Vauxhall (involved writing scripts, videoing Mayor Prokop and Mayor Plumtree, and editing videos prior to the MD using for compilation)
- Assisted Mayor with set design and livestream setup for virtual APEX Youth Awards
- Fashioned video for the Mayor for book reading for Central School Education Week 2021 (involves set creation, videography, and editing).
- Posted Proclamation of Communities in Bloom Week as per Council resolution.
- Shared Dog Control Bylaw public feedback survey from Taber Police Service.



## DEPARTMENT REPORT

### Taber Memorial Gardens

Statistics Provided from: April 1, 2021 to April 30, 2021	
SERVICE PROVIDED	STATISTICS
Burials	7
Pre-Planning Purchases	8
Columbarium Transactions	0
Monument Permits	2
Disinter/Reinter	0
Transfer of Burial Rights	0
Public Concerns	2
Grave Searches from the Public	2
Grave Searches from Monument Companies	2
Inquiries from other Municipalities	0

## Council Request for Decision

**Meeting Date:** May 25, 2021

**Subject:**  
Mayor and Councillor Reports (Verbal)

**Recommendation:**  
That Council accepts the Mayor and Councillor Reports for information.

**Background:**  
Updates are provided verbally to inform Council of individual elected official activity. This could come in the form of meeting attendance to Council's Boards, Commissions, Committees, ad hoc organizations or meetings intended to strengthen municipal reputation and visibility.

**Legislation / Authority:**  
MGA, Section 207(c)

**Strategic Plan Alignment:**  
Governance:  
Build partnerships with other governments and organizations where synergies may exist.

**Financial Implication:**  
N/A

**Service Level / Staff Resource Implication:**  
The service level will remain status quo.

**Justification:**  
To keep all of Council informed of elected official activity.

**Alternative(s):**  
Council could seek clarification on any of the matters.





**Attachment(s):** None.

**APPROVALS:**

**Originated By:**  
Raeanne Keer

**Chief Administrative Officer (CAO) or Designate:** \_\_\_\_\_

## Council Request for Decision

**Meeting Date: May 25, 2021**

**Subject:**

Standing Item - Council Requests

**Recommendation:**

That Council uses this standing agenda item opportunity to address administration about their concerns, ask questions and direct municipal resources.

**Background:**

The Municipal Government Act only allows Mayor and Council to act by resolution or bylaw, not separately through individual direction to administration. If one member wishes to see action on a certain item that requires the deployment or diversion of municipal resources, that does not mean all or even a majority of the other six members want Town resources used in that manner. Also, it is likely that all of Council and the public want to know about issues of concern and interest in Taber, so this conversation should be shared for better governance.

To assist in this information sharing and ensure agreement on the relative importance of activities, and to facilitate a common understanding, Council established a standing item on Council agendas that would allow the Mayor and Councilors to raise issues of individual concern. This allows discussion amongst Council and with administration on how best to deal with these concerns. It is an opportunity for Council to provide suggestions or direction to administration as to how best to proceed.

The intention of this RFD is for items to be brought forward from the floor at the meeting.

**Legislation / Authority:**

*Municipal Government Act*, Section 153, Section 154, Section 180, and Section 249.

**Strategic Plan Alignment:**

Improve Internal & External Communications

Establish appropriate communication protocols between Council and Administration.



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**Financial Implication:**

The financial implication will vary depending on the discussion outcomes but should consider the alignment of Town facility and service provision with the approved budget.

**Service Level / Staff Resource Implication:**

Having a regular Council discussion about service levels will improve the ability of administration to meet the expectations of Council rather than dealing with the requests of individuals on an ad hoc basis.

**Justification:**

This will bring administration efficiencies and the better alignment of services and expenditures with the budget. It will also help improve communication protocols and adherence to the *Municipal Government Act*.

**Alternative(s):**

Alternatives will vary based on the discussion.

**Attachment(s):** Action Item Listing

**APPROVALS:**

**Originated By:**  
Raeanne Keer

**Chief Administrative Officer (CAO) or Designate:** \_\_\_\_\_

<b>Council Date</b>	<b>Resolution #</b>	<b>Resolution</b>	<b>Assigned To</b>	<b>Completed?</b>	<b>Request Return To Council by?</b>
June 11/18	292/2018	MOVED by Councillor Strojwas that Council directs Administration to start the budgetary process, and investigate a celebration for the 40 <sup>th</sup> anniversary of the twinning relationship between the Town of Taber and Higashiomi for 2021.	Admin Services	<i>In Progress</i>	Not Stated
June 25/18	311/2018	MOVED by Councillor Strojwas that Council directs Administration to commit up to \$5,000.00 in sponsorship for the Alberta/Japan Twinning Municipalities Association (AJTMA) Conference and Annual General Meeting in 2021 in conjunction with the Notogawa Friendship Society from the Council Discretionary Fund.	Admin Services	<i>In Progress</i>	Not Stated
Oct 13/20	420/2020	MOVED by Councillor Garner that Council asks Administration to look into the lighting on the west-side of the walking path around the Golf Course, and south-side, coming back with recommendation and costs, and have the Kiwanis join in.	Public Works	<i>In Progress</i>	Not Stated
Feb 22, 2021	83/2021	MOVED by Councillor Tams that Council directs Administration to assist Council in finding a template for a Chief Administrative Officer review, and for it to return to Council at the first meeting in May 2021; and,  That the Audit Committee forward the information it had previously collected to Administration to include in the process.	Admin Services	<i>In Progress</i>	May 10, 2021

\* Once items have been designated completed, they will be removed from this listed at the next Council meeting



## Council Request for Decision

**Meeting Date: May 25, 2021**

**Subject:**

Request for Funding: Clearview Lodge Resident Advisory Council

**Recommendation:**

Council authorizes the contribution to the Clearview Lodge Resident Advisory Council Courtyard Project in the amount of \$\_\_\_\_\_, to be taken from the Council Discretionary Fund.

**Background:**

Ms. Brenda Engleson will be in attendance electronically to provide further details on the correspondence which was received from the Clearview Lodge Resident Advisory Council requesting Council's consideration of financial assistance for a courtyard project to be undertaken at Clearview Lodge.

At the time of writing, the Resident Council stated that it has secured contributions in the amount of \$11,000.00, have \$20,000.00 committed, and in-kind donations of \$4,000.00. They are looking for contributions that will allow them to finish this project.

The project has increased slightly in its original amount of \$40,000.00 since the correspondence was received. It is now anticipated at \$53,000.00, which would include additional landscaping, furniture and planters, awnings, garden supplies, etc.

For Council's information, the MD of Taber has contributed a cash donation of \$5,000.00.

**Legislation / Authority:**

MGA, Section 3.

**Strategic Plan Alignment:**

Enhance Sense of Community

**Financial Implication:**

Currently unquantifiable due to multiple considerations related to possible policy direction.

This is not a budgeted amount. However, Council has \$22,810.00 available for use in the Council Discretionary Fund if it so chooses.



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**Service Level / Staff Resource Implication:**

Currently unquantifiable due to multiple considerations related to possible policy direction.

**Justification:**

Consideration of funding has been requested from the Resident Advisory Council by the Town of Taber.

**Alternative(s):**

1. Council could choose to accept the correspondence for information purposes.

**Attachment(s):** Request for Donation: Clearview Lodge Resident Advisory Council

**APPROVALS:**

**Originated By:**

Kerry Van Ham

**Chief Administrative Officer (CAO) or Designate:** \_\_\_\_\_

**RECEIVED**

By kvanham at 12:48 pm, May 04, 2021

**CLEARVIEW LODGE RESIDENT ADVISORY COUNCIL**

**C/O BOX 4775**

**TABER, ALTA T1G 2E1**

April 23, 2021

Let's help the residents at Clearview Lodge

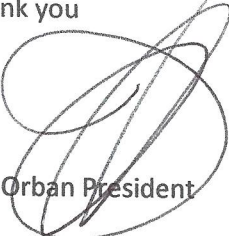
Clearview Lodge is one of the best senior centers in Alberta. As resident council members, we work hard to keep it a pleasant and safe place for our seniors. We are looking at improving the middle outdoor atrium, to make it safer for the residents to spend time out there.

After taking a closer look we not only needed to replace the gravel and rocks but also the large paving blocks and wood rail ties because they were a big tripping hazard. The council has approached other community groups to help with the costs, but we still need more help to cover the expenses. The costs are going to be about \$40,000.00 with removing the rocks and replacing them with fake grass and paving stone, building the pergola and getting more lawn furniture. We realize that we have put the "cart before the horse" as you would say but we would like to get this completed for the residents to enjoy the warmer days, so we are looking at the generosity of our community to step up to help us reach our goal. So far we have raised \$20,000.00 in donations which is a great start and very much appreciated.

If you can help us with the expenses, it would be very much appreciated. We look forward to hearing from you if you can help us out with this major project to make the area safer and enjoyable.

For further information you can contact Karen Easthope at 403-223-3753 or Brenda Engleson 403-223-8270. You can also e-transfer your donations to [CLRACfund@gmail.com](mailto:CLRACfund@gmail.com) or can make a check to Clearview Lodge Resident Advisory Council.

Thank you



Joe Orban President

Clearview Lodge Resident Advisory Council

## Council Request for Decision

**Meeting Date: May 25, 2021**

**Subject:**

Senior Rodeo Request

**Recommendation:**

Council thanks the delegation for their presentation; and,

Council directs Administration to fund the request in the amount of \_\_\_\_\_ from the Council Discretionary Fund.

**Background:**

Administration received a letter from the Canadian Senior Pro Rodeo Association (CSPRA) looking for financial support from the Town of Taber for their event.

CSPRA will be partnering with the Taber Exhibition Association to host a Seniors Rodeo July 10<sup>th</sup> & 11<sup>th</sup>, 2021 at the Taber Agriplex. This event will bring approximately 200 contestants competing in numerous events.

After reviewing the Community Grant Program Policy and Procedure PS-REC-3 this request does not fall within the program in accordance with Section 4:

**4) Community Grants will not be considered for the following:  
i) Request for cash donations:**

Mr. and Mrs. Turcato attended the Recreation Board Meeting May 6<sup>th</sup> to speak to their event, and the following motion was made at the Recreation Board meeting:

RES. 18/2021      MOVED by Councilor G. Bekkering that the Recreation Board thanks the Canadian Senior Pro Rodeo Association representatives for their presentation, accepts it as information and supports their initiative to be presented to Council.

CARRIED UNANIMOUSLY

At the time of the Recreation Board meeting, the organizers were looking for support of the Recreation Board to go to Council to ask for funding consideration for the 2021 event.





The planning committee is made up of seven passionate local individuals, who are excited to be hosting this event in Taber for this year, making it as memorable as possible and hopefully continuing to host it for many years to follow. One goal is to have the many visitors coming to town experience everything Taber has to offer, while giving the local businesses a boost.

The event will be free to all spectators, so the committee is raising the operating funds for the event through raffles, 50/50's, silent auction, and sponsorship. Any additional money raised will go to offset next year's event budget. All supporters will be recognized through the event media, announcements at the event, and signage.

COVID restrictions may apply at the time of the event.

It was reported that the MD of Taber gave \$2,000.00 in funds to the event.

**Legislation / Authority:**

MGA Section 6

**Strategic Plan Alignment:**

Develop community and promote growth

**Financial Implication:**

This is not a budgeted amount, however at the time of creation Council has \$22,810.00 available for use in the Council Discretionary Fund if it so chooses.

**Service Level / Staff Resource Implication:**

No impact on service level or staff resources

**Justification:**

This group is requesting Council to consider their ask.

**Alternative(s):**

1. Council accepts as information

**Attachment(s):** Seniors Rodeo Letter

**APPROVALS:**

**Originated By:**

Kory Ostrup

**Chief Administrative Officer (CAO) or Designate:** \_\_\_\_\_

March 17, 2021

Re: Canadian Senior Pro Rodeo Association (CSPRA)

To whom it may concern:

Born by hard-working ranchers who built the west and helped feed our nation, the sport of rodeo directly descends from everyday ranch work of roping stray cattle and breaking wild horses.

The one-on-one competitions of Cowboys and Cowgirls grew more popular through the years and eventually became organized events called Rodeo.

Our CSPRA Rodeo season will start in May, with rodeos throughout the spring, summer and fall, wrapping up with the sudden-death finals in October in Claresholm. This association consists of contestants ranging from 40 years old up to 83 years. This association has existed now for more than 35 years.

Our local committee currently is partnering with the Taber Exhibition Association to host Rodeos on July 10 and 11, 2021. We are forecasting an ongoing relationship and plan on making this an annual event. The committee is actively pursuing possible sponsorship. Knowing that in the past there was funding allocated for the Taber Pro Rodeo, we are hoping that you would continue to support rodeo by now sponsoring the Senior Pro Rodeo....Again, we are planning on making this an annual event. Our contestants will be showing up in Taber July 9<sup>th</sup>, and most likely staying til July 11 or 12<sup>th</sup>. There will be approximately 200 contestants competing in events as follows: Barrel Racing, Men's and Ladies Breakaway Roping, Steer Wrestling, Tie Down Roping, Team Roping, and Ribbon Roping.

We greatly appreciate our sponsors and hope you will take an interest in sponsoring our event. If we can provide further information, please call one of our members

Lynn Turcato 403-315-0845, Glynnis Turcato 403-308-7266, Millie Archer, 403-382-1484

Marina Eckert- 403-330-6116, or Tammy Schuurman 403-330-2474