



## AGENDA

REGULAR MEETING OF THE ARTS AND HERITAGE COMMITTEE OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON FEBRUARY 15, 2022 AT 5:30 PM.

	<u>MOTION</u>
<b>1. CALL TO ORDER</b>	
<b>2. APPROVAL OF THE AGENDA</b>	<b>X</b>
<b>3. ADOPTION OF THE MINUTES</b>	
ITEM No.3.1 Arts and Heritage Committee Minutes	<b>X</b>
<b>4. BUSINESS ARISING FROM THE MINUTES</b>	
ITEM No.4.1 Committee Field Trip	<b>X</b>
<b>5. ACTION ITEMS</b>	
ITEM No.5.1 Art & Heritage Committee Bylaw 16-2019 Review	<b>X</b>
ITEM No.5.2 Procedural Bylaw 14-2021 Review	<b>X</b>
ITEM No.5.3 Arts & Heritage Committee Information Item	<b>X</b>
ITEM No.5.4 Arts & Heritage Committee Standing Item	<b>X</b>
<b>6. DELEGATION</b>	
ITEM No.6.1 STAR Theatre Delegation	<b>X</b>
ITEM No.6.2 Art & Craft Society Delegation	<b>X</b>
ITEM No.6.3 Youth Artists Delegation	<b>X</b>
<b>7. MEDIA INQUIRIES</b>	
<b>8. CLOSED SESSION</b>	
<b>9. OPEN SESSION</b>	
<b>10. CLOSE OF MEETING</b>	<b>X</b>



## Arts and Heritage Committee Request for Decision

**Meeting Date:** February 15, 2022

**Subject:**  
Arts and Heritage Committee Minutes

**Recommendation:**  
That the Arts and Heritage Committee adopts the Minutes of the Regular Meeting of the Arts and Heritage Committee held on January 18, 2022 as presented.

**Background:**  
Minutes of the Regular Meeting of the Arts and Heritage Committee held on January 18, 2022.

**Legislation / Authority:**  
MGA, 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):**

That the Arts and Heritage Committee adopts the Minutes of the Regular Meeting of the Arts and Heritage Committee held on January 18, 2022 as amended.

**Attachment(s):** Minutes

**APPROVALS:**

**Originated By:**  
Marty Planger

**Chief Administrative Officer (CAO) or Designate:** Kouy Osof

01/2022

MINUTES OF THE ARTS & HERITAGE COMMITTEE MEETING HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING ON January 18, 2022, AT 5:30 PM.

**PRESENT:**

Jeff Bronsch  
Mandy Simmons  
Tasha Tams  
Councillor Carly Firth  
Councillor Tamara Miyanaga  
Councillor Joanne Sorensen

**ABSENT:** Joshua Beebe

**ALSO PRESENT:**

Brian Martin – Recreation Manager  
Emily Hembrough – ACE Coordinator  
Marty Planger - Recording Secretary

Mayor Andrew Prokop was present to officiate the swearing in of Mandy Simmons to the Town of Taber Arts & Heritage Committee. Thank you Mayor Prokop and welcome Mandy to the Arts & Heritage Committee.

**CALL TO ORDER**

B. Martin called the Regular Meeting of the Arts & Heritage Committee to order at 5:36 PM.

**NOMINATIONS**

**Nominations for Chair**

B. Martin called for nominations from the floor for the position of Chair of the Taber Arts & Heritage Committee.

Councillor Tamara Miyanaga nominated Tasha Tams for the position of Chair of the Taber Arts & Heritage Committee.

B. Martin called for further nominations, a second, and a third and final time.

Being as there were no further nominations, Tasha Tams was declared elected Chair of the Taber Arts & Heritage Committee.

### **Nominations for Vice Chair**

B. Martin called for nominations from the floor for the position of Vice Chair of the Taber Arts & Heritage Committee.

Councillor Carly Firth nominated Jeff Bronsch for the position of Vice Chair of the Taber Arts & Heritage Committee.

B. Martin called for further nominations, a second, and a third and final time.

Being as there were no further nominations, Jeff Bronsch was declared elected Vice Chair of the Taber Arts & Heritage Committee.

B. Martin turned the meeting over to Chairperson Tasha Tams @ 541 PM.

### **ADOPTION OF THE AGENDA**

RES. 01/2022 MOVED by Councillor C. Firth that the Arts & Heritage adopt the agenda as amended, with the following changes;

*Move: 6. DELEGATIONS to be moved prior to Item 4.*

CARRIED UNANIMOUSLY

### **ADOPTION OF THE MINUTES**

#### **A) Regular meeting – November**

RES. 02/2022 MOVED by Councillor C. Firth that the Arts & Heritage Committee adopts the Minutes of the Regular Meeting of the Arts & Heritage Committee held on November 16, 2021, as presented.

CARRIED UNANIMOUSLY

### **DELEGATION**

#### **A) Low German Mennonite Liaison Delegation**

Benita Neufeld made a presentation about her history and her work in attempting to build awareness for the German Mennonite culture and community. Low German Mennonite culture uses art to carry forward family history and is extremely important to them which they take great pride.

Many of the members of the Committee asked about how to reach the community and how to best encourage participation in programs/events, since the German community in Taber area is more traditional. It was suggested to show an interest in learning from them (cooking, baking, sewing, language, etc), have events for just them to start, invitations through the Low German Mennonite service providers, ensure you are sincere/respectful, and ensure you have an interpreter available. More accurate knowledge shared is the key to lessening the gap.

E. Hembrough was thrilled to have this new connection and would love to work with B. Neufeld in the future. The second week in September has been declared Mennonite Heritage Week. The Committee thanked B. Neufeld for her dedication and presentation.

RES. 03/2022 MOVED by Councillor J. Sorensen that the Arts and Heritage Committee accepts this presentation as information.

CARRIED UNANIMOUSLY

#### **B) STAR Theatre Delegation**

The representatives were unable to attend this evening. We hope to have them reschedule for February's meeting.

#### **BUSINESS ARISING FROM THE MINUTES - None**

#### **ACTION ITEMS**

#### **A) Letter From Taber & District Museum Society**

On October 21, the Taber Irrigation Impact Museum sent the Arts & Heritage Committee a letter requesting the future use of more space within their building once the current organization moves to a new location.

The Committee understood that this ultimately is a Town decision and may already have plans for this area and being as the space is not yet vacant, an answer may not be readily available. Administration agreed to reach out to the museum representative.

RES. 04/2022 MOVED by M. Simmons that the Arts and Heritage Committee accepts the Taber Irrigation Impact Museum's letter as information.

CARRIED UNANIMOUSLY

#### **B) Arts & Heritage Committee Information Item**

E. Hembrough reviewed the items in this agenda line by line with the committee. One suggestion is to look into making the Leisure Guide more

visible on the website (maybe the front page banner). She agreed to look into the possibility.

The Committee commended all the great things happening within the department.

RES. 05/2022 MOVED by Councillor T. Miyanaga that the Arts and Heritage Committee accepts the presentation as information.

CARRIED UNANIMOUSLY

### **C) Standing Item – Arts & Heritage Committee Requests**

Mirroring Council's agenda, this item gives the Committee an opportunity to bring forth anything they would like Administration to bring back at future meetings. Further discussion occurred as to what type of items and what it might look like.

There is one item outstanding which is the idea of a focus group. The committee discussed how best to go about meeting the needs of the community within the directive of this committee. A gentle reminder was made that it is not the mandate of this Committee (or the Town's) to create art opportunity, but rather encourage, promote, and support community members to do so. Having a discussion on how to do this may be very beneficial.

The members decided they would like to look over the Arts & Heritage Committee Bylaw prior to the next meeting and discuss how best to meet its mandate and if changes need to be considered. Administration agreed to email out the Bylaw to all the members.

RES. 06/2022 MOVED by Councillor T. Miyanaga that the Arts and Heritage Committee recommends Administration to connect with Benita Neufeld to determine if a Low German Mennonite bridging activity could be planned.

CARRIED UNANIMOUSLY

It was brought forward that it might be nice for this Committee to go on a tour of other facilities in other communities (i.e. Lethbridge CASA building). The Recreation Board and Council did a tour of multi-use facilities in the surrounding communities and it was a great learning opportunity. This would be a separate event in the spring, and not a meeting.

RES. 07/2022 MOVED by Councillor C. Firth that the Arts and Heritage Committee recommends Administration research the possibility of arranging a committee tour of nearby Arts and Culture facilities.

CARRIED UNANIMOUSLY

The members discussed the desire to have other outdoor concert events (i.e. One Horse Town). Administration reported they are actively looking into future events, however the challenge is there is no funding in 2022. Looking to possibly budget in the future years.

It was noted that the Taber Arts and Craft Society is having is AGM on January 29, 2022 at 10:00 AM at their building and everyone was encouraged to attend.

**MEDIA INQUIRIES - None**

**CLOSED SESSION - None**

**CLOSE OF MEETING**

RES. 08/2022 MOVED by Councillor Firth that this Regular Meeting of the Taber Arts and Heritage Committee is hereby closed.

CARRIED UNANIMOUSLY AT 6:56 PM

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CHAIRMAN



## Arts and Heritage Committee Request for Decision

**Meeting Date:** 2/15/2022

**Subject:**

Committee Field Trip

**Recommendation:**

That the Arts & Heritage Committee recommends Chairperson Tams (or delegate) to attend a future Council meeting as a delegation to request approval and funding for (inset) in accordance with bylaw 16-2019 7.1 Responsibilities of the Committee (f) "To attract new arts, culture and heritage opportunities to the Town."

**Background:**

1. As per Art & Heritage Committee resolution # 07/2022 from the January 18<sup>th</sup>, A&H Committee meeting, Emily looked in to taking the A&H Committee to both Lethbridge and Medicine Hat to some Art & Culture facilities for tours to gain ideas for our committee. If the Art & Heritage Committee would like to do tours of other municipality facilities, the Chair would have to present the proposal to Council with justification back to the Art & Heritage Bylaw, requesting funds to do the tour.
  1. CASA (Lethbridge): generally books in the afternoon and would take approximately an hour. No charge associated.
  2. Helen Schuler Nature Centre Society (Lethbridge): Requires approximately an hour between 1-4pm. \$75.00 + GST charge for a group 10-15 people. Must follow REP program.
  3. Yates (Lethbridge): No charge.
  4. Esplanade (Medicine Hat): one hour tour, between 1 and 2:30pm. Fee is \$59.90.
  5. Limo Coach (14 passenger) to bring us to and from Lethbridge=\$1,200.00 + GST

**Legislation / Authority:**

N/A

**Strategic Plan Alignment:**

General information, therefore, it does not specifically apply.



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**Financial Implication:**

Staff resources to be utilized for all items listed above.

**Service Level / Staff Resource Implication:**

Staff resources to be utilized for all items listed above.

**Justification:**

To keep the Arts & Heritage Committee informed of the current municipal information correspondences.

**Alternative(s):**

1. That the Arts & Heritage Committee accepts the material received in this agenda item as information.
2. The Arts & Heritage Committee could seek clarification on any matters from administration.
3. The Arts & Heritage Committee could discuss, in depth, any matters raised by this communication and take action through resolution.

**Attachment(s):**

**APPROVALS:**

**Originated By:**

Chief Administrative Officer (CAO) or Designate: Kerry Osip



## Arts and Heritage Committee Request for Decision

**Meeting Date:** 2/15/2022

**Subject:**

Art & Heritage Committee Bylaw 16-2019 Review

**Recommendation:**

That the Art & Heritage Committee accepts the following as information.

**Background:**

Due to having new members, new chair / co-chair, and a new year, Administration thought it valuable to review the Art & Heritage Committee Bylaw with the Committee to gain a better understanding what the roles and responsibilities are of the committee members.

Should the Art & Heritage Committee request any changes be made to the bylaw, that request would have to go through Council to delegate the changes be made by administration.

**Legislation / Authority:**

N/A

**Strategic Plan Alignment:**

Define & Practice Good Governance

**Financial Implication:**

N/A

**Service Level / Staff Resource Implication:**

Staff time to bring the RFD to the committee, potential staff time to make any changes to bring to Council

**Justification:**

To ensure that each member of the committee has a good understanding of their roles and responsibilities of the committee

**Alternative(s):**

1. That the Art & Heritage Committee recommends Council review and make changes as discussed.



**Attachment(s):** Art & Heritage Committee Bylaw 16-2019

**APPROVALS:**

**Originated By:**

**Chief Administrative Officer (CAO) or Designate:** Kary Osul

TOWN OF TABER  
ARTS AND HERITAGE COMMITTEE  
BYLAW NO.16- 2019

**BEING A BYLAW OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING THE ARTS AND HERITAGE COMMITTEE WITHIN THE TOWN OF TABER.**

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WHEREAS section 10(1) of the *Municipal Government Act* (Alberta, R.S.A. 2000, Chapter M-26, and amendments thereto) permits a Council to pass a bylaw;

AND WHEREAS Council of the Town of Taber wishes to establish the Arts and Heritage Committee to support and facilitate the achievement of the Town of Taber's Strategic Plan, and to advise Council on matters relevant to the Committee's mandate;

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 "Arts and Heritage Committee Bylaw".

**2.0 DEFINITIONS**

In this Bylaw:

<b>Act</b>	means the <i>Municipal Government Act</i> ;
<b>Arts, Culture &amp; Events Coordinator</b>	means the Arts, Culture & Events Coordinator for the Town, subordinate to the Director of Recreation.
<b>Bylaw</b>	means the Arts and Heritage Committee bylaw established by the Municipality;
<b>Chief Administrative Officer</b>	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;
<b>Council</b>	means the Council for the Town of Taber;
<b>Town</b>	means the Town of Taber, in the Province of Alberta;
<b>Town Councillor</b>	means a Councillor of the Town of Taber;

**TOWN OF TABER  
ARTS AND HERITAGE COMMITTEE  
BYLAW NO.16- 2019**

<b>Secretary</b>	means the Chief Administrative Officer or his designate;
<b>M.D.</b>	means the Municipal District of Taber, in the Province of Alberta;
<b>M.D. Councillor</b>	means a Councillor of the M.D. of Taber;
<b>Member</b>	means a person appointed to the Art and Heritage Committee;

**3.0 COMPOSITION OF THE COMMITTEE**

**3.1** The Arts and Heritage Committee shall consist of the follow seven (7) voting members appointed by the Council of the Town of Taber;

- a) Two (2) Town of Taber Councillors
- b) One (1) Municipal District of Taber Councillor (south of the Oldman River)
- c) 4 residents of the Town of Taber; or three (3) residents of the Town of Taber plus 1 resident of the M.D. of Taber (south of the Oldman River)
- d) Non-voting secretary

**3.2** No employee of the Town of Taber shall be eligible for appointment to the Committee.

**3.3** An alternate member of Council may be appointed.

**3.4** In the event of a resident vacancy, the Town of Taber shall arrange through an open public process for the Committee to receive applications for membership. The Committee shall review applications received and make recommendations to Council a suitable candidate, council may reduce the citizen-at-large membership on the Board or Continue to search for a suitable candidate.

**4.0 TERM**

**4.1** Town Councillor and M.D. Councillor terms- commence on the day of their appointment and ending on the day of the next Organizational Meeting of each Council.

**4.2** Town and MD residents are appointed for a period of three (3) years with all terms expiring December 31<sup>st</sup>.

**4.3** At the end of each appointed resident three-year term, should the resident decide to further let their name stand, a new application for re-appointment must be made to Council.

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ARTS AND HERITAGE COMMITTEE  
BYLAW NO.16- 2019

4.4 Each appointed resident may, at the direction of Council, be appointed for three (3) consecutive appointments of three (3) year terms totally participating for nine (9) consecutive years.

4.5 Each appointed resident shall remain in office until a successor is appointed by Council.

4.6 Each appointed resident who has been appointed to the committee for a total of nine (9) consecutive years may be reappointed by a 2/3 majority vote of the whole of Council for each term thereafter.

4.8 Any member of the committee may resign upon sending written notice to the secretary.

4.9 A member of the Committee is disqualified from holding office if they:

- a) Are hired in any capacity with the Town of Taber or the M.D. of Taber;
- b) Are absent from three (3) meetings of the committee during the past year;
- c) Resign from either the Town of Taber or the M.D. of Taber Council

4.10 If any member ceases to be a member of the Committee during the term they are appointed, the vacancy will be filled by an appointment by Council as soon as possible thereafter, and such appointment shall be effective only during the remaining term of the person vacating.

**5.0 PROCEDURES / MEETINGS**

5.2 The Committee shall elect a Chairperson and Vice Chairperson from its membership at their first meeting in each year. Members of the Town and M.D. Council shall not be elected as Chairperson or Vice Chairperson on the Committee.

5.3 The majority of the members of the Committee, constitute a quorum.

5.4 All Committee meetings will be held in accordance with "Robert's Rules of Order".

5.5 The decision of the majority of the Members present at a meeting duly convened shall be deemed to be the decision of the whole Committee.

5.6 The Chairperson shall vote on every motion, and in the event of a tie, the motion shall be defeated.

5.7 Motions put forth must be voted on by all Members, except motions in which a Member has pecuniary interests. Prior to discussion, a request to abstain from discussion and voting, and the reason for the same shall be expressed and recorded in the minutes of the meeting.

5.8 The Committee shall hold no less than nine (9) regular meetings each year. Meetings shall be held regularly and at least quarterly.

**TOWN OF TABER  
ARTS AND HERITAGE COMMITTEE  
BYLAW NO.16- 2019**

**5.9** The Committee may hold special meetings at the call of the Chair, or any three (3) members upon 24 hour notice.

**5.10** The Town of Taber's Arts, Culture and Event Coordinator will attend all meetings of the Committee in an advisory capacity. The Coordinator shall not have voting privileges.

**5.11** The Secretary of the Committee shall be appointed by the Chief Administrative Officer. The Secretary shall have no voting privileges.

**6.0 MANDATE OF THE COMMITTEE**

**6.1** The members of the Committee shall collectively represent all arts, cultural and heritage interests within the region, and;

- a) Shall act, on an ongoing basis, in an advisory capacity only, to Council;
- b) May advise and make recommendations to Council on the development, coordination and quality of all aspects of Art and Heritage programs, plans and events in the community;
- c) May act as a liaison between Council and all community arts, culture and heritage groups;
- d) Hear and consider representations or concerns by any individual, organization or delegation of citizens with respect to arts, culture or heritage services / programs; and,
- e) The Committee shall act on such recommendations as the Committee deems to be in the general interest of all citizens and where necessary, shall make recommendations to Council.

**6.2** Community or regional arts, culture or heritage organizations that wish to appear before, or communicate directly with council on any matter referred to in sections 6 or 7 of this bylaw will be encouraged to first contact and make representation to the Arts and Heritage Committee.

**7.0 RESPONSIBILITIES OF THE COMMITTEE**

**7.1** Liaison:

- a) Establish contact and create relationships with all organizations delivering arts, culture and heritage services in the community.
- b) Act on behalf of all residents of the region and bring forth their concerns to Council.



TOWN OF TABER  
ARTS AND HERITAGE COMMITTEE  
BYLAW NO.16- 2019

- c) Become informed and knowledgeable and advise Council on all matters regarding current recreation issues at the national, provincial and regional levels.
- d) On behalf of the Town of Taber, advocate for arts, culture and heritage initiatives, where appropriate.
- e) Advise on the preparation and delivery of submissions for arts, cultural and heritage initiatives, where appropriate.
- f) Attract new arts, culture and heritage opportunities to the Town.

7.2 Planning:

- a) Assist in the preparation of the long-range plan at least every five (5) years outlining, in order of priority, the development and preferred allocation of resources;
- b) Encourage the delivery of recreation services in a comprehensive, cooperative and coordinated method utilizing private enterprise, non-profit organizations and public agencies; And,
- c) Identify the need for new or expanded arts, culture and heritage programs and make recommendations to Council to implement and promote these programs.

7.3 Evaluation:

- a) Monitor and evaluate the implementation and impact of the long-range plan and advise Council.
- b) Monitor and review operating procedures and advise Council of their impact on the quality of arts, cultural and heritage services.

**8.0 FINANCE**

8.1 Operational expenses of the Arts and Heritage Committee will be allocated annually through the operating budget cycle and administered by the Director of Recreation.

8.2 At no time may the Committee, or a member of the Committee, commit Town of Taber employees, facilities or funds to a course of action, group or task.

8.3 Annually, the Committee shall review and advise Council on arts, culture or heritage programs and services that should be considered in the budget estimates for the following year.

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ARTS AND HERITAGE COMMITTEE  
BYLAW NO.16- 2019

**9.0 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.

**10.0 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. 480/2019	Read a first time this 19 <sup>th</sup> day of August, 2019.
RES. 481/2019	Read a second time this 19 <sup>th</sup> day of August, 2019.
RES. 483/2019	Read a third time and finally passed this 19 <sup>th</sup> day of August, 2019.

**TOWN OF TABER**

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

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



## Arts and Heritage Committee Request for Decision

**Meeting Date:** 2/15/2022

**Subject:**  
Procedural Bylaw 14-2021 Review

**Recommendation:**

That the Art & Heritage Committee accepts the following as information.

**Background:**

Due to having new members, new chair / co-chair, and a new year, Administration thought it valuable to review the Procedural Bylaw with the Committee to gain a better understanding of how to run a meeting.

**Legislation / Authority:**

N/A

**Strategic Plan Alignment:**

Define & Practice Good Governance

**Financial Implication:**

N/A

**Service Level / Staff Resource Implication:**

Staff time to bring the RFD to the committee

**Justification:**

To ensure that each member of the committee has a good understanding of how a committee meeting should run.

**Alternative(s):**

**Attachment(s):** Procedural Bylaw 14-2021

**APPROVALS:**



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Originated By:

Chief Administrative Officer (CAO) or Designate: Kerry East

TOWN OF TABER  
BYLAW NO.14 – 2021

**BEING A BYLAW OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF THE ESTABLISHMENT OF REGULATING FUNCTIONS, PROCEDURES, AND CONDUCTS OF MEETINGS OF TOWN COUNCIL AND ITS AUTHORIZED COMMITTEES WITHIN THE TOWN OF TABER.**

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**WHEREAS**, pursuant to the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, and amendments thereto, a Council may pass bylaws relating to the right to govern the Town in the manner that Council considers appropriate; and,

**WHEREAS**, Council has deemed it necessary to regulate the conduct of Council and authorized Committee meetings in order to promote orderly proceedings and provide for open and effective government;

**AND WHEREAS**, the Council has deemed it desirable and necessary to update the Procedural Bylaw, which outlines the general meeting structure of the Town of Taber;

**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 "Procedural Bylaw".

**2.0 DEFINITIONS**

In this Bylaw:

**Act** means the *Municipal Government Act*, Revised Statues of Alberta, 2000, Chapter M-26, and amendments thereto, also referred to as the *MGA*;

**Administration** means any employee or representative of the staff of the Town of Taber. May also be referred to as Administrative Staff. Elected Officials are not considered employees;

**Agenda** means the list and order of business items for any meeting of Council or authorized Committees;

**Agenda Review Committee** means a committee consisting of the Mayor, the Deputy Mayor, the Chief Administrative Officer, and Administrative Staff;

TOWN OF TABER  
BYLAW NO.14 – 2021

<b>Amended</b>	means a significant change to a motion that enhances, strengthens, or changes the intent of the original motion. Amendments to a motion shall be voted upon individually prior to voting upon the main motion;
<b>Authorized Committee</b>	means a committee, board or other body established by Council under the <i>Municipal Government Act</i> , that is entirely of Council Members, entirely of other persons, or a combination thereof appointed by Council under Section 146 of the <i>Municipal Government Act</i> ; the Taber Municipal Police Commission is excluded from this Bylaw;
<b>Business Day</b>	means a day on which the municipal offices are open for normal business operations;
<b>Bylaw</b>	means a bylaw of the municipality, or a section, clause, or provision of such bylaw;
<b>Carried</b>	means the resolution put forward by a Member has been voted on and passed by a majority;
<b>Carried Unanimously</b>	means the resolution put forward by a Member has been voted on and passed in favour by all Members.
<b>Chief Administrative Officer</b>	means the Chief Administrative Officer (CAO), or Town Manager, or designate, for the Town;
<b>Chief Elected Official</b>	means the Chief Elected Official (CEO). The Chief Elected Official is to be called Mayor in the Town of Taber;
<b>Chair</b>	means the Member of Council, or an authorized Committee, acting as the presiding officer for the meeting;

TOWN OF TABER  
BYLAW NO.14 – 2021

<b>Closed Session</b>	means a meeting that permits Council, or an authorized Committee, to function informally, in accordance with the <i>Freedom of Information and Protection of Privacy Act</i> . A part of the meeting closed to the public that allows for freedom of debate but where no resolution or bylaw may be passed, except a resolution to revert a meeting held in public to an open portion of a meeting;
<b>Council</b>	means the duly elected Mayor and Councillors for the Town of Taber;
<b>Councillor</b>	means a Member of Council elected pursuant to the <i>Local Authorities Election Act</i> ;
<b>Debated</b>	means a resolution put forward by a Member may be spoken to by other Members prior to the vote;
<b>Defeated</b>	means a resolution put forward by a Member that has been voted on, and not passed;
<b>Delegation</b>	means any person, group, or organization that has permission to appear before Council, or an authorized Committee, to provide pertinent information and views about a specific subject;
<b>Deputy Mayor</b>	means the Member of Council appointed pursuant to this Bylaw to act as Mayor in the absence or incapacity of the Mayor. May also be referred to as Deputy Chief Elected Official;
<b>FOIPP Act</b>	means the <i>Freedom of Information and Protection of Privacy Act</i> , Revised Statutes of Alberta 2000 Chapter F-25, and all amendments thereto;

TOWN OF TABER  
BYLAW NO.14 – 2021

<b>Mayor</b>	means the Member of Council duly elected as the Chief Elected Official. The Mayor is the presiding officer at all meetings of Council unless otherwise specified;
<b>Member</b>	means a Member of Council, or an authorized Committee duly elected, or appointed;
<b>Motion</b>	means a formal suggestion that is put to a vote;
<b>Municipality</b>	means the Town of Taber;
<b>Notice of Motion</b>	means the presentation of a motion by a Member, for consideration and debate at a subsequent meeting;
<b>Organizational Meeting</b>	means a meeting that is held annually by Council in accordance with the provisions of Section 192(1) of the <i>Municipal Government Act</i> ; or an annual meeting held by an authorized Committee in accordance with their Bylaw or other legislative requirement;
<b>Pecuniary Interest</b>	is as defined in Section 170(1-4) of the <i>Municipal Government Act</i> . A matter is considered a pecuniary interest if the matter could monetarily affect a Councillor or an employer of a Councillor, or if a Councillor knows or should know that the matter could monetarily affect the Councillor's family.
<b>Point of Order</b>	means the raising of a question by a Member with the view of calling attention to any departure from this Bylaw or the customary proceedings in debate or in the conduct of business;
<b>Presiding Officer</b>	means the Mayor, or in absence of the Mayor, the Deputy Mayor; or the Chair, or in the absence of the Chair, the Acting Chair for authorized Committees;
<b>Public Hearing</b>	means a meeting of Council convened to hear matters pursuant to the <i>Act</i> ;



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<b>Quorum</b>	means a simple majority of Members in attendance of Council, or an authorized Committee;
<b>Rescind</b>	means to render a policy or motion no longer in affect;
<b>Recording Officer</b>	means any person directed or appointed by the Chief Administrative Officer or Chair to record the minutes of the meeting;
<b>Refer</b>	means the opportunity to refer the issue being addressed either to another Committee or to Administration to receive the motion for further research or further information. The resolution to refer allows for debate and amendment;
<b>Regular Meeting</b>	means a reoccurring scheduled meeting of Council, or an authorized Committee, pursuant to the <i>Act</i> and as described in the Bylaw;
<b>Special Meeting</b>	means a meeting called by the Mayor or Chair pursuant to the <i>Act</i> ;
<b>Social Media</b>	means websites, applications, and other various media that enables users to create and share content or to participate in social networking;
<b>Tabled</b>	means to delay consideration of any matter until a specified time, either at another time in the meeting or at another meeting. The resolution to table is not debateable, nor amendable;
<b>Teleconference Services</b>	means suitable electronic methods to participate in the live (real-time) meeting, allowing Members to participate in discussion, debate, resolutions, and voting;

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<b>Town</b>	means the municipal corporation of the Town of Taber, in the Province of Alberta, or the area within the Town of Taber's corporate limits, or owned by the municipality in other areas, as the context requires;
<b>Two-thirds Vote</b>	means a favourable vote made by five of seven, four of six, four of five, and three of four Members;
<b>Withdraw</b>	means a resolution brought forward by a Member that has been removed from the floor by the Member prior to voting.

**3.0 APPLICATION AND GOVERNANCE**

- 3.1 This Bylaw applies to Regular Meetings, Special Meetings, Public Hearings, Organizational Meetings, and Closed Session Meetings of Council and authorized Committees.
- 3.2 The precedence of the rules governing the procedure of Council is:
  - 3.2.1 *The Municipal Government Act*;
  - 3.2.2 Other Provincial Legislation;
  - 3.2.3 This Bylaw;
  - 3.2.4 The current edition of Robert's Rules of Order Newly Revised.
- 3.3 In the absence of a statutory obligation, any concern about the procedure or process of a meeting may be decided upon and approved by a majority vote of all Members present.
- 3.4 Notwithstanding any other provision in this Bylaw, Council or an authorized Committee may by a special majority recorded vote two-thirds (2/3) of all Members in attendance at the meeting), temporarily suspend, waive or alter any provision of this Bylaw for any particular matter or any particular meeting, providing that at all times Council, or an authorized Committee, acts and individual Councillors, or Members, act in accordance with the *Municipal Government Act* and any other applicable legislation.

**4.0 COUNCIL**

- 4.1 Size of Council
  - 4.1.1 The Council of the Town of Taber shall consist of seven (7) Elected Officials. The Council shall be made up of one (1) Chief Elected Official and six (6) Councillors.

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- 4.2 Election of the Chief Elected Official
- 4.2.1 The Chief Elected Official, who shall be referred to as the Mayor, shall be elected by the eligible electors of the Town of Taber as a whole, pursuant to the *Local Authorities Election Act*, being Chapter L-27, Revised Statutes of Alberta, 2000 and amendments thereto.
- 4.3 Duties of the Mayor
- 4.3.1 The duties of the Mayor, in addition to those of a Councillor as outlined in Section 4.5 of this Bylaw are:
- 4.3.1.1 To preside when in attendance at a Council Meeting unless a bylaw provides that another Councillor or other person is to preside;
- 4.3.1.2 To perform any other duty imposed on the Mayor by this or any other enactment or Bylaw; and,
- 4.3.1.3 To be a Member of all Council Committees and all bodies to which Council has the right to appoint Members under the *Municipal Government Act.*, unless otherwise indicated by Council.
- 4.4 Election of a Councillor
- 4.4.1 Councillors shall be elected by the eligible electors of the Town of Taber as a whole, pursuant to the *Local Authorities Election Act*, being Chapter L-27, Revised Statutes of Alberta, 2000 and amendments thereto.
- 4.5 Duties of a Councillor
- 4.5.1 To consider the welfare and interest of the Municipality as a whole and to bring to Council's attention anything that would promote the welfare or interests of the municipality.
- 4.5.2 To promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities.
- 4.5.3 To participate generally in developing and evaluating the policies and programs of the Municipality.
- 4.5.4 To participate in Council meetings and Council Board, Committee and Commission meetings and meetings of other bodies to which they are appointed to by Council.
- 4.5.5 To obtain information about the operation or administration of the Municipality from the Chief Administrative Officer, or their designate.

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- 4.5.6 To keep in confidence matters discussed in Closed Session at a Council or Council Board, Committee, or Commission meeting until discussed at a meeting held in public.
- 4.5.7 To adhere to the Code of Conduct established by the Council under Section 146.1(1) of the *Municipal Government Act*.
- 4.5.8 To perform any other duty or function imposed on Councillors by this or any other enactment or by Council; **BUT**,
- 4.5.9 A Council must not exercise a power or function or perform a duty that is by this or another enactment or bylaw specifically assigned to the Chief Administrative Officer or a Designated Officer; and,
- 4.5.10 A Council may not delegate:
  - 4.5.10.1 Its power or duty to pass a bylaw;
  - 4.5.10.2 Its power to make, suspend or revoke the appointment of a person to the position of Chief Administrative Officer;
  - 4.5.10.3 Its power to adopt budgets;
  - 4.5.10.4 Its power with respect to set and collect taxes;
  - 4.5.10.5 A duty to decide appeals imposed on it by this or another enactment or bylaw, whether generally or on a case-by-case basis, unless the delegation is to an authorized Committee and authorized by bylaw.
- 4.6 Election of a Deputy Mayor
  - 4.6.1 Council must appoint one or more Councillors as Deputy Chief Elected Official who shall be referred to as Deputy Mayor so that:
    - 4.6.1.1 Only one Councillor will hold that office at any one time; and,
    - 4.6.1.2 The office will be filled at all times.
- 4.7 Duties of a Deputy Mayor
  - 4.7.1 The Deputy Mayor shall assume all responsibilities and duties of the Mayor when he or she is unable to perform their duties or when the office is vacant.
  - 4.7.2 Council may appoint an Acting Mayor to act as the Mayor if both the Mayor and Deputy Mayor are unable to perform their duties or if both offices are vacant.

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4.8 Pecuniary Interest

- 4.8.1 Elected Officials who have a pecuniary interest as per Sections 170(1)(a, b) of the *Municipal Government Act*, shall disclose his or her pecuniary interest to Council, describe the nature of the pecuniary interest, and ask that it be recorded in the Council minutes.
- 4.8.2 Any Elected Official with a pecuniary interest must leave Council Chambers before the discussion on the matter and abstain from voting on the matter.

4.9 Boards, Committees, and Commissions

- 4.9.1 Council shall from time-to-time pass bylaws establishing authorized Committees, Boards or Commissions. These bylaws shall establish the parameters of responsibility and protocols.
- 4.9.2 Council shall from time to time, by resolution, establish Council Standing Committees and establish the parameters of responsibility and protocols.

**5.0 MEETINGS**

5.1 Regular Meetings

- 5.1.1 All Regular Meetings of the Council of the Town of Taber shall be held in the Town Council Chambers, located at A - 4900 50 Street, unless otherwise agreed to by a majority of Council.
- 5.1.2 Regular Meetings of Council shall be held on the second and fourth Mondays of each month.
  - 5.1.2.1 Except for the months of July, August, and December, which shall be held on the third Monday of these months.
  - 5.1.2.2 Except for during a municipal election, Council will only meet on the fourth Monday of October.
  - 5.1.2.3 When a Statutory Holiday falls on a Monday, the Council meeting will be moved to the Tuesday following.
- 5.1.3 The location and time of Regular Meetings of authorized Committees shall be determined in accordance with their governing legislation.
- 5.1.4 All Regular Meetings of Council shall commence at 3:30 P.M. and adjourn at 7:30 P.M. if in session at that hour, unless otherwise determined by a majority vote of the Members present.
- 5.1.5 In accordance with the *Municipal Government Act*, the public has the right to be present at all Council, or authorized Committee meetings.

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5.1.6 Notice of all Council, and authorized Committee meetings shall be placed in the public area of the Town of Taber's Administration Building located at A – 4900 50 Street. The Town of Taber shall also advertise all Council, and authorized Committee meetings in the local paper and on the Town of Taber's official channels, when available. This shall constitute notification to the public.

5.2 Special Meetings

5.2.1 A Special Meeting may be called at the discretion of the Mayor, or in their absence the Deputy Mayor, or the Chair of an authorized Committee, or in their absence their designate.

5.2.2 A Special Meeting may be held with less than 24 hours' notice to all Members in accordance with Section 194(4) of the *Act*.

5.2.3 When extenuating circumstances arise and a resolution or bylaw is required, Council or an authorized Committee may, with the required signing of a waiver, hold a Special Meeting.

5.2.4 No matter other than that stated in the notice calling the Special Meeting may be discussed at the meeting unless the whole Council or authorized Committee is present at the meeting, and agrees to deal with the matter in question, if all Members agree to the meeting or waive their right to attend.

5.3 Public Hearings

5.3.1 Public Hearings will be held in conjunction with a Regular or Special Meeting of Council, and will be included in the Agenda.

5.3.2 At the commencement of a Public Hearing the Presiding Officer will outline the Public Hearing procedures, as follows, for those present:

5.3.2.1 State the matter to be considered at the meeting.

5.3.2.2 Request that Administration present a report on the matter at hand.

5.3.2.3 State that any persons speaking must state their name, address, and if they are speaking for themselves or on behalf of a group or organization. Each presenter will be given one opportunity to address Council, and must ensure their presentation is brief and to the point.

5.3.2.4 Allow any Member of the public involved in the matter and/or their representatives up to five (5) minutes to present their position. This time does not include the time necessary to answer clarifying questions put forward by Council.

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- 5.3.3 Presentations from the public shall be in the following order:
  - 5.3.3.1 Those opposed to the proposed bylaw, resolution, or matter to be dealt with.
  - 5.3.3.2 Those in support of the proposed bylaw, resolution, or matter to be dealt with.
- 5.3.4 The Presiding Officer shall ensure that all Members of the public present at the Public Hearing feel safe to participate by requiring those present to:
  - 5.3.4.1 Speak respectfully;
  - 5.3.4.2 Refrain from using offensive or disrespectful language;
  - 5.3.4.3 Directly address the item without repetition or reference to the matters irrelevant to the Public hearing;
  - 5.3.4.4 Maintain order and quiet;
  - 5.3.4.5 Refrain from interrupting any speech or action of Members of Council or other members of the public that is addressing Council; and,
  - 5.3.4.6 Refrain from displaying placards or signs supporting a particular outcome of the topic under discussion.
- 5.3.5 Notwithstanding Section 5.3.2.4, the Presiding Officer retains the right to limit or extend public presentations in order to ensure the integrity of the Public Hearing.
- 5.3.6 The Presiding Officer maintains the right to expel a member of the public if they are deemed disruptive or in contravention of this Bylaw. If the person refuses to leave voluntarily, the Chair, may request the Taber Police Service to remove the person.
- 5.3.7 Council will not debate the matter during the Public Hearing.
- 5.3.8 The Presiding Officer may recess the Public Hearing to take a short break with the intent of returning to the Public Hearing later in the same meeting, or to postpone to another Council meeting.
- 5.3.9 Following the time allowed for all persons to speak, Council may close the public hearing.
- 5.3.10 Following the Public Hearing, in accordance with the order of business and the Municipal Government Act, Council may then:
  - 5.3.10.1 Make such amendments as it considers necessary and proceed to pass the proposed bylaw;
  - 5.3.10.2 Defeat the proposed bylaw; or
  - 5.3.10.3 Postpone the proposed bylaw.

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5.4 Organizational Meeting

5.4.1 The Organizational Meeting of Council will occur annually, in accordance with the *Act*.

5.4.1.1 All Council Members of an authorized Committee shall be appointed by resolution of Council by consent of a majority of the Members present at the annual Organizational Meeting of Council.

5.4.2 At the first Organizational Meeting following the general municipal election a resolution is to be placed before Council for the appointment and election of the Deputy Mayor(s) for an 8-month period throughout the 4-year elected term.

5.4.3 Organizational Meetings for authorized Committees will occur in accordance with their individual governing bylaws.

**6.0 MEETING PROCEDURES**

6.1 Agenda Procedures

6.1.1 Agendas shall be prepared under the joint direction of the Agenda Review Committee.

6.1.1.1 The Agenda Review Committee may authorize inclusion of items on the Agenda received after the submission deadline, but before the Agenda is published.

6.1.2 The deadline for Agenda Items to be completed in their final format and submitted to Administration shall be 12:00 P.M. (Noon) five (5) business days prior to which the Regular Meeting is to be held.

6.1.3 The Agenda shall be prepared, compiled and be available to Members, and authorized Administrative Staff no later than 4:30 P.M. three (3) business days before the Regular Meeting.

6.1.4 Failure to meet the deadlines imposed in Section 6.1.2 or 6.1.3 does not invalidate the Agenda.

6.1.5 Once an Agenda is published, it is the property of Council, or the authorized Committee, and items may only be added or deleted from the Agenda by a vote of the Members.



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6.1.6 The Agenda, or order of business, for each meeting shall normally be as follows:

- 6.1.6.1 Call to Order
- 6.1.6.2 Public Hearings (applicable only to Council)
- 6.1.6.3 Adoption of Agenda (additions/deletions)
- 6.1.6.4 Adoption of the Minutes
- 6.1.6.5 Business Arising from the Minutes
- 6.1.6.6 Bylaws (applicable only to Council)
- 6.1.6.7 Action Items
- 6.1.6.8 Delegations
- 6.1.6.9 Media Inquires
- 6.1.6.10 Closed Session
- 6.1.6.11 Open Session
- 6.1.6.12 Close of Meeting

6.1.7 Council authorized Committees may amend their order of business to best suit the needs of their meetings by resolution.

6.2 Quorum

6.2.1 As soon after the hour of the meeting start time as there shall be quorum present, the Mayor shall take the Chair and call the meeting to Order.

If there is no quorum present within fifteen (15) minutes after the time appointed for the meeting of Council, the Chief Administrative Officer shall call the roll and take down the names of the Members present, and advise that the Council shall stand adjourned until the next meeting, unless a Special Meeting is duly called in the meantime.

6.2.2 In the case that the Mayor or Deputy Mayor is not in attendance within fifteen (15) minutes after the hour appointed for a meeting, and quorum is present, the Chief Administrative Officer, or designate, shall call the meeting to Order and a Chair shall be chosen by the Councillors present, who shall preside during the meeting until the arrival of the Mayor or Deputy Mayor.

6.3 Resolution Procedures

6.3.1 After a resolution is stated by a Member, it may be withdrawn or amended by the Member before debate as begun. After debate has begun, the motion is owned by Council and the withdrawal of the motion or any amendments to the motion can only be made by a majority vote of Council.

6.3.2 A resolution is not required to be seconded.

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6.3.3 A resolution may be:

- 6.3.3.1 Debated – as defined in Section 2.0 of this Bylaw;
- 6.3.3.2 Carried – as defined in Section 2.0 of this Bylaw;
- 6.3.3.3 Carried Unanimously – as defined in Section 2.0 of this Bylaw;
- 6.3.3.4 Defeated – as defined in Section 2.0 of this Bylaw;
- 6.3.3.5 Withdrawn – as defined in Section 2.0 of this Bylaw;
- 6.3.3.6 Tabled – as defined in Section 2.0 of this Bylaw;
- 6.3.3.7 Referred – as defined in Section 2.0 of this Bylaw;
- 6.3.3.8 Rescinded – as defined in Section 2.0 of this Bylaw; and,
- 6.3.3.9 Amended – as defined in Section 2.0 of this Bylaw.

6.3.4 All final resolutions, other than a recommend motion provided by Administration in the Request for Decision, must be presented to Administration in writing.

6.3.5 No resolution shall be offered that is substantially the same as one on which judgement of the meeting has already been expressed during the same meeting.

6.3.6 Any issue addressed by Council, or an authorized Committee, at any Regular Meeting where a resolution has been voted upon, either carried or defeated, other than a motion to table, shall not be allowed to be brought back to any Regular Meeting for further consideration until at least six (6) months following the date of the meeting where it was originally addressed.

6.4 Voting Procedures

6.4.1 Every Member present, including the Presiding Officer, shall vote on every matter, unless:

6.4.1.1 The Member is required to abstain from voting under this or any other bylaw or enactment; or

6.4.1.2 The Member is permitted to abstain from voting under this or any other bylaw or enactment.

6.4.1.3 If a Member is abstaining from voting under this or any bylaw or enactment they must verbally state for the record their reason for abstaining.

6.4.2 If there is an equal number of votes for and against a resolution or bylaw, the resolution or bylaw is defeated.

6.4.3 When a motion contains more than one distinct proposition, Council shall vote on each proposition separately.

6.4.4 The names of those who voted for and against the question shall be entered upon the minutes if a recorded vote is requested by a Member of Council, prior to the Chair calling for the question.

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6.5 Notice of Motion

- 6.5.1 A Notice of Motion must be used by a Member to introduce a matter which does not appear on the Agenda.
- 6.5.2 A Notice of Motion may be received by the Chief Administrative Officer, or designate, prior to the closing of the Meeting. In this event, the Member shall read the Notice of Motion which shall be recorded in the minutes and shall form a part of the Agenda for the next meeting or meeting date as specified by the Member.
- 6.5.3 A Member who hands a written Notice of Motion to the Chief Administrative Officer, or designate, to be read at the meeting, need not be present during the reading of the motion.
- 6.5.4 If a motion is not made at the meeting indicated in the notice, it will appear on the Agenda for and may be made at any of the next two Regular Meetings. After the third Regular Meeting it will be removed from the Agenda and may only be made by a new Notice of Motion.
- 6.5.5 A Notice of Motion must give sufficient detail so that the subject of the motion and any proposed action can be determined and it must state the date of the meeting at which the motion will be made. A Notice must be given without discussion of the matter, but any written copies distributed may include explanatory paragraphs.

6.6 Meeting Decorum

- 6.6.1 The Presiding Officer shall maintain order and decorum and decide questions of order, to decide the subject to appear before Council or an authorized Committee.
  - 6.6.1.1 The decision of the Presiding Officer shall be final unless reversed or altered by a majority vote of the Members present without debate.
- 6.6.2 When the Presiding Officer is called upon to decide a point of order or practice, the Presiding Officer shall cite the rule or authority applicable, as set out in this Bylaw or otherwise referred to in Roberts Rules of Order.
- 6.6.3 Every Member wishing to speak to a question or resolution shall address themselves only to the Presiding Officer.
- 6.6.4 When two or more Members wish to speak to a matter, the Presiding Officer shall decide who is entitled to speak.

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6.6.5 Members shall not:

6.6.5.1 Use offensive words during Council or Committee meetings or against Council, any Councillor or any person.

6.6.5.2 Discuss a vote after the vote has been taken, unless to move to reconsider or rescind.

6.6.5.3 Disturb the proceeds of the meeting.

6.6.5.4 Influence or communicate with any administrative staff, except the Chief Administrative Officer, or administrative staff involved with committees of which they are Members; any other communication or inquires must be through the Presiding Officer or Chief Administrative Officer, or designate.

6.6.6 When the Presiding Officer calls a Member to Order, the Member shall immediately cease to speak. After the Presiding Officer has ruled, the Member may explain their action that resulted in the call to Order.

6.6.7 When a Member calls Point of Order the Presiding Officer shall immediately suspend the debate until the Point of Order is decided upon.

Any Member may ask questions about the resolution under discussion, but not so as to interrupt an Member while speaking.

6.6.8 The Presiding Officer may order any Member of the public who disturbs the proceedings of the Council or any Committee by words or actions to be expelled. If the person refuses to leave voluntarily, the Chair, may request the Taber Police Service to remove the person.

6.7 Alternative Method for Meeting Participation

6.7.1 Members of Council, or authorized Committees, who are unable to attend meetings in person, under extenuating circumstances, have the option to participate in a Meeting through teleconference services or electronic communication services.

6.7.2 Members of Council, or authorized Committees, who wish to use teleconference services or electronic communication services to participate in the meeting must provide notice to the Mayor, or Chair, and Chief Administrative Officer, or designate prior to the start of the meeting.

6.7.3 Upon swearing their Oath of Office, or statutory declaration, Members of Council, or authorized Committees, confirm that no one else will be present or have access to Closed Session discussions while using alternative methods of meeting participation.

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6.8 Closed Session Procedures

- 6.8.1 Council and authorized Committees may conduct all or part of their meetings closed to the public if a matter to be discussed is within one of the categories of information referred to in the *Freedom of Information and Protection of Privacy Act*, being chapter F-25 of the Revised Statutes of Alberta 2000, and amendments hereto.
- 6.8.2 Council and authorized Committees shall state the purpose and time in the resolution to move into Closed Session.
- 6.8.3 In accordance with the *Municipal Government Act*, where Council, or an authorized Committee closes all or part of a meeting to the public, the Council or authorized Committee, may allow one or more other persons to attend, as it considers appropriate, and the minutes of the meeting must record the names of those persons and the reasons for allowing them to attend.

6.9 Delegation Procedures

- 6.9.1 Council, or its authorized Committees, shall receive a maximum of two delegations at a regularly scheduled meeting.
- 6.9.2 The delegations shall be scheduled for the presentation not to exceed ten (10) minutes, exclusive of the time required to answer questions from Council or Committee Members.
- 6.9.3 The Presiding Officer may allow for the inclusion of additional delegations, or presentations that would exceed ten (10) minutes.
- 6.9.4 All requests to appear before Council or a Committee must be in writing and received by Administrative Staff no less than seven (7) business days prior to the requested attendance at the Meeting.
- 6.9.5 When multiple delegation requests are received, it is at the Mayor's, or Presiding Officer's discretion as to which delegations appear for the upcoming meeting.
- 6.9.6 Delegations shall present to Council at approximately 5:00 PM.

6.10 Councillor Verbal Report Procedures

- 6.10.1 At the second Regular Meeting of Council each month, or the only Regular Meeting held in July, August, and December, each Member of Council will be provided with a maximum of five (5) minutes for the purpose of providing a verbal update on Committees or community events in which municipal participation took place.

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6.10.2 Any action required as a result of a Councillor Report shall be brought forward as a separate business item or Notice of Motion.

**7.0 ACCESS TO INFORMATION**

7.1 The Town of Taber shall provide access to information as legislated by the Provincial and Federal Governments.

**8.0 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.

**9.0 RESCINDED OR AMENDED BYLAWS**

Bylaw No. 20-2018 is hereby repealed in its entirety.

**10.0 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. 536/2021 Read a first time this 20<sup>th</sup> day of December, 2021.

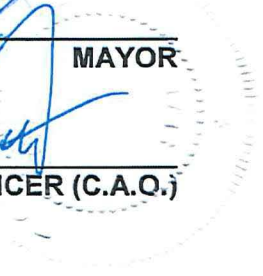
RES. 537/2021 Read a second time this 20<sup>th</sup> day of December, 2021.

RES. 539/2021 Read a third time and finally passed this 20<sup>th</sup> day of December, 2021.

**TOWN OF TABER**

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

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



## Arts and Heritage Committee Request for Decision

**Meeting Date:** 2/15/2022

**Subject:**

Arts & Heritage Committee Information Item

**Recommendation:**

That the Arts & Heritage Committee accepts the material received in this agenda item as information.

**Background:**

1. At the last A&H Committee meeting a suggestion was made to have the leisure guide as part of the rotating banner on the home page of the Taber.ca website. Emily took this to the Communications coordinator, and that change has been made.
2. Emily completed her Farmers Market Manager Training to host the 2022 Farmers Market.
3. Cultivating Community Photography program started. Their grand opening was at the Southern Alberta Art Gallery in Lethbridge on January 18<sup>th</sup>.
4. We have been accepting teams for our first ever snow pitch tournament on March 12<sup>th</sup>.
5. We are looking for volunteers for the Gord Bamford concert on March 19<sup>th</sup> to scan tickets and vaccine passports. The Art & Heritage Committee would be perfect volunteers for these 3 hour positions. We need 2 more people to scan tickets, 1 more be at the will call table, and potentially some help to set up that afternoon.
6. Had a meeting with FCSS to plan a fantastic Seniors Week (June 6-12) and submitted a grant application to the province to co-host the provincial launch of Seniors Week.
7. Applied for a Community Better Challenge Grant for the Health and Wellness Expo (June 12)
8. Applied for an Alberta Conservation Association Grant for the Kids Can Catch event (June 18)



9. Attended a "Branding your Community" webinar hosted by Roger Brooks.
10. Attended Media Training on how to have media interviews.
11. Attended the Art & Craft Society annual general meeting (Jan 29)
12. Had a meeting with FCSS to plan a large community-wide videography project for Heritage and Culture. We are also partnering to do a culture day project.

**Legislation / Authority:**

N/A

**Strategic Plan Alignment:**

General information, therefore, it does not specifically apply.

**Financial Implication:**

Staff resources to be utilized for all items listed above.

**Service Level / Staff Resource Implication:**

Staff resources to be utilized for all items listed above.

**Justification:**

To keep the Arts & Heritage Committee informed of the current municipal information correspondences.

**Alternative(s):**


1. The Arts & Heritage Committee could seek clarification on any matters from administration.
2. The Arts & Heritage Committee could discuss, in depth, any matters raised by this communication and take action through resolution.

**Attachment(s):**

**APPROVALS:**

**Originated By:**

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







## Arts and Heritage Committee Request for Decision

**Meeting Date:** 2/15/2022

**Subject:**

Arts & Heritage Committee Standing Item

**Recommendation:**

That the Art & Heritage Committee uses this standing agenda item opportunity to address administration about their concerns, ask questions and direct municipal resources.

**Background:**

To assist in this information sharing and ensure agreement on the relative importance of activities, and to facilitate a common understanding, administration established a standing item on the Arts & Heritage Committee agenda that would allow the members to raise issues of individual concern.

This allows discussions amongst the Arts & Heritage Committee members and with administration on how best to deal with these concerns. It is an opportunity for the Art & Heritage Committee to provide suggestions or direction to administration as to how best proceed. The intention of this RFD is for items to be brought forward from the floor at the meeting.

**Legislation / Authority:**

Bylaw 16-2019

**Strategic Plan Alignment:**

Improve Internal & External Communications

**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 Arts & Heritage Committee discussion about service levels will improve the ability of administration to meet the expectations of the Arts & Heritage Committee rather than dealing with the request of individuals on an ad hoc basis.



**Justification:**

This will bring administration efficiencies and the better alignment of service and expenditures with the budget. It will also help with communication protocols.

**Alternative(s):**

Alternatives will vary based on the discussion.

**Attachment(s):** Standing Item

**APPROVALS:**

**Originated By:**

**Chief Administrative Officer (CAO) or Designate:** Karyn [Signature]

Committee Date	Resolution #	Resolution (if applicable)	Assigned to	Complete?	Request return to committee
July 21, 2020	11/2020	MOVED by Councillor M Garner that the Arts & Heritage Committee recommends to Council to only shoot high altitude fireworks at the gold course for Canada Day and Cornfest due to safety reasons and maximum enjoyment by citizens.	ACE	YES	
September 15, 2020	N/A	Look at uping the entertainment for Winter Festival (bands, parade, etc.) This was left with the ACE Coordinator to explore options with the limited budget	ACE	YES	
November 17, 2020	20/2020	MOVED by Councillor T. Miyanaga that the Arts & Heritage Committee direct administration to investigate/ research street performers/ busking and whether or not legislation is required	ACE	YES	March 2022
January 18, 2022		Focus Group Discussion			

## Arts and Heritage Committee Request for Decision

**Meeting Date:** January 18, 2022

**Subject:**

STAR Theatre Delegation

**Recommendation:**

That the Art & Heritage Committee accepts the following presentation as information.

**Background:**

The Art & Heritage Committee discussed the theatre at the November 2021 committee meeting and wanted to invite the group to present the status of the theatre to the Art & Heritage Committee.

They have a website up and operating, continually asking for donations: <https://startaber.com/>

**Legislation / Authority:**

MGA Section 6

**Strategic Plan Alignment:**

Internal & External Communications  
Develop Community & Promote Growth

**Financial Implication:**

N/A

**Service Level / Staff Resource Implication:**

Staff time to invite the group

**Justification:**

STAR Theatre will be an excellent place to bring Art, Music, Theatre, etc. to the Town of Taber.

**Alternative(s):**

1. That the Art & Heritage Committee recommends administration to invite STAR Theatre to present to the committee on a quarterly basis.



**Attachment(s):**

**APPROVALS:**

**Originated By:**

**Chief Administrative Officer (CAO) or Designate:** Karyn



## Arts and Heritage Committee Request for Decision

**Meeting Date:** 2/15/2022

**Subject:**  
Art & Craft Society Delegation

**Recommendation:**

That the Art & Heritage Committee accepts the following presentation as information.

**Background:**

Administration attended the Art & Craft Society annual general meeting and thought it would be beneficial to invite them to present to the Art & Heritage Committee.

**Legislation / Authority:**  
MGA Section 6

**Strategic Plan Alignment:**  
Internal & External Communications  
Develop Community & Promote Growth

**Financial Implication:**  
N/A

**Service Level / Staff Resource Implication:**  
N/A

**Justification:**  
Would be an excellent partnership for the Town.

**Alternative(s):**

1. That the Art & Heritage Committee does not accept the following as information.



**Attachment(s):**

**APPROVALS:**

**Originated By:**

**Chief Administrative Officer (CAO) or Designate:** Kouyos



## Arts and Heritage Committee Request for Decision

**Meeting Date:** 2/15/2022

**Subject:**  
Youth Artists Delegation

**Recommendation:**

That the Art & Heritage Committee accepts the following presentation as information.

**Background:**

Local youth artists wanting to present to the Art & Heritage Committee with their ideas.

**Legislation / Authority:**

MGA Section 6

**Strategic Plan Alignment:**

Internal & External Communications  
Develop Community & Promote Growth

**Financial Implication:**

N/A

**Service Level / Staff Resource Implication:**

N/A

**Justification:**

Would be an excellent partnership for the Town.

**Alternative(s):**

1. That the Art & Heritage Committee does not accept the following as information.





**Attachment(s):**

**APPROVALS:**

**Originated By:**

**Chief Administrative Officer (CAO) or Designate:** Kerry O'Leary