

AGENDA

REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, MARCH 28, 2022 AT 3:30 PM, IMMEDIATELY FOLLOWING THE SUBDIVISION AUTHORITY MEETING AT 3:30 PM.

MOTION

1. CALL TO ORDER

2. PUBLIC HEARINGS

ITEM No.2.1	Call to Order	
ITEM No.2.2	Land Use Bylaw Amendment Bylaw 2-2022	X
ITEM No.2.3	Presentation of Written or Oral Briefs Against the Proposed Land Use Bylaw Amendment Bylaw 2-2022	X
ITEM No.2.4	Presentation of Written or Oral Briefs For the Proposed Land Use Bylaw Amendment Bylaw 2-2022	X
ITEM No.2.5	Close of Meeting	

3. ADOPTION OF THE AGENDA X

4. ADOPTION OF THE MINUTES

ITEM No.4.1	Minutes of Regular Meeting of Council: March 14, 2022	X
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5. BUSINESS ARISING FROM THE MINUTES

6. BYLAWS

ITEM No.6.1	Proposed 2nd & 3rd Reading Bylaw 2-2022 to amend Lane Use Bylaw 13-2020	X
ITEM No.6.2	Proposed Bylaw 9-2022 - Long Term Borrowing - Wastewater Lagoons Solar Generation Project	X
ITEM No.6.3	Proposed Supplementary Assessment Bylaw 10-2022	X

7. ACTION ITEMS

ITEM No.7.1	Property Tax Penalty Comparison	X
ITEM No.7.2	Bridge File 80500 Replacement Project Tender Award	X
ITEM No.7.3	CAO Performance Evaluation Committee	X
ITEM No.7.4	Letter of Support - Municipal District of Taber Rest Stop	X
ITEM No.7.5	Proposed Social Media Public Engagement Terms of Use Policy ADM-8	X
ITEM No.7.6	Proposed Social Media Internal Organizational Usage Policy ADM-7	X
ITEM No.7.7	Proposed Whistleblower Policy ADM-6	X
ITEM No.7.8	Department Reports	X



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| ITEM No.7.9 | Mayor and Councillor Reports (Verbal) | X |
| ITEM No.7.10 | Standing Item - Council Requests | X |

8. DELEGATIONS

9. MEDIA INQUIRIES

10. CLOSED SESSION X

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| ITEM No.10.1 | Board Appointment – Subdivision and Development Appeal Board Closed Session to prevent disclosure of applicant personal information that is evaluative for the purpose of determining the applicant's suitability, in accordance with Section 19(1) of the Freedom of Information and Protection of Privacy Act. | |
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11. OPEN SESSION X

12. CLOSE OF MEETING X

Council Request for Decision

Meeting Date: March 28, 2022

Subject:

Call to Order - Public Hearing for Land Use Bylaw Amendment 2-2022

Recommendation:

No motion is required at this time.

Background:

The Chair will explain the general procedure of the hearing, which may include:

1. Informing the public of the 5 minute time limit for a speaker that has been established.
2. Information that anyone speaking shall state their name for the record, and if they are speaking for themselves or on behalf of a group or organization.

Legislation / Authority:

Municipal Government Act

Procedure Bylaw 14-2021, Section 5.3 Public Hearings

Strategic Plan Alignment:

N/A

Financial Implication:

N/A

Service Level / Staff Resource Implication:

N/A

Justification:

To meet legislative requirements.

Alternative(s):

N/A



Attachment(s): None.

APPROVALS:

Originated By:
Raeanne Keer

Chief Administrative Officer (CAO) or Designate: _____



Council Request for Decision

Meeting Date: March 28, 2022

Subject:

Public Hearing Land Use Bylaw Amendment Bylaw 2-2022

Recommendation:

That Council accepts for information the input received at this Public Hearing.

Background:

At the March 14, 2022 regular meeting of Council Land Use Bylaw Amendment Council gave first reading to Land Use Bylaw Amendment 2-2022.

RES. 86/2022 MOVED by Councilor Bekkering that Council gives First Reading to Bylaw 2-2022 to Amend Land Use Bylaw 13-2020.

CARRIED UNANIMOUSLY

An advertisement has been placed in the Taber Times on March 16 & 23, 2022 to advise the public of the proposed amendment and the Public Hearing. The proposed amendment and Public Hearing have also been advertised on the Town's website as indicated in the Taber Times ad. To date, no comments or concerns have been received.

The proposed amendments were reviewed and recommended for adoption by the Municipal Planning Commission (MPC) at their regular meeting on February 22, 2022.

The proposed amendments were initiated by Administration to address several clerical errors, changes in regulations, and to address areas not previously in the Land Use Bylaw.

The proposed changes include:

1. Fixing clerical errors identified over time;
2. Clarifying the maximum floor area for accessory structures;
3. Adding standards for Solar Energy Collectors (SECS) and adding the use in all land use districts. Currently residents installing solar panels on their home or business have not needed a Development Permit. With the addition of this use, a permit will be required to ensure the development standards are met and to better assist Taber Fire Department in identifying buildings with solar panels when they are on a call;
4. Adding and updating parking requirements;
5. Updating the maximum allowable driveway widths to better reflect today's development standards and reduce the number of projects that require waivers for driveway widths;

6. Adding shipping containers as a temporary use for construction purposes in residential districts. Previously, shipping containers have not been permitted in residential areas at all. This amendment will allow residents to use a shipping container on a temporary basis for moving or temporary storage while renovating;
7. Limiting election signs to one sign per candidate every 15 meters to reduce distractions while driving;
8. Clarifying portable sign requirements for community events;
9. Adding Apiaries as a use and providing standards to allow for
10. Correcting the DC-4 Development Standards;
11. Adding Slab on Grade House as a use, to allow for homes to be built on site in the Meadows in a manner that fits with the development. This will allow an additional building opportunity for residents in the Meadows and was indicated by a resident as something that was desired to build handicap accessible homes;
12. Updating the use definition for Childcare, removing the statement that overnight care is not permitted, this is in line with current legislation and was requested by a local business looking to expand their services;
13. Allowing decks in the DC-4 district to be adjacent to the principle dwelling;
14. Allowing Recreational Vehicles to be parked on hard, weather resistant surface such as gravel, if parked on condominium common property in the DC-4 district.

Proposed Bylaw 2-2022 will also amend Bylaw 8-2021 to remove Section 3.1 which is the DC-4 District requirements. This will allow the correct development standards to be placed in Land Use Bylaw 8-2020 as a part of this amendment.

Legislation / Authority:

Section 692 of the MGA allows for amendments to the Land Use Bylaw

Strategic Plan Alignment:

Develop Community & Promote Growth – Review Town Policies and regulations that pertain to development.

Financial Implication:

Costs of advertising are covered under the Planning and Economic Development advertising budget.

Service Level / Staff Resource Implication:

Land use bylaw amendments fall under the regular duties of the Planning Department.



Justification:

Amendments to the Land Use Bylaw will provide greater clarity by fixing errors identified in the bylaw, bringing the Town in line with current legislation, and providing standards for developments not currently regulated by the Land Use Bylaw such as solar panels on residential buildings.

Alternative(s):

That Council does not accept the information provided at this public hearing.

Attachment(s): Proposed Bylaw 2-2022

APPROVALS:

Originated By:
Kattie Schlamp

Chief Administrative Officer (CAO) or Designate: _____

TOWN OF TABER
BYLAW NO. 2-2022

BEING A BYLAW OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF AMENDING THE TOWN OF TABER LAND USE BYLAW 13-2020 WITHIN THE TOWN OF TABER.

WHEREAS section (640) of the Municipal Government Act (Alberta, R.S.A. 2000, Chapter M-26, and amendments thereto) permits a Council to prohibit or regulate and control the use and development of land and buildings in a municipality by passing a land use bylaw;

AND WHEREAS the Council of the Town of Taber adopted Land Use Bylaw No. 13-2020;

AND WHEREAS Council deems that the purpose of proposed Bylaw No. 2-2022 is to undertake a series of amendments as identified in the attached 'Schedule A' in order to correct, clarify and add to existing Land Use Bylaw 13-2020 and align it with Provincial Acts and Regulations;

AND WHEREAS these amendments include, but are not limited to, clarifying provisions of regulations, development standards, land uses and definitions;

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

1.0 GENERAL

1.1 That the attached 'Schedule A' provides a list of all the amendments to Land Use Bylaw 13-2020 for consolidation.

2.0 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.

3.0 RESCINDED OR AMENDED BYLAWS

3.1 Bylaw 13-2020 being the Land Use Bylaw is hereby amended as indicated in the attached 'Schedule A'.

3.2 Bylaw 8-2021 being the Land Use Bylaw DC-4 Amendment is hereby amended to remove Section 3.1.

4.0 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__

TOWN OF TABER
BYLAW NO. 2-2022

RES. Read a third time and finally passed this ____ day of _____, 20__

TOWN OF TABER

MAYOR

CHIEF ADMINISTRATIVE OFFICER (C.A.O.)

DRAFT

TOWN OF TABER
BYLAW NO. 2-2022

Schedule "A"

1.0 Administration of This Bylaw

- 1.1 Section 1.1.5(2) be revised to:

"Throughout this Bylaw a Land Use District may be referred to either by its full name or by its symbol as identified in 1.1.5(1)."

Commented [NC1]: Fix for Clerical Error

- 1.2 Section 1.1.5(3) be revised to:

"The Land Use Districts listed in 1.1.5(1) are delineated on Map 1 – Land Use Map, and appended to this Bylaw as Schedule A – Land Use District Maps, and shall be known as the Land Use Map."

Commented [NC2]: Fix for Clerical Error

- 1.3 Section 1.1.5(5) and 1.1.5(6) be revised to become subsections of Section 1.1.5(4) and all subsequent numbering be updated for Section 1.1.5.

Commented [NC3]: Fix for Clerical Error

- 1.4 Section 1.6.2(1)(i) to be revised to:

"the construction of a maximum of two permitted structures or buildings less than 10 m² in area and not permanently attached to the ground within a Residential District, or the Urban Reserve District, provided the building conforms with Section 2.11 – Accessory Structures;"

Commented [NC4]: Fix for Clerical Error

- 1.5 Section 1.9(4) be revised to:

"A person who receives a notice pursuant to subsection 1.9(2) of this section may appeal the order to the Subdivision and Development Appeal Board, in accordance with the Municipal Government Act."

Commented [NC5]: Fix for Clerical Error

2.0 General Land Use Regulations

- 2.1 Section 2.11.3(2) to be revised to:

"The floor area or combined floor area of all Accessory Structures and Uses, excluding decks, must not exceed the greater of:

- (a) 100.0 m²; or
- (b) the building coverage of the of the principal building; and
- (c) the combined building coverage of the principal building and any accessory structures and uses, including decks and patios less than 2.4 metres above grade, can not be greater than the Maximum Building Coverage allowed for the applicable District."

Commented [NC6]: Fix for Clerical Error

- 2.2 Section 2.12.2(4) be revised to:

"The gross floor area of a Garage (attached or detached) shall not exceeded 100 m² or the building coverage of the principal building which ever is the lesser amount."

Commented [NC7]: Fix for Clerical Error

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BYLAW NO. 2-2022

Schedule "A"

2.3 Add Section 2.12.5 Solar Energy Collectors for Private Use after Section 2.12.4 with the following subsections:

(1) A solar energy collector for private use attached to a wall or roof of a building shall be considered an accessory use and is subject to the following:

(a) A solar collector mounted on a roof:

- i) may project a maximum of 1.2 m from the surface of the roof and shall not exceed the maximum height requirements of the applicable land use district; and
- ii) must not extend beyond the outermost edge of the roof.

(b) A solar collector mounted to a wall:

- i) must be located such that it does not create undue glare on neighbouring property or public roadways;
- ii) must be located a minimum of 2.4 m above grade;
- iii) may project a maximum of 1.2 m from the surface of the wall, when the wall faces the rear property line, subject to the setback requirements of the applicable land use district; and
- iv) shall not be located on the front or sides of the building.

(c) A free-standing solar collector:

- i) shall only be allowed in industrial districts;
- ii) shall be classified as both an Accessory Use and an Accessory Structure. All Accessory Structure requirements detailed in Section 2.11 shall apply;
- iii) is required to meet all Development Standards detailed in the specific District in which the collector is located;
- iv) must be located such that it does not create undue glare on neighbouring property or public roadways;
- v) must not exceed 1.8m in height above existing grade; and
- vi) must not be located in the front, or secondary front, of the principle building.

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Schedule "A"

2.4 Section 2.15.3(5) add the following to the parking requirements table after Residential Dwellings (Excluding Apartments):

Commented [NC8]: Fix for Clerical Error

Use	Minimum Parking Stalls
Restaurant Large/Small	1/10 m ² of public use area, plus 5 for employee parking
Restaurant Take-Out	1/25 m ² of public use area, plus 3 for employee parking

2.5 Section 2.15.3(5) Beverage Service Facility" be revised to:

Commented [NC9]: Fix for Clerical Error

Use	Minimum Parking Stalls
"Food and/or Beverage Service Facility"	"1/5 m ² of public use area plus a minimum of 5 for employee parking"

2.6 Section 2.15.3(5) Drinking Establishment be revised to:

Commented [NC10]: Fix for Clerical Error

Use	Minimum Parking Stalls
"Drinking Establishment"	"1/5 m ² of public use area plus a minimum of 5 for employee parking"

2.7 Section 2.15.8(8) be revised to:

"Driveway widths for parking in residential front yards should not exceed 6.7 metres or 40% of the lot frontage, which ever is the greater of the two, but shall not be less than three (3) metres wide in any case."

2.8 Section 2.16(5) be added after 2.16(4):

"(5) Shipping Containers for Temporary Residential Use:

- (a) For use in a Residential District one (1) shipping container shall be allowed for a period that is not to exceed 6 months once a valid development permit and building permit, or for renovations, a building permit has been issued.
- i) For the purposes of this subsection the 6-month period shall commence from the date of the arrival/delivery of the Shipping Container for which the date shall be established by the production of a delivery receipt/invoice

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Schedule "A"

or by such other evidence satisfactory for the Development Authority;

- ii) In the event such receipt/invoice or other satisfactory evidence is not received by the Development Authority the Shipping Container shall be deemed to have been in use for the period of three months immediately prior to the date of the initial request by the Development Officer for confirmation of the date of arrival/delivery of the Shipping Container.

- (b) If the shipping container is not deemed to be in a location or condition satisfactory to the Development Authority the property owner may be required to remove it from the property before the 6-month period is up."

2.9 Section 2.21.8(7) be revised to:

"The Town is not required to give notice for the removal of any unlawful election signs. As per section 1.9(9) and 1.9(10) the Development Authority or their designate may seize the unlawful signs without notice and determine, at their discretion, what is to be done with the signs."

Commented [NC11]: Fix for Clerical Error

2.10 Section 2.21.8(9) be revised to:

"Election signs may be posted on public property subject to the following conditions:

- (a) signs cannot be placed between the curb and the sidewalk; if there is no sidewalk, signs cannot be placed within 1.0 metres of the curb or edge of the pavement;
- (b) signs shall not be placed within 30.0 metres of an intersection or pedestrian crossover or be located on a median or island; and
- (c) there shall not be more than 1 sign per candidate every 15 meters."

2.11 Section 2.21.14(11) be revised to:

"Subject to Section 1.6.2(1)(r), a development permit application for a portable sign to be located on privately-owned land:"

Commented [NC12]: Fix for Clerical Error

2.12 Section 2.21.14(14) be revised to:

"A portable sign located on private land that is for a community event, and will be removed within 14 days of its placement shall:

- (a) meet all the setbacks and requirements for the district and portable signs;
- (b) be removed within 2 days of the conclusion of the event, whether or not the 14 days of placement has been reached;

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Schedule "A"

- (c) will require a development permit; but
- (d) not require the submission of a fee for that permit; and
- (e) may be approved by the Development Authority."

2.13 Section 2.21.19 add the following definition to the Sign Definitions in alphabetical order:

Sign Definitions	
Community Use/Event	means an event or use held by a group, club, society, or non-profit that is available to the public. The event may be of a civic, political, public, or educational nature, or be a fundraiser, all of which will occur for a limited time only. This is not for private or corporate use events.

2.14 Add Section 2.22 Apiaries after 22.21.19 with the following subsections:

- "(1) Any structures associated with apiculture activities shall:
 - (a) require a development permit;
 - (b) must meet minimum setback requirements for a school in the applicable district; and
 - (c) not be located within 30.0 m of a Residential, Commercial, or Industrial district;
- (2) The Development Authority may waive 2.22(1)(c) if, the Development Authority is of the opinion that the Apiary will be reasonably compatible based on the merits of the application and the characteristics of the area."

3.0 Land Use Districts

3.1 Add to Section 3.3.2(1) the following uses:

- "Accessory Structure"
- "Solar Energy Collector Systems (SECS) (also see Section 2.12.5)"

3.2 Section 3.3.3(2)(c)(iv) revise to:

- "Corner Lots: 3.0 m on street side; 1.2 metres on the other side"

3.3 Add to Section 3.4.2(1) the following use:

- "Solar Energy Collector Systems (SECS) (also see Section 2.12.5)"

Commented [NC13]: Fix for Clerical Error

Commented [NC14]: Fix for Clerical Error

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Schedule "A"

- 3.4 Section 3.4.3(2)(c)(v) revise to:
"Corner Lots: 3.0 m on street side; 1.2 metres on the other side"
- 3.5 Add to Section 3.5.3(1) the following use:
"Solar Energy Collector Systems (SECS) (also see Section 2.12.5)"
- 3.6 Section 3.5.4(2)(c) revise to:
"Minimum Side Yard"
- 3.7 Section 3.5.4(2)(c)(iv) revise to:
"Corner Lots: 3.0 m on street side"
- 3.8 Add to Section 3.6.2(2) the following use:
"Solar Energy Collector Systems (SECS) (also see Section 2.12.5)"
- 3.9 Section 3.6.4(1)(c) revise to:
"Minimum Side Yard"
- 3.10 Section 3.6.4(1)(c)(iii) revise to:
"Corner Lots: 3.0 m on street side"
- 3.11 Add to Section 3.7.2(1) the following uses:
"Accessory Structure"
"Accessory Use"
- 3.12 Add to Section 3.7.2(2) the following use:
"Solar Energy Collector Systems (SECS) (also see Section 2.12.5)"
- 3.13 Remove from the Section 3.7.2(2) the following uses:
"Accessory Structure"
"Accessory Use"
- 3.14 Section 3.7.2(3)(a) revise with:
"A Manufactured Home shall be considered a permitted use if it is located:"
- 3.15 Add to Section 3.8.2(2) the following use:
"Solar Energy Collector Systems (SECS) (also see Section 2.12.5)"

Commented [NC15]: Fix for Clerical Error

Commented [NC16]: Fix for Clerical Error

Commented [NC17]: Fix for Clerical Error

Commented [NC18]: Fix for Clerical Error

Commented [NC19]: Fix for Clerical Error

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Schedule "A"

3.16 Add to Section 3.9.2(2) the following use:

"Solar Energy Collector Systems (SECS) (also see Section 2.12.5)"

3.17 Add to Section 3.10.2(2) the following use:

"Solar Energy Collector Systems (SECS) (also see Section 2.12.5)"

3.18 Add to Section 3.11.2(2) the following use:

"Solar Energy Collector Systems (SECS) (also see Section 2.12.5)"

3.19 Add to Section 3.12.2(2) the following use:

"Solar Energy Collector Systems (SECS) (also see Section 2.12.5)"

3.20 Remove from Section 3.12.2(2) the following uses:

"Automobile Supply"

Commented [NC20]: Fix for Clerical Error

3.21 Add to Section 3.14.2(1) the following use:

"Apiary"

3.22 Add to Section 3.14.2(2) the following use:

"Solar Energy Collector Systems (SECS) (also see Section 2.12.5)"

3.23 Remove from Section 3.14.2(2) the following use:

"Recreational Use - Outdoor"

Commented [NC21]: Fix for Clerical Error

3.24 Add to Section 3.15.2(1) the following uses:

"Accessory Use"

"Solar Energy Collector Systems (SECS) (also see Section 2.12.5)"

3.25 Remove from Section 3.15.2(2) the following use:

"Accessory Use"

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Schedule “A”

3.26 Add the following Direct Control District 4 (DC-4) after Section 3.21 Direct Control District 3 (DC-3) as follows:

Commented [NC22]: Fix for Clerical Error

“3.22. DIRECT CONTROL DISTRICT 4 (DC-4)”

3.22.1. Purpose

- (1) The purpose of this District is to permit and regulate a comprehensively designed Manufactured Housing Community under a Condominium Plan specific to the 60 acre parcel at 7000 50th Street in the NE/SE 7-10-16-W4M.

3.22.2. Uses

1) Permitted Uses	2) Discretionary Uses
<ul style="list-style-type: none"> a) Accessory Structure (also see Section 2.11) b) Accessory Use (also see Section 2.12) c) Home Occupation – Class 1 (also see Section 2.19) d) Manufactured Home e) Park f) Sign – Class A g) Utilities 	<ul style="list-style-type: none"> a) Child Care - Limited b) Community Entrance Feature c) Group Care - Limited d) Home Occupation – Class 2 (also see Section 2.19) e) Neighbourhood Commercial f) Sign – Class B g) Slab on Grade House

3.22.3 Standards

1) Subdivision Standards	
a) Minimum Parcel Area:	350.0 m ²
b) Minimum Parcel Width:	13.0 m
2) Development Standards	
a) Minimum Front Yard:	3.5 m
b) Minimum Rear Yard:	1.2 m
c) Minimum Side Yard:	
i) Interior Parcel without attached garage:	As per the comprehensive plan
ii) Interior Parcel with attached garage:	1.2 m on both sides
iii) Corner Parcel:	3.5 m on street side and 1.2 m on the other
d) Maximum Building Height:	4.5 m
e) Maximum Coverage	50%
f) Minimum Separation Between Buildings:	1.2 m

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BYLAW NO. 2-2022

Schedule "A"

3.22.4 Special Requirements

(1) Landscaping Requirements:

- (a) All areas not covered by buildings and parking shall be landscaped.
- (b) All dwelling units must plant and maintain at least one (1) tree in the front yard and one (1) tree in the rear or side yard. Where feasible, the front yard tree may be placed on the boulevard with approval from the Development Authority.
- (c) All landscaping shall be identified on the site plan.

(2) Accessory Structures:

- (a) Unless otherwise noted, the following requirements pertain to all Accessory Structures, including structures under 10.0 m².
- (b) An Accessory Structure must not be used or maintained as a Dwelling Unit or Home Occupation, unless otherwise permitted in this Bylaw.
- (c) A maximum of two (2) Accessory Structures, excluding decks and patios, may exist on a lot at any given time.
- (d) The total floor area of all Accessory Structures, excluding decks and patios, must not exceed 75.0 m².
- (e) The maximum height of an accessory structure is 4.0 metres.
- (f) All Accessory Structures must have an exterior finish that is complimentary to the Principal Building, to the satisfaction of the Development Authority.
- (g) Accessory Structures, including decks, shall be located:
 - (i) No closer to the front property line than the front line of the Principal Building, and must not be located within the front yard setback;
 - (ii) A minimum of 3.5 m from a side or rear property line shared with a street;
 - (iii) A minimum of 1.2 m from a side or rear property line not shared with a street;
 - (iv) A minimum of 1.2 m from the Principal Building, except in the case of a deck that is attached or adjacent to the principle building.

(3) Parking

- (a) All on-site parking areas for dwelling units, shall be paved with a hard, durable weather resistant surface.
- (b) A minimum of two (2) parking stalls must be located on-site for each dwelling unit.
- (c) Common parking areas for Recreational Vehicles, shall be a hard, durable weather resistant surface.

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Schedule "A"

3.22.5. District Approval Procedures

- (1) Council may then approve the application with or without conditions or refuse the application.
- (2) Council hereby delegates to the Development Authority decision-making authority for all permitted uses listed in this District, including District requirements. ”

4.0 General Definitions

- 4.1 Remove from Part 4.0 General Definitions the following definitions:

Commented [NC23]: Fixes for Clerical Errors

“**Accessory Structure** - means a building naturally or normally incidental, subordinate and exclusively devoted to the Principal building on the lot, and located on the same lot as the principal building.”

“**Manufactured Home Community** - means a use comprising a lot under single ownership which is managed by an operator and which has been designed for the placement of manufactured homes or manufactured home community lots for non-transient use.”

“**Manufactured Home** - means a residential building containing one (1) dwelling unit built in a factory and designed to be transported in one (1) or more sections to a lot, is ready for occupancy except for incidental building operations such as placement on foundation supports and connection to utilities, but does not meet the requirements of a single-detached dwelling in an R-1 or R-2 District.”

“**Solar Energy Collector Systems (SECS)** - means the complete system required to convert solar rays into useable electricity for private use, including solar panels, mounting equipment and additional required conversion electronics.”

“**Wind Energy Conversion Systems (WECS)** - means the complete system required to convert wind energy into mechanical or electrical energy.”

5.0 Use Definitions

- 5.1 Add to Part 5.0 Use Definitions the following definitions in alphabetical order:

“**Accessory Structure** - means a building naturally or normally incidental, subordinate and exclusively devoted to the Principal building on the lot, and located on the same lot as the principal building.”

Commented [NC24]: Fix for Clerical Error

“**Apiary** - means the land and buildings used for the production of honey, including the facilities for the maintenance of hives and bees and the extraction, processing, and packaging of raw honey.”

“**Apiculture** - means the keeping and management of bees.”

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Schedule "A"

"Community Use/Event - means an event or use held by a group, club, society, or non-profit that is available to the public. The event may be of a civic, political, public, or educational nature, or be a fundraiser, all of which will occur for a limited time only. This is not for private or corporate use events."

"Manufactured Home Community - means a use comprising a lot under single ownership which is managed by an operator, or a group of lots set up as a condominium, or privately-owned lots and which has been designed for the placement of manufactured homes for non-transient use."

Commented [NC25]: Fix for Clerical Error

"Solar Energy Collector Systems (SECS) - means the complete system required to convert solar rays into useable electricity for private use, including solar panels, mounting equipment and additional required conversion electronics."

Commented [NC26]: Fix for Clerical Error

"Slab on Grade House - means a single-story building that contains only one Dwelling Unit and is not a manufactured home. The building shall not have a basement and shall not exceed 1,672 sq. ft. in size. The footprint, roof pitch, and exterior finish of the building shall be complementary to the surrounding neighbourhood.

Buildings in the Direct Control 4 (DC-4) District shall also be built in the location and size determined in the Community's comprehensive plan."

5.2 Part 5.0 Use Definitions revise the following definitions to:

"Child Care – means a use licensed by the Province of Alberta to provide personal care, maintenance, supervision or education, for more than six (6) children under the age of 15 years. This includes home-based care, daycare centres, kindergartens, nursery schools, play schools and other similar uses."

"Child Care Limited – means a use that may or may not be licensed by the Province of Alberta to provide personal care, maintenance, supervision or education, for up to six (6) children under the age of 15 years. This includes home-based care, daycare centres, kindergartens, nursery schools, play schools and other similar uses."

"Manufactured Home – means a residential building, not consisting of a mobile home, containing one (1) dwelling unit built in a factory or off site and designed to be transported in one (1) or more sections to a lot, is ready for occupancy except for incidental building operations such as placement on foundation supports and connection to utilities, but does not meet the requirements of a single-detached dwelling in an R-1 or R-2 District."

Commented [NC27]: Fix for Clerical Error

"Storage, Indoor – means a use involving a self-contained building or group of buildings available for the storage of goods; and includes "mini-storage" or private storage facilities; but does not include a warehouse."

Commented [NC28]: Fix for Clerical Error

TOWN OF TABER
BYLAW NO. 2-2022

Schedule "A"

5.3 Part 5.0 Use Definitions revise "Beverage Service Facility" to:
"Food and/or Beverage Service Facility"

Commented [NC29]: Fix for Clerical Error

DRAFT



Council Request for Decision

Meeting Date: March 28, 2022

Subject:

Presentation of Written or Oral Briefs **Against** the Proposed Land Use Bylaw Amendment Bylaw 2-2022

Recommendation:

That Council accepts the written and oral briefs Against proposed Land Use Bylaw Amendment Bylaw 2-2022, for information purposes.

Background:

Mr. Chris Eagan, Director of Planning and Community Services will present any written briefs received by Administration **Against** proposed Land Use Bylaw Amendment Bylaw 2-2022 to Council.

The Chair will inquire if anyone is present who wishes to speak Against proposed Land Use Bylaw Amendment Bylaw 2-2022.

The Chair will inquire a second time if anyone is present who wishes to speak Against proposed Land Use Bylaw Amendment Bylaw 2-2022.

The Chair will inquire a third and final time if there is anyone present who wishes to speak Against proposed Land Use Bylaw Amendment Bylaw 2-2022.

Legislation / Authority:

Municipal Government Act
Procedure Bylaw 14-2021, Section 5.3 Public Hearings

Strategic Plan Alignment:

N/A

Financial Implication:

N/A

Service Level / Staff Resource Implication:

N/A

Justification:



To meet legislative requirements.

Alternative(s):
N/A

Attachment(s): None.

APPROVALS:

Originated By:
Raeanne Keer

Chief Administrative Officer (CAO) or Designate: _____

Council Request for Decision

Meeting Date: March 28, 2022

Subject:

Presentation of Written or Oral Briefs For the Proposed Land Use Bylaw Amendment Bylaw 2-2022

Recommendation:

That Council accepts the written and oral briefs For proposed Land Use Bylaw Amendment Bylaw 2-2022, for information purposes.

Background:

Planning and Community Services will present any written briefs received by Administration For proposed Land Use Bylaw Amendment Bylaw 2-2022 to Council.

The Chair will inquire if anyone is present who wishes to speak For proposed Land Use Bylaw Amendment Bylaw 2-2022.

The Chair will inquire a second time if anyone is present who wishes to speak For proposed Land Use Bylaw Amendment Bylaw 2-2022.

The Chair will inquire a third and final time if there is anyone present who wishes to speak For proposed Land Use Bylaw Amendment Bylaw 2-2022.

Legislation / Authority:

Municipal Government Act

Procedure Bylaw 14-2021, Section 5.3 Public Hearings

Strategic Plan Alignment:

N/A

Financial Implication:

N/A

Service Level / Staff Resource Implication:

N/A



Justification:

To meet legislative requirements.

Alternative(s):

N/A

Attachment(s): None.

APPROVALS:

Originated By:

Ramez Ibrahiem

Chief Administrative Officer (CAO) or Designate: _____

Council Request for Decision

Meeting Date: March 28, 2022

Subject:

Close of Meeting - Public Hearing for Land Use Bylaw Amendment 2-2022

Recommendation:

No motion is required at this time.

Background:

The Chair shall declare the hearing Closed, and Council will deliberate the merits of the information and opinions provide at the Public Hearing during the Regular Meeting of Council.

Legislation / Authority:

Municipal Government Act
Procedure Bylaw 14-2021, Section 5.3 Public Hearings

Strategic Plan Alignment:

N/A

Financial Implication:

N/A

Service Level / Staff Resource Implication:

N/A

Justification:

To meet legislative requirements.

Alternative(s):

N/A

Attachment(s): None.



APPROVALS:

Originated By:
Raeanne Keer

Chief Administrative Officer (CAO) or Designate: _____



Council Request for Decision

Meeting Date: March 28, 2022

Subject:

Minutes of Regular Meeting of Council: March 14, 2022

Recommendation:

Council adopts the minutes of the Regular Meeting of Council held on March 14, 2022, 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 March 14, 2022, 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,
MARCH 14, 2022, AT 3:30 PM.

Mayor

Andrew Prokop

Councillors

Garth Bekkering

Jack Brewin

Carly Firth

Monica McLean

Alf Rudd

Joanne Sorensen (Via teleconference)

Chief Administrative Officer

Derrin Thibault

Staff

Alaa Abdel Khaliq

Amy Allred

Meghan Brennan

Chris Eagan

Jordan Florchinger

Ramin Lahiji

Steve Munshaw

Celina Newberry

John Orwa

Kattie Schlamp

Kerry Van Ham

CALL TO ORDER

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

PUBLIC HEARINGS

None.

ADOPTION OF THE AGENDA

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

D. Thibault, Chief Administrative Officer, stated that Administration is requesting the addition of Agenda Item 7.7) Municipal Election 2021: Campaign Contribution Disclosure to the Agenda.

RES. 84/2022 MOVED by Councillor Bekkering that Council adopts the Agenda, as amended, with the addition of Agenda Item 7.7) Municipal Election 2021: Campaign Contribution Disclosure.

CARRIED UNANIMOUSLY

ADOPTION OF THE MINUTES

1) Minutes of Regular Meeting of Council: February 28, 2022

RES. 85/2022 MOVED by Councillor Brewin that Council adopts the minutes of the Regular Meeting of Council held on February 28, 2022, as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

None.

BYLAWS

1) Land Use Bylaw Amendments - 1st Reading

K. Schlamp, Subdivision and Development Officer, presented proposed Land Use Bylaw Amendments Bylaw 2-2022 to Council.

Council discussed the proposed amendments.

BYLAWS – CONT'D

1) Land Use Bylaw Amendments - 1st Reading – CONT'D

RES. 86/2022 MOVED by Councillor Bekkering that Council gives First Reading to Bylaw 2-2022 to Amend Land Use Bylaw 13-2020.

CARRIED UNANIMOUSLY

2) Investment Incentive Bylaw 1-2022 - 2nd & 3rd Reading

A. Allred, Economic Development Officer, presented proposed Investment Incentive Bylaw 1-2022 to Council.

Council discussed proposed Investment Incentive Bylaw 1-2022.

RES. 87/2022 MOVED by Councillor Sorensen that Council gives Second Reading to Bylaw 1-2022, as presented.

CARRIED UNANIMOUSLY

RES. 88/2022 MOVED by Councillor Brewin that Council gives Third Reading to Bylaw 1-2022, as presented.

CARRIED UNANIMOUSLY

ACTION ITEMS

1) 2022 Volunteer Recognition

M. Brennan, Communications and Project Coordinator, stated that historically Administration has planned the Volunteer Recognition Banquet during National Volunteer Week in April. She stated that given the timing of the lifting of the COVID-19 restrictions, Administration does not have enough time to plan a banquet to a level that the volunteers deserve.

ACTION ITEMS – CONT'D

1) 2022 Volunteer Recognition – CONT'D

M. Brennan stated that for the past two years, Council has chosen to allocate \$100.00 per volunteer member to each group typically invited to the annual Banquet, and the groups were given the flexibility to use the money as they saw fit, whether it was for further services or operations, to donate to a cause or group of their choice, or to purchase recognition items for their members. She stated that given the positive response, Administration is once again recommending to continue with this method to recognize our volunteers in 2022.

RES. 89/2022 MOVED by Councillor Firth that Council directs Administration to cancel the 2022 Volunteer Recognition Banquet, with regret; and,

That Council allocates the budgeted funding for the 2022 Volunteer Recognition Banquet to the volunteer groups at \$100 per member to be used as the group sees fit.

CARRIED UNANIMOUSLY

2) Eastside Constructed Wetlands Project Tender Award

D. Thibault presented the tenders received for the Eastside Constructed Wetlands Project, and stated that Administration is recommending that the tender be awarded to DeGraff Excavating Ltd. for the amount of \$6,476,954.40, inclusive of GST.

Council discussed the project's projected costs and timeline.

RES. 90/2022 MOVED by Councillor Brewin that Council awards the Eastside Constructed Wetlands Project to DeGraff Excavating Ltd. for the amount of \$6,476,954.40, inclusive of GST, with funds to come from the approved Capital Budget.

CARRIED UNANIMOUSLY

ACTION ITEMS – CONT'D

3) Follow-up to Taber and District Housing Foundation's Request for Financial Assistance

D. Thibault stated that at the Regular Meeting of the Intermunicipal Development Committee held on February 15, 2022 the Committee passed a resolution that the Town of Taber and Municipal District of Taber present the Taber and District Housing Foundation debenture proposal to their respective Council's for discussion and provide a response to Taber and District Housing within six weeks.

D. Thibault also stated that Council at the Regular Meeting of Council held on September 27, 2021 directed Administration to investigate the municipality's debt limit, potential regional interest, and other factors to determine if the Cherry and Main project is recommended and viable, and that information be brought back to a future Council meeting for further consideration.

J. Orwa, Director of Finance, presented the Town's debt servicing limit, and the financial concerns Administration has regarding the Taber and District Housing Foundation's request for a debenture.

T. Janzen, Chief Administrative Officer for Taber and District Housing Foundation, presented information on the Cherry and Main affordable apartment funding sources and the scope of the project.

Council discussed cost estimates, opportunity for commercial lease space, the level of commitment from the Municipal District of Taber to the project, and the requested debenture.

MOVED by Councillor Brewin that Council directs Administration to work together with the Municipal District of Taber on a suitable cost sharing solution for this affordable apartment funding.

Mayor Prokop suggested an amendment that the motion include that Mr. Janzen also be a part of the discussion as a part of the project oversight.

Councillor Brewin accepted the amendment.

ACTION ITEMS – CONT'D

3) Follow-up to Taber and District Housing Foundation's Request for Financial Assistance – CONT'D

RES. 91/2022 MOVED by Councillor Brewin that Council directs Administration to work together with the Municipal District of Taber on a suitable cost sharing solution for the affordable apartment funding; and,

That Mr. Janzen be included as a part of the project oversight.

CARRIED UNANIMOUSLY

4) Siaya County, Kenya: Invitation to Visit Request dated January 19, 2022

D. Thibault presented correspondence from the Government of Siaya, Kenya, re-extending an invitation to Mayor Prokop and a guest to visit Siaya County with the proposed travel time of May-June 2022. He stated that this invitation was sent in follow-up to an invitation that was sent in 2021, but was later declined by the Town due to the on-going COVID-19 pandemic travel restrictions.

Council discussed Mayor Prokop and Mr. J. Orwa, Director of Finance, interests in traveling to Siaya County and the collaboration efforts between the two parties.

MOVED by Councillor Sorensen that Council authorizes the Mayor and John Orwa as a subject matter expert, to travel to Siaya County, Kenya, to discuss and further collaboration efforts;

Thanks His Excellency the Governor for the kind invitation; and,

Further, Council authorizes a maximum of \$10,420.00 for the journey to be expended from the 2022 Operating Reserves.

Councillor Brewin suggested an amendment that the limit be set to a maximum of \$12,000.00.

ACTION ITEMS – CONT'D

4) Siaya County, Kenya: Invitation to Visit Request dated January 19, 2022 – CONT'D

Councillor Sorensen accepted the amendment.

RES. 92/2022 MOVED by Councillor Sorensen that Council authorizes the Mayor and John Orwa as a subject matter expert, to travel to Siaya County, Kenya, to discuss and further collaboration efforts;

Thanks His Excellency the Governor for the kind invitation; and,

Further, Council authorizes a maximum of \$12,000.00 for the journey to be expended from the 2022 Operating Reserves.

CARRIED UNANIMOUSLY

5) Live Streaming and Recording of Council Meetings Policy CS-IT-3

A. Abdel Khaliq, Information Technology Manager, presented Live Streaming and Recording of Council Meetings Policy CS-IT-3 to Council.

Mr. Abdel Khaliq stated that the Policy is due for its 3 year review, and that Administration incorporated Council's direction to record resolutions stemming from Closed Session.

RES. 93/2022 MOVED by Councillor McLean that Council approves the Live Streaming and Recording of Council Meetings Policy CS-IT-3, as presented.

CARRIED UNANIMOUSLY

ACTION ITEMS – CONT'D

6) Standing Item - Council Requests

D. Thibault presented the Standing Item – Council Requests Action Item Listing to Council.

Council discussed the costs of installing picnic tables in the campground area of Ken McDonald Memorial Sports Complex.

RES. 94/2022 MOVED by Councillor Firth that Council directs Administration to investigate the costs of installing picnic tables at campsites at the Ken McDonald campground.

CARRIED UNANIMOUSLY

Council discussed the need for skilled and unskilled workers in the Taber area, and the Town of Claresholm Rural and Northern Immigration Pilot Program.

RES. 95/2022 MOVED by Councillor Sorensen that Council directs Administration to look into attraction of skilled and unskilled labour, similar to the Town of Claresholm immigration program.

CARRIED UNANIMOUSLY

Council discussed the school zone on 47th Avenue.

RES. 96/2022 MOVED by Councillor Brewin that Council re-examines the speed zone in front of Ace Place for a school zone and the justification for it, referring it towards the Traffic Committee and for it to come back to Council.

CARRIED UNANIMOUSLY

ACTION ITEMS – CONT'D

7) Municipal Election 2021: Campaign Contribution Disclosure

K. Van Ham, Administrative Services Manager, stated that in accordance with the *Local Authorities Election Act*, there are specified requirements and timelines for filing a campaign disclosure statement for the 2021 Municipal Election.

K. Van Ham presented the Report of Late Filing to Council.

RES. 97/2022 MOVED by Councillor Brewin that Council accepts the report of late filing from Administration for a Campaign Contribution Disclosure which was not received within the legislated timeframe by the local jurisdiction in accordance with Section 147.7(2) and 147.8(1) of the *Local Authorities Election Act*, associated to the 2021 Municipal Election; and,

Council acknowledges the listing of the Campaign Contribution Disclosures located on the Town's website, which are required to be made public.

CARRIED UNANIMOUSLY

RES. 98/2022 MOVED by Councillor Bekkering that Council adjourns and reconvenes at 5:00 PM

CARRIED UNANIMOUSLY AT 4:50 PM

Council reconvened at 5:00 PM.

DELEGATIONS

1) Green Shirt Day Information

B. Turcato, on behalf of J. Clemis, presented information to Council on Green Shirt Day and the Logan Boulet Effect.

RES. 99/2022 MOVED by Councillor Brewin that Council accepts the Delegation's presentation related to Green Shirt Day for information purposes.

CARRIED UNANIMOUSLY

2) Delegation: The Meadows Manufactured Housing Community

D. Bergen, of Douglas J. Bergen & Associates Ltd., presented information and a project update on The Meadows manufactured housing community to Council.

Council discussed increased pricing and supply chain issues, housing alternatives from manufactured homes, bare land maintenance, affordability, and subsidized housing.

RES. 100/2022 MOVED by Councillor Sorensen that Council directs Administration to work with the developer in making the Meadows more attractive and affordable.

CARRIED

MEDIA INQUIRIES

None.

MEDIA INQUIRIES – CONT'D

RES. 101/2022 MOVED by Councillor Brewin that Council moves into Closed Session to prevent the disclosure of:

- Confidential evaluations for the purpose of determining the suitability, eligibility or qualifications for employment, in accordance with Section 19(1) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED UNANIMOUSLY AT 5:49 PM

CLOSED SESSION

1) CAO Performance Evaluation

Closed Session to prevent the disclosure of Confidential Evaluations, for the purpose of determining the suitability, eligibility or qualifications for employment, in accordance with Section 19(1) of the *Freedom of Information and Protection of Privacy Act*.

Pursuant to Section 197(6) of the *Municipal Government Act*, there was the following member of Administration in attendance for Agenda Item 10.1) CAO Performance Evaluation: D. Thibault, Chief Administrative Officer.

OPEN SESSION

RES. 102/2022 MOVED by Councillor Brewin that Council reconvenes into Open Session.

CARRIED UNANIMOUSLY AT 7:16 PM

CLOSE OF MEETING

RES. 103/2022 MOVED by Councillor Bekkering that this Regular Meeting of Council is hereby Closed.

CARRIED UNANIMOUSLY AT 7:17 PM

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DRAFT



Council Request for Decision

Meeting Date: March 28, 2022

Subject:

Proposed 2nd & 3rd Reading Bylaw 2-2022 to amend Land Use Bylaw 13-2020

Recommendation:

That Council gives Second Reading to Bylaw 2-2022 to amend Land Use Bylaw 13-2020, as presented.

That Council gives Third Reading to Bylaw 2-2022 to amend Land Use Bylaw 13-2020, as presented.

Background:

Administration has proposed several amendments to Land Use Bylaw 13-2020 to address changes in regulation, clerical errors, and to address areas not previously in the Land Use Bylaw. Bylaw 13-2020 was adopted by Council in November 2020, as with all Land Use Bylaws, it is considered a living document and revisions are often required as Administration identifies gaps, legislation is changed, and the community grows.

The proposed amendments were reviewed and recommended for adoption by the Municipal Planning Commission (MPC) at their regular meeting on February 22, 2022.

On March 14, 2022, Council provided first reading of Bylaw 2-2022 to amend Land Use Bylaw 13-2020. Bylaw 2-2022 was also advertised in the Taber Times on March 16 & 23, 2022 and circulated to internal and external stakeholders for comment. No concerns have been submitted. A Public Hearing for the Bylaw was held earlier in this meeting.

The proposed changes include:

1. Fixing clerical errors identified over time;
2. Clarifying the maximum floor area for accessory structures;
3. Adding standards for Solar Energy Collectors (SECS) and adding the use in all land use districts. Currently residents installing solar panels on their home or business have not needed a Development Permit. With the addition of this use, a permit will be required to ensure the development standards are met and to better assist Taber Fire Department in identifying buildings with solar panels when they are on a call;
4. Adding and updating parking requirements;

5. Updating the maximum allowable driveway widths to better reflect today's development standards and reduce the number of projects that require waivers for driveway widths;
6. Adding shipping containers as a temporary use for construction purposes in residential districts. Previously, shipping containers have not been permitted in residential areas at all. This amendment will allow residents to use a shipping container on a temporary basis for moving or temporary storage while renovating;
7. Limiting election signs to one sign per candidate every 15 meters to reduce distractions while driving;
8. Clarifying portable sign requirements for community events;
9. Adding Apiaries as a use and providing standards to allow for
10. Correcting the DC-4 Development Standards;
11. Adding Slab on Grade House as a use, to allow for homes to be built on site in the Meadows in a manner that fits with the development. This will allow an additional building opportunity for residents in the Meadows and was indicated by a resident as something that was desired to build handicap accessible homes;
12. Updating the use definition for Childcare, removing the statement that overnight care is not permitted, this is in line with current legislation and was requested by a local business looking to expand their services;
13. Allowing decks in the DC-4 district to be adjacent to the principle dwelling;
14. Allowing Recreational Vehicles to be parked on hard, weather resistant surface such as gravel, if parked on condominium common property in the DC-4 district.

Proposed Bylaw 2-2022 will also amend Bylaw 8-2021 to remove Section 3.1 which is the DC-4 District requirements. This will allow the correct development standards to be placed in Land Use Bylaw 8-2020 as a part of this amendment.

If Council wishes to proceed to 2nd and 3rd reading, this will allow the changes to come into force and allow a local business to provide overnight childcare and another to build Slab on Grade Homes in the Meadows.

Legislation / Authority:

Section 692 of the MGA allows for amendments to the Land Use Bylaw.

Strategic Plan Alignment:

Develop Community and Promote Growth – Review Town policies and regulations that pertain to development.



Financial Implication:

Cost of Advertising – covered by the Planning and Economic Development departments advertising budget.

Service Level / Staff Resource Implication:

Land Use Bylaw amendments fall under the regular duties of the Planning and Economic Development Department.

Justification:

Amendments to the Land Use Bylaw will provide greater clarity by fixing errors identified in the bylaw, bringing the Town in line with current legislation, and providing standards for developments not currently regulated by the Land Use Bylaw such as solar panels on residential buildings.

Alternative(s):

That Council gives second reading to Bylaw 2-2022 to amend Land Use Bylaw 13-2020 with amendments.

That Council gives third reading to Bylaw 2-2022 to amend Land Use Bylaw 13-2020 with amendments.

That Council does not give second reading to Bylaw 2-2022 to amend Land Use Bylaw 13-2020 with reasons.

Attachment(s): Bylaw 2-2022 Proposed Land Use Bylaw Amendments

APPROVALS:

Originated By:
Kattie Schlamp

Chief Administrative Officer (CAO) or Designate: _____

TOWN OF TABER
BYLAW NO. 2-2022

BEING A BYLAW OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF AMENDING THE TOWN OF TABER LAND USE BYLAW 13-2020 WITHIN THE TOWN OF TABER.

WHEREAS section (640) of the Municipal Government Act (Alberta, R.S.A. 2000, Chapter M-26, and amendments thereto) permits a Council to prohibit or regulate and control the use and development of land and buildings in a municipality by passing a land use bylaw;

AND WHEREAS the Council of the Town of Taber adopted Land Use Bylaw No. 13-2020;

AND WHEREAS Council deems that the purpose of proposed Bylaw No. 2-2022 is to undertake a series of amendments as identified in the attached 'Schedule A' in order to correct, clarify and add to existing Land Use Bylaw 13-2020 and align it with Provincial Acts and Regulations;

AND WHEREAS these amendments include, but are not limited to, clarifying provisions of regulations, development standards, land uses and definitions;

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

1.0 GENERAL

1.1 That the attached 'Schedule A' provides a list of all the amendments to Land Use Bylaw 13-2020 for consolidation.

2.0 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.

3.0 RESCINDED OR AMENDED BYLAWS

3.1 Bylaw 13-2020 being the Land Use Bylaw is hereby amended as indicated in the attached 'Schedule A'.

3.2 Bylaw 8-2021 being the Land Use Bylaw DC-4 Amendment is hereby amended to remove Section 3.1.

4.0 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__

TOWN OF TABER
BYLAW NO. 2-2022

RES. Read a third time and finally passed this ____ day of _____, 20__

TOWN OF TABER

MAYOR

CHIEF ADMINISTRATIVE OFFICER (C.A.O.)

DRAFT

TOWN OF TABER
BYLAW NO. 2-2022

Schedule "A"

1.0 Administration of This Bylaw

- 1.1 Section 1.1.5(2) be revised to:

"Throughout this Bylaw a Land Use District may be referred to either by its full name or by its symbol as identified in 1.1.5(1)."

Commented [NC1]: Fix for Clerical Error

- 1.2 Section 1.1.5(3) be revised to:

"The Land Use Districts listed in 1.1.5(1) are delineated on Map 1 – Land Use Map, and appended to this Bylaw as Schedule A – Land Use District Maps, and shall be known as the Land Use Map."

Commented [NC2]: Fix for Clerical Error

- 1.3 Section 1.1.5(5) and 1.1.5(6) be revised to become subsections of Section 1.1.5(4) and all subsequent numbering be updated for Section 1.1.5.

Commented [NC3]: Fix for Clerical Error

- 1.4 Section 1.6.2(1)(i) to be revised to:

"the construction of a maximum of two permitted structures or buildings less than 10 m² in area and not permanently attached to the ground within a Residential District, or the Urban Reserve District, provided the building conforms with Section 2.11 – Accessory Structures;"

Commented [NC4]: Fix for Clerical Error

- 1.5 Section 1.9(4) be revised to:

"A person who receives a notice pursuant to subsection 1.9(2) of this section may appeal the order to the Subdivision and Development Appeal Board, in accordance with the Municipal Government Act."

Commented [NC5]: Fix for Clerical Error

2.0 General Land Use Regulations

- 2.1 Section 2.11.3(2) to be revised to:

"The floor area or combined floor area of all Accessory Structures and Uses, excluding decks, must not exceed the greater of:

- (a) 100.0 m²; or
- (b) the building coverage of the of the principal building; and
- (c) the combined building coverage of the principal building and any accessory structures and uses, including decks and patios less than 2.4 metres above grade, can not be greater than the Maximum Building Coverage allowed for the applicable District."

Commented [NC6]: Fix for Clerical Error

- 2.2 Section 2.12.2(4) be revised to:

"The gross floor area of a Garage (attached or detached) shall not exceeded 100 m² or the building coverage of the principal building which ever is the lesser amount."

Commented [NC7]: Fix for Clerical Error

TOWN OF TABER
BYLAW NO. 2-2022

Schedule "A"

2.3 Add Section 2.12.5 Solar Energy Collectors for Private Use after Section 2.12.4 with the following subsections:

(1) A solar energy collector for private use attached to a wall or roof of a building shall be considered an accessory use and is subject to the following:

(a) A solar collector mounted on a roof:

- i) may project a maximum of 1.2 m from the surface of the roof and shall not exceed the maximum height requirements of the applicable land use district; and
- ii) must not extend beyond the outermost edge of the roof.

(b) A solar collector mounted to a wall:

- i) must be located such that it does not create undue glare on neighbouring property or public roadways;
- ii) must be located a minimum of 2.4 m above grade;
- iii) may project a maximum of 1.2 m from the surface of the wall, when the wall faces the rear property line, subject to the setback requirements of the applicable land use district; and
- iv) shall not be located on the front or sides of the building.

(c) A free-standing solar collector:

- i) shall only be allowed in industrial districts;
- ii) shall be classified as both an Accessory Use and an Accessory Structure. All Accessory Structure requirements detailed in Section 2.11 shall apply;
- iii) is required to meet all Development Standards detailed in the specific District in which the collector is located;
- iv) must be located such that it does not create undue glare on neighbouring property or public roadways;
- v) must not exceed 1.8m in height above existing grade; and
- vi) must not be located in the front, or secondary front, of the principle building.

TOWN OF TABER
BYLAW NO. 2-2022

Schedule "A"

2.4 Section 2.15.3(5) add the following to the parking requirements table after Residential Dwellings (Excluding Apartments):

Commented [NC8]: Fix for Clerical Error

Use	Minimum Parking Stalls
Restaurant Large/Small	1/10 m ² of public use area, plus 5 for employee parking
Restaurant Take-Out	1/25 m ² of public use area, plus 3 for employee parking

2.5 Section 2.15.3(5) Beverage Service Facility" be revised to:

Commented [NC9]: Fix for Clerical Error

Use	Minimum Parking Stalls
"Food and/or Beverage Service Facility"	"1/5 m ² of public use area plus a minimum of 5 for employee parking"

2.6 Section 2.15.3(5) Drinking Establishment be revised to:

Commented [NC10]: Fix for Clerical Error

Use	Minimum Parking Stalls
"Drinking Establishment"	"1/5 m ² of public use area plus a minimum of 5 for employee parking"

2.7 Section 2.15.8(8) be revised to:

"Driveway widths for parking in residential front yards should not exceed 6.7 metres or 40% of the lot frontage, which ever is the greater of the two, but shall not be less than three (3) metres wide in any case."

2.8 Section 2.16(5) be added after 2.16(4):

"(5) Shipping Containers for Temporary Residential Use:

- (a) For use in a Residential District one (1) shipping container shall be allowed for a period that is not to exceed 6 months once a valid development permit and building permit, or for renovations, a building permit has been issued.
- i) For the purposes of this subsection the 6-month period shall commence from the date of the arrival/delivery of the Shipping Container for which the date shall be established by the production of a delivery receipt/invoice

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or by such other evidence satisfactory for the Development Authority;

- ii) In the event such receipt/invoice or other satisfactory evidence is not received by the Development Authority the Shipping Container shall be deemed to have been in use for the period of three months immediately prior to the date of the initial request by the Development Officer for confirmation of the date of arrival/delivery of the Shipping Container.

- (b) If the shipping container is not deemed to be in a location or condition satisfactory to the Development Authority the property owner may be required to remove it from the property before the 6-month period is up."

2.9 Section 2.21.8(7) be revised to:

"The Town is not required to give notice for the removal of any unlawful election signs. As per section 1.9(9) and 1.9(10) the Development Authority or their designate may seize the unlawful signs without notice and determine, at their discretion, what is to be done with the signs."

Commented [NC11]: Fix for Clerical Error

2.10 Section 2.21.8(9) be revised to:

"Election signs may be posted on public property subject to the following conditions:

- (a) signs cannot be placed between the curb and the sidewalk; if there is no sidewalk, signs cannot be placed within 1.0 metres of the curb or edge of the pavement;
- (b) signs shall not be placed within 30.0 metres of an intersection or pedestrian crossover or be located on a median or island; and
- (c) there shall not be more than 1 sign per candidate every 15 meters."

2.11 Section 2.21.14(11) be revised to:

"Subject to Section 1.6.2(1)(r), a development permit application for a portable sign to be located on privately-owned land:"

Commented [NC12]: Fix for Clerical Error

2.12 Section 2.21.14(14) be revised to:

"A portable sign located on private land that is for a community event, and will be removed within 14 days of its placement shall:

- (a) meet all the setbacks and requirements for the district and portable signs;
- (b) be removed within 2 days of the conclusion of the event, whether or not the 14 days of placement has been reached;

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- (c) will require a development permit; but
- (d) not require the submission of a fee for that permit; and
- (e) may be approved by the Development Authority."

2.13 Section 2.21.19 add the following definition to the Sign Definitions in alphabetical order:

Sign Definitions	
Community Use/Event	means an event or use held by a group, club, society, or non-profit that is available to the public. The event may be of a civic, political, public, or educational nature, or be a fundraiser, all of which will occur for a limited time only. This is not for private or corporate use events.

2.14 Add Section 2.22 Apiaries after 22.21.19 with the following subsections:

- "(1) Any structures associated with apiculture activities shall:
 - (a) require a development permit;
 - (b) must meet minimum setback requirements for a school in the applicable district; and
 - (c) not be located within 30.0 m of a Residential, Commercial, or Industrial district;
- (2) The Development Authority may waive 2.22(1)(c) if, the Development Authority is of the opinion that the Apiary will be reasonably compatible based on the merits of the application and the characteristics of the area."

3.0 Land Use Districts

3.1 Add to Section 3.3.2(1) the following uses:

- "Accessory Structure"
- "Solar Energy Collector Systems (SECS) (also see Section 2.12.5)"

3.2 Section 3.3.3(2)(c)(iv) revise to:

- "Corner Lots: 3.0 m on street side; 1.2 metres on the other side"

3.3 Add to Section 3.4.2(1) the following use:

- "Solar Energy Collector Systems (SECS) (also see Section 2.12.5)"

Commented [NC13]: Fix for Clerical Error

Commented [NC14]: Fix for Clerical Error

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- 3.4 Section 3.4.3(2)(c)(v) revise to:
"Corner Lots: 3.0 m on street side; 1.2 metres on the other side"
- 3.5 Add to Section 3.5.3(1) the following use:
"Solar Energy Collector Systems (SECS) (also see Section 2.12.5)"
- 3.6 Section 3.5.4(2)(c) revise to:
"Minimum Side Yard"
- 3.7 Section 3.5.4(2)(c)(iv) revise to:
"Corner Lots: 3.0 m on street side"
- 3.8 Add to Section 3.6.2(2) the following use:
"Solar Energy Collector Systems (SECS) (also see Section 2.12.5)"
- 3.9 Section 3.6.4(1)(c) revise to:
"Minimum Side Yard"
- 3.10 Section 3.6.4(1)(c)(iii) revise to:
"Corner Lots: 3.0 m on street side"
- 3.11 Add to Section 3.7.2(1) the following uses:
"Accessory Structure"
"Accessory Use"
- 3.12 Add to Section 3.7.2(2) the following use:
"Solar Energy Collector Systems (SECS) (also see Section 2.12.5)"
- 3.13 Remove from the Section 3.7.2(2) the following uses:
"Accessory Structure"
"Accessory Use"
- 3.14 Section 3.7.2(3)(a) revise with:
"A Manufactured Home shall be considered a permitted use if it is located:"
- 3.15 Add to Section 3.8.2(2) the following use:
"Solar Energy Collector Systems (SECS) (also see Section 2.12.5)"

Commented [NC15]: Fix for Clerical Error

Commented [NC16]: Fix for Clerical Error

Commented [NC17]: Fix for Clerical Error

Commented [NC18]: Fix for Clerical Error

Commented [NC19]: Fix for Clerical Error

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3.16 Add to Section 3.9.2(2) the following use:

"Solar Energy Collector Systems (SECS) (also see Section 2.12.5)"

3.17 Add to Section 3.10.2(2) the following use:

"Solar Energy Collector Systems (SECS) (also see Section 2.12.5)"

3.18 Add to Section 3.11.2(2) the following use:

"Solar Energy Collector Systems (SECS) (also see Section 2.12.5)"

3.19 Add to Section 3.12.2(2) the following use:

"Solar Energy Collector Systems (SECS) (also see Section 2.12.5)"

3.20 Remove from Section 3.12.2(2) the following uses:

"Automobile Supply"

Commented [NC20]: Fix for Clerical Error

3.21 Add to Section 3.14.2(1) the following use:

"Apiary"

3.22 Add to Section 3.14.2(2) the following use:

"Solar Energy Collector Systems (SECS) (also see Section 2.12.5)"

3.23 Remove from Section 3.14.2(2) the following use:

"Recreational Use - Outdoor"

Commented [NC21]: Fix for Clerical Error

3.24 Add to Section 3.15.2(1) the following uses:

"Accessory Use"

"Solar Energy Collector Systems (SECS) (also see Section 2.12.5)"

3.25 Remove from Section 3.15.2(2) the following use:

"Accessory Use"

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3.26 Add the following Direct Control District 4 (DC-4) after Section 3.21 Direct Control District 3 (DC-3) as follows:

Commented [NC22]: Fix for Clerical Error

"3.22. DIRECT CONTROL DISTRICT 4 (DC-4)"

3.22.1. Purpose

- (1) The purpose of this District is to permit and regulate a comprehensively designed Manufactured Housing Community under a Condominium Plan specific to the 60 acre parcel at 7000 50th Street in the NE/SE 7-10-16-W4M.

3.22.2. Uses

1) Permitted Uses	2) Discretionary Uses
<ul style="list-style-type: none"> a) Accessory Structure (also see Section 2.11) b) Accessory Use (also see Section 2.12) c) Home Occupation – Class 1 (also see Section 2.19) d) Manufactured Home e) Park f) Sign – Class A g) Utilities 	<ul style="list-style-type: none"> a) Child Care - Limited b) Community Entrance Feature c) Group Care - Limited d) Home Occupation – Class 2 (also see Section 2.19) e) Neighbourhood Commercial f) Sign – Class B g) Slab on Grade House

3.22.3 Standards

1) Subdivision Standards	
a) Minimum Parcel Area:	350.0 m ²
b) Minimum Parcel Width:	13.0 m
2) Development Standards	
a) Minimum Front Yard:	3.5 m
b) Minimum Rear Yard:	1.2 m
c) Minimum Side Yard:	
i) Interior Parcel without attached garage:	As per the comprehensive plan
ii) Interior Parcel with attached garage:	1.2 m on both sides
iii) Corner Parcel:	3.5 m on street side and 1.2 m on the other
d) Maximum Building Height:	4.5 m
e) Maximum Coverage	50%
f) Minimum Separation Between Buildings:	1.2 m

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3.22.4 Special Requirements

(1) Landscaping Requirements:

- (a) All areas not covered by buildings and parking shall be landscaped.
- (b) All dwelling units must plant and maintain at least one (1) tree in the front yard and one (1) tree in the rear or side yard. Where feasible, the front yard tree may be placed on the boulevard with approval from the Development Authority.
- (c) All landscaping shall be identified on the site plan.

(2) Accessory Structures:

- (a) Unless otherwise noted, the following requirements pertain to all Accessory Structures, including structures under 10.0 m².
- (b) An Accessory Structure must not be used or maintained as a Dwelling Unit or Home Occupation, unless otherwise permitted in this Bylaw.
- (c) A maximum of two (2) Accessory Structures, excluding decks and patios, may exist on a lot at any given time.
- (d) The total floor area of all Accessory Structures, excluding decks and patios, must not exceed 75.0 m².
- (e) The maximum height of an accessory structure is 4.0 metres.
- (f) All Accessory Structures must have an exterior finish that is complimentary to the Principal Building, to the satisfaction of the Development Authority.
- (g) Accessory Structures, including decks, shall be located:
 - (i) No closer to the front property line than the front line of the Principal Building, and must not be located within the front yard setback;
 - (ii) A minimum of 3.5 m from a side or rear property line shared with a street;
 - (iii) A minimum of 1.2 m from a side or rear property line not shared with a street;
 - (iv) A minimum of 1.2 m from the Principal Building, except in the case of a deck that is attached or adjacent to the principle building.

(3) Parking

- (a) All on-site parking areas for dwelling units, shall be paved with a hard, durable weather resistant surface.
- (b) A minimum of two (2) parking stalls must be located on-site for each dwelling unit.
- (c) Common parking areas for Recreational Vehicles, shall be a hard, durable weather resistant surface.

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3.22.5. District Approval Procedures

- (1) Council may then approve the application with or without conditions or refuse the application.
- (2) Council hereby delegates to the Development Authority decision-making authority for all permitted uses listed in this District, including District requirements. "

4.0 General Definitions

- 4.1 Remove from Part 4.0 General Definitions the following definitions:

Commented [NC23]: Fixes for Clerical Errors

"**Accessory Structure** - means a building naturally or normally incidental, subordinate and exclusively devoted to the Principal building on the lot, and located on the same lot as the principal building."

"**Manufactured Home Community** - means a use comprising a lot under single ownership which is managed by an operator and which has been designed for the placement of manufactured homes or manufactured home community lots for non-transient use."

"**Manufactured Home** - means a residential building containing one (1) dwelling unit built in a factory and designed to be transported in one (1) or more sections to a lot, is ready for occupancy except for incidental building operations such as placement on foundation supports and connection to utilities, but does not meet the requirements of a single-detached dwelling in an R-1 or R-2 District."

"**Solar Energy Collector Systems (SECS)** - means the complete system required to convert solar rays into useable electricity for private use, including solar panels, mounting equipment and additional required conversion electronics."

"**Wind Energy Conversion Systems (WECS)** - means the complete system required to convert wind energy into mechanical or electrical energy."

5.0 Use Definitions

- 5.1 Add to Part 5.0 Use Definitions the following definitions in alphabetical order:

"**Accessory Structure** - means a building naturally or normally incidental, subordinate and exclusively devoted to the Principal building on the lot, and located on the same lot as the principal building."

Commented [NC24]: Fix for Clerical Error

"**Apiary** - means the land and buildings used for the production of honey, including the facilities for the maintenance of hives and bees and the extraction, processing, and packaging of raw honey."

"**Apiculture** - means the keeping and management of bees."

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"Community Use/Event" - means an event or use held by a group, club, society, or non-profit that is available to the public. The event may be of a civic, political, public, or educational nature, or be a fundraiser, all of which will occur for a limited time only. This is not for private or corporate use events."

"Manufactured Home Community" - means a use comprising a lot under single ownership which is managed by an operator, or a group of lots set up as a condominium, or privately-owned lots and which has been designed for the placement of manufactured homes for non-transient use."

Commented [NC25]: Fix for Clerical Error

"Solar Energy Collector Systems (SECS)" - means the complete system required to convert solar rays into useable electricity for private use, including solar panels, mounting equipment and additional required conversion electronics."

Commented [NC26]: Fix for Clerical Error

"Slab on Grade House" - means a single-story building that contains only one Dwelling Unit and is not a manufactured home. The building shall not have a basement and shall not exceed 1,672 sq. ft. in size. The footprint, roof pitch, and exterior finish of the building shall be complementary to the surrounding neighbourhood.

Buildings in the Direct Control 4 (DC-4) District shall also be built in the location and size determined in the Community's comprehensive plan."

5.2 Part 5.0 Use Definitions revise the following definitions to:

"Child Care" – means a use licensed by the Province of Alberta to provide personal care, maintenance, supervision or education, for more than six (6) children under the age of 15 years. This includes home-based care, daycare centres, kindergartens, nursery schools, play schools and other similar uses."

"Child Care Limited" – means a use that may or may not be licensed by the Province of Alberta to provide personal care, maintenance, supervision or education, for up to six (6) children under the age of 15 years. This includes home-based care, daycare centres, kindergartens, nursery schools, play schools and other similar uses."

"Manufactured Home" – means a residential building, not consisting of a mobile home, containing one (1) dwelling unit built in a factory or off site and designed to be transported in one (1) or more sections to a lot, is ready for occupancy except for incidental building operations such as placement on foundation supports and connection to utilities, but does not meet the requirements of a single-detached dwelling in an R-1 or R-2 District."

Commented [NC27]: Fix for Clerical Error

"Storage, Indoor" – means a use involving a self-contained building or group of buildings available for the storage of goods; and includes "mini-storage" or private storage facilities; but does not include a warehouse."

Commented [NC28]: Fix for Clerical Error

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Schedule "A"

5.3 Part 5.0 Use Definitions revise "Beverage Service Facility" to:
"Food and/or Beverage Service Facility"

Commented [NC29]: Fix for Clerical Error

DRAFT

Council Request for Decision

Meeting Date: March 28, 2022

Subject:

Bylaw 9-2022 - Long Term Borrowing - Wastewater Lagoons Solar Generation Project

Recommendation:

That Council gives first reading to Long Term Borrowing – Wastewater Lagoons Solar Generation Project Bylaw 9-2022, at this meeting.

Background:

At the February 28, 2022 regular meeting of Council, the following Resolution was carried:

Res. 69/2022 Council awards the Wastewater Lagoons Solar Generation Project to miEnergy Inc. in the amount of \$1,398,870 excluding GST, with funds to come from the Energy Efficiency Fund (Capital Reserves) for amount of \$143,000 and further direct administration to acquire a fifteen-year debenture not exceeding \$1,385,870.

The solar generation project will enable the Lagoon Aeration building and the Wastewater Irrigation Pumphouse to become net zero. The Town's gross annual greenhouse gas emissions will be reduced by 770 tCO₂. Taber will generate 864 carbon credits per year that can be used to generate additional revenue each year.

As a requirement under the MGA, an advertisement must be posted in the newspaper for 2 weeks and wait for the petition period to pass before bringing the bylaw back for 2nd and 3rd readings.

Legislation / Authority:

MGA 251, 258, 273

Strategic Plan Alignment:

Define and Practice Good Governance

Financial Implication:

The estimated annual payments for this loan would be approximately \$118,711.58



Service Level / Staff Resource Implication:

Service levels to remain the same

Justification:

To finance the Wastewater Lagoons Solar Generation Project

Alternative(s):

That Council does not give first reading to Long Term Borrowing - Wastewater Lagoons Solar Generation Project Bylaw and directs administration to provide further information.

Attachment(s): Bylaw 9-2022 - Long Term Borrowing - Wastewater Lagoons
Solar Generation Project
Debenture Schedule

APPROVALS:

Originated By:
John Orwa

Chief Administrative Officer (CAO) or Designate: _____

TOWN OF TABER
BYLAW NO.9 – 2022

BEING A BYLAW OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF AUTHORIZING THE COUNCIL OF THE TOWN OF TABER TO INCUR INDEBTEDNESS BY THE ISSUANCE OF THE DEBENTURE(S) IN THE AMOUNT OF \$1,385,870.00 FOR THE PURPOSE OF FINANCING THE WASTEWATER LAGOON SOLAR PROJECT WITHIN THE TOWN OF TABER.

WHEREAS the Council of the Town of Taber, in the Province of Alberta, deems it expedient to issue a bylaw pursuant to Section 251 of the Municipal Government Act to authorize the financing of the Wastewater Lagoon Solar Project;

AND WHEREAS the plans, specifications and estimates for the project confirm the total cost of the said project to be \$1,528,870.00;

AND WHEREAS in order to construct and complete the said project, it will be necessary for the Town of Taber to borrow the sum of \$1,385,870.00 on the terms and conditions referred to in this bylaw;

AND WHEREAS the Town of Taber will repay the indebtedness over a period of fifteen (15) years in semi-annual installments, with interest not to exceed EIGHT percent (8%), or the interest rate fixed from time to time by the Alberta Finance and Treasury Board, payable semi-annually;

AND WHEREAS the amount of the outstanding debt of the Town of Taber at December 31, 2021 is \$9.3M and no part of the principal or interest is in arrears.

AND WHEREAS the estimated lifetime of the purchase financed under this bylaw is equal to 30 years;

AND WHEREAS all required approvals have been obtained and the project is in accordance with all *Acts* and *Regulations* of the Province of Alberta.

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 “Long Term Borrowing – Wastewater Lagoon Solar Project Bylaw 9-2022”.

2.0 DEFINITIONS

In this Bylaw:

Act means the Municipal Government Act

Bylaw means the Long-Term Borrowing – Wastewater Lagoon Solar Project Bylaw 9-2022”.

TOWN OF TABER
BYLAW NO.9 – 2022

Chief Administrative Officer	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;
Indebtedness	means an amount of money owed;
Municipality	means the Town of Taber;
Signatory	means person(s) authorized to sign on behalf of the Town of Taber as designated by Council.

3.0 GENERAL

- 3.1 The indebtedness shall be contracted on the credit and security of the Town of Taber.
- 3.2 The net amount borrowed under the bylaw shall be applied only to the project specified in this bylaw.

4.0 TERMS AND CONDITIONS

- 4.1 That for the purpose of the Wastewater Lagoon Solar Project, the sum of ONE MILLION THREE HUNDRED EIGHTY-FIVE THOUSAND EIGHT HUNDRED SEVENTY (\$1,385,870) be borrowed from the Alberta Finance and Treasury Board or another authorized financial institution by way of debenture on the credit and security of the Town of Taber at large, of which the full sum of \$1,385,870.00 Dollars is to be paid by the Town of Taber at large.
- 4.2 The Signatory(s) of the Town of Taber are hereby authorized to issue debenture(s) on behalf of the Town of Taber for the amount and purpose as authorized by this bylaw, namely the Wastewater Lagoon Solar Project.
- 4.3 The Town of Taber shall repay the indebtedness according to the repayment structure in effect, namely semi-annual equal payments of combined principal and interest instalments not to exceed FIFTEEN (15) years calculated at a rate not exceeding the interest rate fixed by the Alberta Finance and Treasury Board or another authorized financial institution on the date of the borrowing, and not to exceed EIGHT (8) percent.
- 4.4 The Town of Taber shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.

TOWN OF TABER
BYLAW NO.9 – 2022

5.0 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.

6.0 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 ___, 2022
- RES. Read a second time this ___ day of _____, 2022
- RES. Read a third time and finally passed this ___ day of _____, 2022

TOWN OF TABER

MAYOR

CHIEF ADMINISTRATIVE OFFICER (C.A.O)

Wastewater Lagoons Solar Generation Project

Principal is \$1,385,870.00

Term is 15 Years

Loan Type is Blended Deferred payments

Interest rate of 3.4 %

Payment #	Payment	Principal	Interest	Balance
1	\$59,355.79	\$35,796.00	\$23,559.79	\$1,350,074.00
2	\$59,355.79	\$36,404.53	\$22,951.26	\$1,313,669.47
3	\$59,355.79	\$37,023.41	\$22,332.38	\$1,276,646.06
4	\$59,355.79	\$37,652.81	\$21,702.98	\$1,238,993.25
5	\$59,355.79	\$38,292.90	\$21,062.89	\$1,200,700.35
6	\$59,355.79	\$38,943.88	\$20,411.91	\$1,161,756.47
7	\$59,355.79	\$39,605.93	\$19,749.86	\$1,122,150.54
8	\$59,355.79	\$40,279.23	\$19,076.56	\$1,081,871.31
9	\$59,355.79	\$40,963.98	\$18,391.81	\$1,040,907.33
10	\$59,355.79	\$41,660.37	\$17,695.42	\$999,246.96
11	\$59,355.79	\$42,368.59	\$16,987.20	\$956,878.37
12	\$59,355.79	\$43,088.86	\$16,266.93	\$913,789.51
13	\$59,355.79	\$43,821.37	\$15,534.42	\$869,968.14
14	\$59,355.79	\$44,566.33	\$14,789.46	\$825,401.81
15	\$59,355.79	\$45,323.96	\$14,031.83	\$780,077.85
16	\$59,355.79	\$46,094.47	\$13,261.32	\$733,983.38
17	\$59,355.79	\$46,878.07	\$12,477.72	\$687,105.31
18	\$59,355.79	\$47,675.00	\$11,680.79	\$639,430.31
19	\$59,355.79	\$48,485.47	\$10,870.32	\$590,944.84
20	\$59,355.79	\$49,309.73	\$10,046.06	\$541,635.11
21	\$59,355.79	\$50,147.99	\$9,207.80	\$491,487.12
22	\$59,355.79	\$51,000.51	\$8,355.28	\$440,486.61
23	\$59,355.79	\$51,867.52	\$7,488.27	\$388,619.09
24	\$59,355.79	\$52,749.27	\$6,606.52	\$335,869.82
25	\$59,355.79	\$53,646.00	\$5,709.79	\$282,223.82
26	\$59,355.79	\$54,557.99	\$4,797.80	\$227,665.83
27	\$59,355.79	\$55,485.47	\$3,870.32	\$172,180.36
28	\$59,355.79	\$56,428.72	\$2,927.07	\$115,751.64
29	\$59,355.79	\$57,388.01	\$1,967.78	\$58,363.63
30	\$59,355.79	\$58,363.63	\$992.16	\$0.00
Totals:	\$1,780,673.70	\$1,385,870.00	\$394,803.70	

Council Request for Decision

Meeting Date: March 28, 2022

Subject:

Proposed Bylaw 10-2022 - Supplementary Assessment Bylaw

Recommendation:

1. That Council gives First Reading to Bylaw 10-2022 being the Supplementary Assessment Bylaw for the Town of Taber, as presented.
2. That Council gives Second Reading to Bylaw 10-2022 being the Supplementary Assessment Bylaw of the Town of Taber, as presented.
3. That Council unanimously agrees to proceed with Third and Final reading to Bylaw 10-2022 being the Supplementary Assessment Bylaw of the Town of Taber, as presented.
4. That Council gives third and final reading to Bylaw 10-2022 being the Supplementary Assessment Bylaw for the Town of Taber, as presented.

Background:

Section 313 of The *Municipal Government Act* requires Council to annually consider a Supplementary Assessment Bylaw authorizing the Town's Assessor to assess improvements that have not been previously assessed or increased value of an improvement since it was last assessed. Such assessments must be pro-rated by the number of months during which the improvement is complete; occupied; located in the Town of Taber; or in operation.

Therefore, if so desired it is in order for Council to give first, second, third and final reading to Bylaw 10-2022 being the Supplementary Assessment Bylaw.

Legislation / Authority:

MGA Section 313

Strategic Plan Alignment:

Define and Practice Good Governance



Financial Implication:

The financial implication is dependent on the Supplementary assessment value.

Service Level / Staff Resource Implication:

N/A

Justification:

A supplementary assessment bylaw must be passed annually to impose a supplementary tax.

Alternative(s):

That Council does not give third and final reading to Bylaw 10-2022 being the Supplementary Assessment Bylaw and instructs administration to not apply supplementary tax levies.

Attachment(s): Supplementary Assessment Bylaw 10-2022

APPROVALS:

Originated By:

John Orwa

Chief Administrative Officer (CAO) or Designate: _____

TOWN OF TABER
BYLAW 10-2022

BEING A BYLAW OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF AUTHORIZING SUPPLEMENTARY ASSESSMENTS WITHIN THE TOWN OF TABER.

WHEREAS Section 313 (1) of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto; allows a Council to pass a Bylaw authorizing supplementary assessments to be prepared for the purpose of imposing a tax under Part 10 of the Act in the same year;

AND WHEREAS Section 314 of the Act authorizes the Assessor of the Town of Taber to prepare supplementary assessments during the taxation year 2022 for all improvements that are:

1. completed or begin to operate in the year;
2. occupied during all or any part of the year; or
3. moved into the Town of Taber during the year and not taxed in that year by another municipality;

AND WHEREAS supplementary assessment must reflect:

1. the value of an improvement that has not been previously assessed; or
2. the increase in the value of an improvement since it was last assessed;

AND WHEREAS the supplementary assessments must be prepared in the same manner as assessments are prepared under Part 10, Division 1 of the Act, but must be pro-rated to reflect only the number of months during which the improvement is:

1. complete;
2. occupied;
3. located in the Town of Taber; or
4. in operation;

AND WHEREAS Council wishes to pass a Bylaw whereby supplementary assessments may be made;

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 “2022 Supplementary Assessment Bylaw”.

2.0 DEFINITIONS

In this Bylaw:

TOWN OF TABER
BYLAW 10-2022

Act	means the Municipal Government Act (MGA), Revised Statutes of Alberta 2000, Chapter M-26;
Assessment	means the value of property determined in accordance with Part 9 of the Act and regulations;
Assessor	means the person who has qualifications set out in the regulations and is appointed by Town Council to carry out duties and responsibilities of an assessor under the Act and includes any person to whom those duties and responsibilities are delegated by that person;
Bylaw	means the 2022 Supplementary Assessment bylaw established by the Municipality;
Chief Administrative Officer	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;
Improvement	means a structure, anything attached or secured to a structure that would be transferred without special mention by a transfer or sale of a structure; a designated manufactured home; machinery and equipment;
Municipality	means the Town of Taber;
Supplementary Assessment	means the assessment made pursuant to this Bylaw, Part 9, Division 4 of the act and regulations.

TOWN OF TABER
BYLAW 10-2022

3.0 GENERAL

- 3.1 The Assessor of the Town of Taber is hereby authorized to make supplementary assessments for the improvements pursuant to the provisions of the act.
- 3.2 The Town of Taber shall provide the preparation and maintenance of a supplementary assessment roll for the 2022 taxation year.

4.0 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.

5.0 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.)



Council Request for Decision

Meeting Date: March 28, 2022

Subject:

Property Tax Penalty Comparison

Recommendation:

That Council accepts the property tax penalty comparisons for information purposes.

Background:

At the January 10, 2022 regular meeting of Council the following resolution was passed:

“MOVED by Councillor Sorensen that Council directs Administration to look into Bylaw 16-2021 in regards to property tax penalties.”

Administration has prepared a comparison of property tax penalties for 14 different municipalities. The Council approved Town of Taber property tax penalty percentages will be incorporated into the 2022 Property tax rate bylaw.

The Town of Taber’s property tax penalties are comparative to most other municipalities.

Legislation / Authority:

MGA Section 344, 345, 346

Strategic Plan Alignment:

Define and Practice Good Governance

Financial Implication:

This will be dependant on the penalty percentage chosen by Council

Service Level / Staff Resource Implication:

Service levels to remain the same

Justification:

Council requested this be brought forward

Alternative(s):

That Council does not accept the comparisons for information and request the following,

_____.



Attachment(s): Property Tax Penalty Comparison

APPROVALS:

Originated By:
John Orwa

Chief Administrative Officer (CAO) or Designate: _____

Property Tax Penalty Comparison

	Tax Due Date	Penalty on Current Taxes						Penalty on Tax Arrears											
		July 1	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Taber	June 30	6%	6%					12%											
Canmore	June 30	5%		5%	5%			5%				5%				5%			
Strathmore	June 30	10%		4%		4%		9%			9%								
Cochrane	June 30	7%			8%			15%											
Claresholm	June 30	14%						14%											
Fort Macleod	June 30	11%						11%											
Coaldale	June 30	9%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%
MD of Taber	Nov 15					5%		12%											
Vauxhall	June 30	6%		6%				12%											
Redcliff	June 30	5%						10%											
Brooks	June 30	2%					2%		4%										
Lethbridge	June 30				3%	4%	5%	12%											
Medicine Hat	June 30	5.50%	0.80%	0.80%	0.80%	0.80%	0.80%	0.80%	0.80%	0.80%	0.80%	0.80%	0.80%	0.80%	0.80%	0.80%	0.80%	0.80%	0.70%
Lacombe	Sept 30	5%		3%		3%		5%		3%		3%							

Council Request for Decision

Meeting Date: March 28, 2022

Subject:

Bridge File 80500 Replacement Project Tender Award

Recommendation:

Council awards the Bridge File 80500 Replacement Project to BYZ Enterprises Inc. in the amount of \$429,502.50 including GST, and provides \$50,950 contingency fund for the project, with funds to come from the approved 2021 Capital budget.

Background:

The Bridge File 80500 (Culvert) Replacement project was approved for the 2021 Capital Budget and Engineering and environmental studies were started in preparation for the Tender which went out publicly the beginning of March. The tender closed Tuesday March 15th, 2022 at 2:00 p.m.

The Town received nine (9) submissions to the Bids and Tenders online bidding system. The tenders were reviewed, and all provided the appropriate documentation required. Please see below for the summary of tenders received from lowest to highest bid price. The tender amounts include site occupancy and 5% GST.

VENDOR NAME	TENDER AMOUNT	RANKING
BYZ Enterprises Inc.	\$429,502.50	1
Groundtech Enterprises Inc.	\$451,054.44	2
Degraaf Excavating Ltd.	\$482,475.53	3
Dennis Dirtworx Ltd.	\$525,141.75	4
Unsurpassable Construction Ltd.	\$620,668.13	5
Prairie Erectors international Inc.	\$669,805.50	6
Whissell Contracting Ltd.	\$768,122.25	7
Brooks Asphalt & Aggregate Ltd.	\$778,449.00	8
George Miller Sand & Gravel Ltd.	\$1,039,647.53	9

Based on the above submissions administration is recommending that the work be awarded to the low bidder, BYZ Enterprises Inc., in the amount of \$429,502.50 including GST. Construction is projected to start late September to early October and is forecasted by the contractor to be

completed within 20 days, with Site Occupancy applicable. Administration is hopeful that complete shut down of the road can be kept to a one-week time period, so that there is minimal disruption to customers of the Transfer Station. Our staff will transport collection of residential and commercial garbage directly to Lethbridge so that there will be no disruption for those routes.

Project History:

With the annexation of the transfer station and trout pond areas into the Town of Taber boundary, the road to the transfer station has deteriorated with no storm water controls and needs rehabilitation. The earth berm crossing the ravine is designated, through Alberta Transportation, as Bridge Culvert file # 80500. Bow Valley Bridge Services Ltd. completed a condition assessment for the bridge and found that the culvert passing through the center of the berm needs replacement and is rated as very poor condition. The estimated Structural Condition Rating is a 2 of the floor; and consequently, the culvert is also undersized. Included in the project design; guardrails to be installed, improve the width of the road with 3 to 1 slope, storm water rip rap areas installed on both the South inlet and North outlet to control erosion. The terrain and grading have made the road vulnerable to rain and flooding events and the road condition is continuously eroding. This structure is critical to storm water runoff from the south and west sides of Taber. Administration has applied for funding under the Strategic Transportation Infrastructure Program (STIP) and was awarded funding of \$427,500. The total approved cost for this project is \$570,000, 75% funded through STIP \$427,500 and the municipal portion 25% \$142,500.

Legislation / Authority:

MGA Section 532 - Repair of roads, public places and public works.

Strategic Plan Alignment:

Strategic – Enhance Sense of Community

Goal – Continue the growth of Taber as a healthy and safe community

Financial Implication:

Project Cost Breakdown: Not including GST

Schedule A (Construction): \$248,350

Schedule B (Riprap Supply): \$50,700

Prime Cost Allowance: \$70,000

Site Occupancy: \$40,000

Sub-Total: \$409,050

Engineering & Enviro. Ass.: \$110,000

Sub-Total: \$519,050

Contingency Fund: \$50,950

Total Est. Project Cost: \$570,000 (within approved 2021 capital budget amount)



Service Level / Staff Resource Implication:

Staff will be managing the engineering and construction process.

Justification:

Provide safe transportation routes to Town Facilities.

Alternative(s):

Council directs Administration for additional information.

Attachment(s): MPE Engineering - Recommendation Letter
BF80500 Project Location
BF80500 Culvert Replacement Drawing

APPROVALS:

Originated By:
Lisa DeBona

Chief Administrative Officer (CAO) or Designate: _____

Suite 300, 714 - 5 Avenue South
Lethbridge, AB T1J 0V1
Phone: 403-329-3442
1-866-329-3442
Fax: 403-329-9354



Town of Taber
A 4900 50 Street
Taber, AB, T1G 1T1

Date: March 15, 2022
File: N:\1415\080\L01

Attention: Gary Scherer
Director of Engineering and Public Works

Dear Sir:

Re: Town of Taber – Bridge File 80500 Replacement
Tender Results and Recommendation

On March 15th, 2022 at 2:00 p.m., a total of nine (9) Tenders were submitted to the Bids and Tenders online bidding system and opened for the above noted project. We have reviewed the tenders and all provided the appropriate documentation. The following summarizes the submitted tenders received from lowest to highest. The tender amounts include site occupancy and 5% GST.

<u>Tenders</u>	<u>Tender Amount</u>
BYZ Enterprises Inc.	\$429,502.50
Groundtech Enterprises Inc.	\$451,054.44
Degraaf Excavating Ltd.	\$482,475.53
Dennis Dirtworx Ltd.	\$525,141.75
Unsurpassable Construction Ltd.	\$620,668.13
Prairie Erectors International Inc.	\$669,805.50
Whissell Contracting Ltd.	\$768,122.25
Brooks Asphalt a& Aggregate Ltd.	\$778,449.00
George Miller Sand & Gravel Ltd.	\$1,039,647.53

Based upon the above, it is our recommendation that the work be awarded to the low bidder, BYZ Enterprises Inc., in the amount of \$429,502.50 including GST.

Upon notice from the Town of Taber, MPE will prepare the necessary Contract Documents for execution by both parties.

If you have any questions, please contact the undersigned at (403) 317-3603.

Yours truly,

MPE ENGINEERING LTD.

A handwritten signature in blue ink, appearing to read "Eric Dyson".

Eric Dyson, P.L. (Eng.)
Transportation Manager

:ed

cc: Lisa DeBona, Waste Services & Administrative Manager, Town of Taber
Louise Parsons, Procurement Manager, Town of Taber

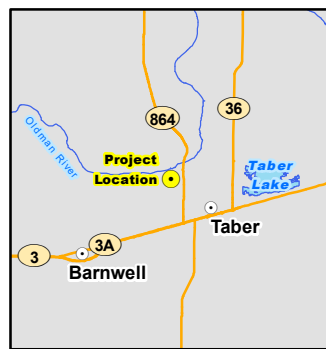
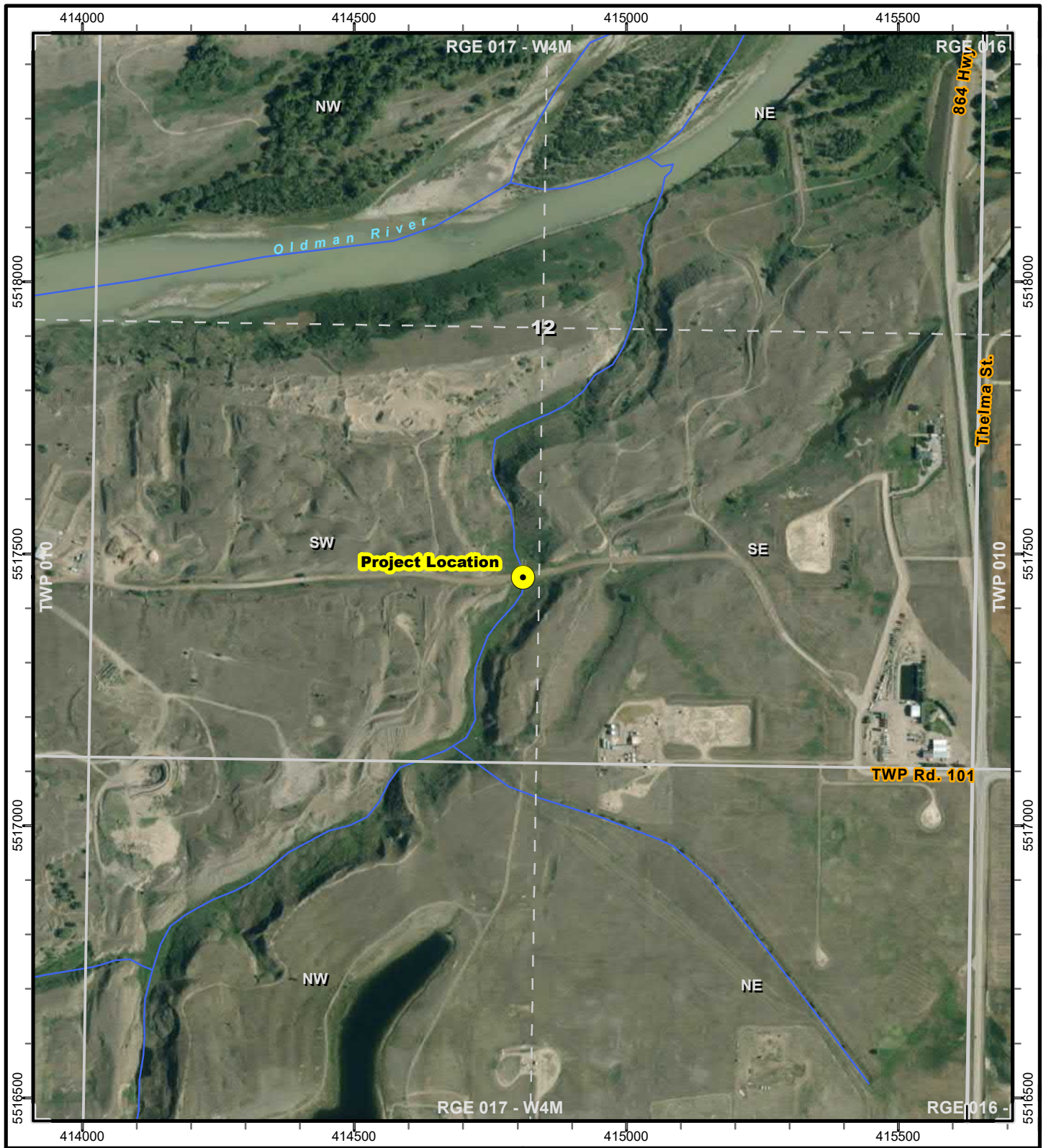


FIGURE 1

BF80500 Project Location
in Taber, Alberta

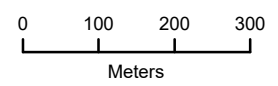
Legend

 Project Location

Orthophoto Date: 05 Aug 2019



Scale: 1:10,000



NAD 1983 UTM Zone 12N



Figure 2. Culvert BF 80500, view south.



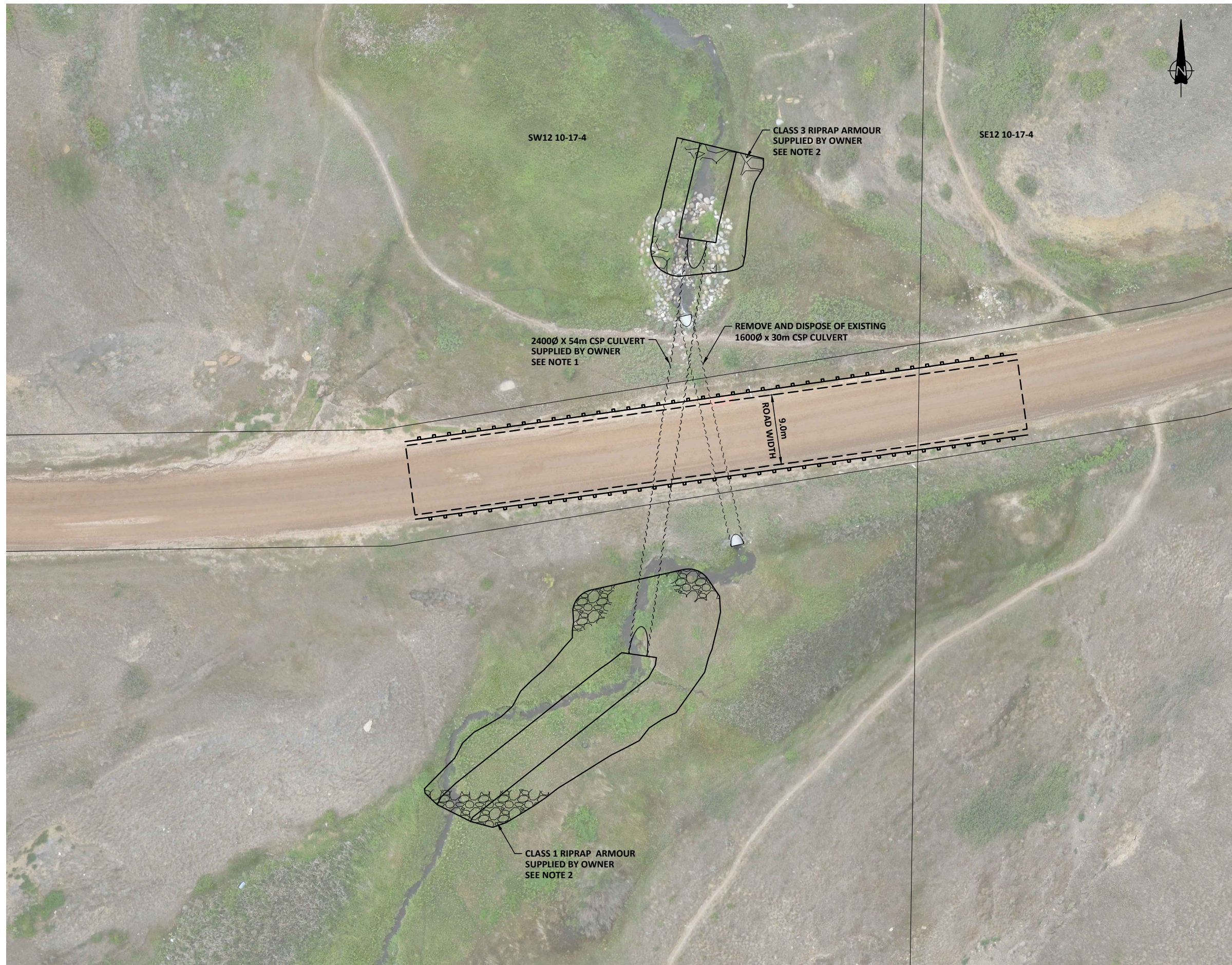
Figure 3. South side of culvert BF 80500



Figure 4. North side of Culvert BF 80500



Figure 5. North side of Culvert BF 80500.



- NOTES:
1. OWNER SUPPLIED CSP CULVERT LOCATED AT MUNICIPAL WORKS SHOP. CONTRACTOR RESPONSIBLE FOR ALL HAULING AND INSTALLATION WORKS.
 2. OWNER SUPPLIED RIPRAP MATERIALS LOCATED AT WASTE TRANSFER STATION. CONTRACTOR RESPONSIBLE FOR LOADING, HAULING, AND PLACEMENT WORKS.

1	22-02-02	FOR PREQUALIFICATION
ISSUE	YY-MM-DD	REVISION

PERMIT TO PRACTICE
MPE ENGINEERING LTD.

Signature: *[Signature]*

APEGA ID: 155319

Date: **FEB 2, 2022**

PERMIT NUMBER: P 3680

The Association of Professional Engineers and Geoscientists of Alberta (APEGA)

FEB 2, 2022



TOWN OF TABER

**BRIDGE FILE 80500 REPLACEMENT
SITE PLAN**

DESIGNED	P.C.J.	JOB	1415-080-00
DRAWN	P.C.J.	SCALE	1:500
DATE	FEBRUARY 2022	DRAWING	C1.0

Council Request for Decision

Meeting Date: March 28, 2022

Subject:

CAO Performance Evaluation Committee

Recommendation:

Council appoints Mayor Prokop, Councillor _____, and Councillor _____ to the Chief Administrative Officer Performance Evaluation Committee.

Additionally, Council could request, through the CAO, that in further preparation in anticipation of the next CAO review, that HR begin assisting to action the deliverable requirements listed in Schedule A of the Chief Administrative Officer Performance Evaluation Procedure.

Background:

In accordance with the Chief Administrative Officer Performance Evaluation Policy C-13, Section 4) e., which states:

“By motion of Council, appoint members to the Chief Administrative Officer Performance Evaluation Committee.”

Section 5 states:

“The Chief Administrative Officer Performance Evaluation Committee, which is comprised of the Mayor and two members of Council appointed each Council term, represent Council in the implementation of the Chief Administrative Officer Performance Evaluation process.”

Council represents the community and outlines what is expected of the CAO as the leader of Town Administration. Therefore, by Council-approved policy, there are requirements set out in the Policy which are detailed to be implemented.

Administration has included a copy of the Chief Administrative Officer Performance Evaluation Policy and Procedure.

Legislation / Authority:

Municipal Government Act, Section 205.1

Chief Administrative Officer Performance Evaluation Policy and Procedure C-13

Strategic Plan Alignment:

Define & Practice Good Governance.

Financial Implication:

Dependent on Council's evaluation.

Service Level / Staff Resource Implication:

The service level will remain status quo.

Justification:

In accordance with MGA S.205.1:

“A council must provide the chief administrative officer with an annual written performance evaluation of the results the chief administrative officer has achieved with respect to fulfilling the chief administrative officer’s responsibilities under section 207.”

Having clear expectations and goals is a key factor of CAO employment terms at this level, which demonstrates good stewardship of the Organization and employees.

Alternative(s):

1. Council could request additional information from the CAO.

Attachment(s): Chief Administrative Officer Performance Evaluation Policy C-13

Chief Administrative Officer Performance Evaluation Procedure C-13



APPROVALS:

Originated By:
Kerry Van Ham

Chief Administrative Officer (CAO) or Designate: _____

Council Request for Decision

Meeting Date: March 28, 2022

Subject:

Letter of Support - Municipal District of Taber Rest Stop

Recommendation:

That Council authorizes the Mayor to sign the letter of support for the MD of Taber's Highway 3 Rest Stop proposal.

Background:

Administration received correspondence from the Municipal District of Taber for a proposed rest stop along Highway 3, between Taber and Medicine Hat. That letter is attached.

A draft letter of support is attached for Council's consideration towards the project.

Legislation / Authority:

MGA Section 3

Strategic Plan Alignment:

Develop community and promote growth
Define and practice good governance

Financial Implication:

No financial implication for the letter of support.

Service Level / Staff Resource Implication:

Administration will arrange for the letter to be signed and sent should Council approve it.

Justification:

The MD of Taber has asked for support for the preliminary stages of the proposal. As Highway 3 is being twinned, a rest stop would provide a safe area for trucks to park, alleviating issues of parking in private parking lots or municipal service roads.



Alternative(s):

1. Council can request further information from the MD of Taber.
2. Council can accept the letter for information only.

Attachment(s): MD of Taber Letter
Letter of Support Draft

APPROVALS:

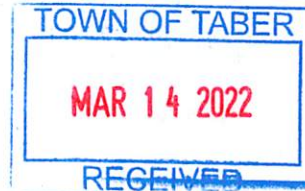
Originated By:
Meghan Brennan

Chief Administrative Officer (CAO) or Designate: _____



Municipal District of Taber Highway 3 Rest Stop

The Town of Taber
Administration Office
A - 4900 50 St.
Taber, Alberta, Canada
T1G 1T1



Dear Mayor Prokop,

The Municipal District of Taber is reaching out to gather support from municipal partners for a rest stop located in the M.D. of Taber between Taber and Medicine Hat. Highway 3 is an essential transportation corridor across southern Alberta and British Columbia, and carries a high amount of goods across these provinces. Currently, there are few viable locations for truck drivers and other travelers to stop and rest along the route.

A lack of a proper rest stop is noticeably absent on the stretch of highway between Taber and Medicine Hat. As a result, trucker drivers are forced to rest in the parking lots of private businesses or on service roads outside of municipalities. This is disruptive to the private businesses, and causes accelerated degradation of the service roads.

The twinning of Highway 3 is an important capital project that will increase safety and the economic capacity of the transportation corridor. A rest stop located between Taber and Medicine Hat will add to the safety of this new development by providing a proper resting area for the truck drivers and other travelers who frequently use the highway. The rest stop will also limit the disruptions to private businesses in Taber and prevent the degeneration of municipal side roads.

The M.D. of Taber asks for your support in the preliminary stages of this new initiative. Once support is gathered, the M.D. of Taber will present a solidified plan to Alberta Transportation.

Thank you,

A handwritten signature in blue ink, appearing to read 'Reeve Harris'.

Reeve Harris

TOWN OF TABER
MAY 1 2022
RECEIVED

[Handwritten signature]

March 28, 2022

File: 100-M02

Municipal District of Taber
4900 B 50th Street
Taber, AB
T1G 1T2

To Whom It May Concern,

RE: Rest Stop Proposal for Highway 3

Please be advised that the Town of Taber fully supports the Municipal District of Taber's proposal for a rest stop between Taber and Medicine Hat.

With the Government of Alberta's Highway 3 Twinning Announcement in July 2020, the Town has eagerly anticipated the work to commence and the economic benefits it will bring. The Municipal District of Taber's proposal of a rest stop located somewhere along the eastern portion of Highway 3 could only serve to enhance these economic benefits, and is a timely project to coincide with the twinning.

Besides the economic benefits, a rest stop would also improve safety along our highways by providing an adequate area for truck drivers to stop, reducing their need to park along the sides of roads, on service roads, or in private parking lots. The twinning of Highway 3 will also see an increase in traffic, so it will be beneficial for heavier trucks to have access for an adequate place to rest and remove themselves from the highway when needed.

If you require any additional information, please do not hesitate to contact myself or Town staff who will be happy to provide you further details. We look forward to a positive response in order to see this proposal move forward.

Sincerely,

Mayor Andrew Prokop

Cc: Council of the Town of Taber
Merrill Harris, Reeve of the Municipal District of Taber

Council Request for Decision

Meeting Date: March 28, 2022

Subject:

Social Media Public Engagement Terms of Use Policy ADM-8

Recommendation:

That Council approves the Social Media Public Engagement Terms of Use Policy ADM-8, as presented.

Background:

The Town's Social Media Public Engagement Terms of Use Policy ADM-8 is due for its 3-year renewal. This policy is the guideline through which the public is allowed to engage with Town social media platforms and the conduct that is expected when interacting with the same. It is linked wherever possible on our social media platforms and is available on our website.

The Policy has not undergone any changes in the past (just renewals). However, Administration has now proposed some changes to the policy to add further clarity. Given the shift in the way users interact with social media and world events that have altered the tone of many users, Administration deemed it prudent to make edits that clearly outline what is acceptable when interacting with the Town on social media, and what is not.

Additionally, the changes add further transparency to when the Town may choose to limit comments on some social media platforms. Council may have noticed in particular that comments were "turned off" on our COVID-19 information posts in 2021. This was a new feature for many social media platforms. After the increased number of abusive messages and comments Administration received when communicating about COVID-19, Administration made the difficult decision to limit comments for all future COVID-19 posts to stop those comments from continuing, and to limit citizens commandeering Town posts to use as a platform for misinformation, arguments, and attacking one another. Just deleting or hiding the comments would not have stopped the abusive content and would have taken a great deal of time, and therefore Administration decided that turning off commenting for this particular topic was necessary.

Administration did look to other municipalities and found that the City of Calgary has limited comments on some of their posts due to abusive content. Some news organizations have even taken it a step further and have limited comments on all of their posts for the foreseeable future. So there is precedent to allow Administration to comfortably recommend this option be present within our social media policy as a flexible option in future should the need arise.

Because public feedback and transparency is an important pillar of government, Administration feels it is prudent to outline exactly when the Town reserves the right to limit comments on our social media platforms. Particularly, the Policy states that “turning off comments on social media will always be the exception, and not the norm, unless a resolution of Council deems otherwise.” This is to make sure that our profiles remain as open and transparent as possible for citizens to provide feedback, while protecting our staff and other citizens from potentially abusive content. Administration does not feel that limiting comments on all social media posts in future is necessary at this time, and could potentially harm our engagement and views. Thus the policy only allows for the flexibility in particular circumstances.

The edits also state that if users provide private information (ie: addresses, phone numbers, etc.) through social media platforms, it is at their own risk. This is in line with protecting privacy.

Legislation / Authority:

MGA Section 3

Strategic Plan Alignment:

Improve Internal and External Communications
Define and Practice Good Governance

Financial Implication:

There is no financial implication at this time.

Service Level / Staff Resource Implication:

Service levels remain status quo.

Justification:

The policy is due for its 3-year renewal.

The edits to the policy address the shift in the way citizens have begun to access and use social media, allowing the Town to respond effectively and transparently.

Alternative(s):

1. Council can ask for further amendments.
2. Council may request further information.



Attachment(s): Social Media Public Engagement Terms of Use Policy ADM-8

APPROVALS:

Originated By:
Meghan Brennan

Chief Administrative Officer (CAO) or Designate: _____



Social Media Public Engagement Terms of Use

Policy No.: ADM-8	Council Resolution No.: 387/2016
Department: Administrative	Authority: Council
Effective Date: July 18, 2016	Revision Date: March 28, 2022
Review Date: March 2025	Repealed Date:
Supersedes: N/A	
Related Procedure No.: ADM-8	
Related Procedure Name: Social Media Public Engagement Terms of Use	

1.0 PURPOSE

- 1.1 This policy provides guidelines to facilitate public engagement on Town of Taber social media sites to ensure consistency and openness.

2.0 POLICY STATEMENT

- 2.1 Social Media means any facility for online publication and commentary, including without limitation blogs, wikis, and social networking sites such as Facebook, LinkedIn, Twitter, YouTube, and Instagram.
- 2.2 Town of Taber supports the use of social media to further the strategic direction and goals of the organization. Social media provides additional tools and channels that can complement traditional communications and marketing methods and mediums. The purpose of using social media sites is to present matters of public interest.
- 2.3 The public has the right to access and reference the Town of Taber's social media sites in the same way as traditional communications methods.
- 2.4 The Town of Taber shall treat public engagement on social media sites in the same manner as they would traditional engagement.
- 2.5 The Town of Taber reserves the right to delete content posted to their social media sites.
- 2.6 Users engaging with Town of Taber social media platforms are required to keep their comments respectful and free of profanity.



- 2.7 To ensure public accessibility and the protection of all citizens, the Town of Taber reserves the right to remove comments, posts, or content that contain any of the following:
- 2.7.1 Confidential or personal information;
 - 2.7.2 Discriminatory or hateful language;
 - 2.7.3 Attacks on any person, whether an employee, member of Council, or the public;
 - 2.7.4 Profanity, abusive, or insulting language;
 - 2.7.5 Encouragement or demonstration of illegal behavior;
 - 2.7.6 Explicit language or links to explicit content;
 - 2.7.7 Spam;
 - 2.7.8 Unsolicited commercial advertising that may attempt to sell, promote, or advertise products or services;
 - 2.7.9 A post that could compromise the well-being, safety, or security of the public, employees, Councillors, or anyone else;
 - 2.7.10 A post that may compromise the security of public systems, equipment, buildings, or other property;
 - 2.7.11 Violation of any municipal, provincial, or federal laws or bylaws;
 - 2.7.12 Promotion of individual religions, political parties, or candidates in any election;
 - 2.7.13 Denigration of any candidates in any election;
 - 2.7.14 Comments not topically related to our site or material being commented on;
 - 2.7.15 Unintelligible or irrelevant comments;
 - 2.7.16 Comments that devolve into an argument instead of respectful debate;
 - 2.7.17 Comments that misrepresent or impersonate someone else, including public figures or Town officials;
 - 2.7.18 Comments that contain links to videos, photos, websites, etc. that could be misleading, provide misinformation, or provides information that is unverified;
 - 2.7.19 Comments and/or links that serve to promote individual businesses;
 - 2.7.20 Any other comments deemed objectionable. What is deemed objectionable will be at the discretion of the Chief Administrative Officer and/or the Communications Coordinator.



- 2.8 Posts made by citizens or third-party contributors do not necessarily reflect or represent the views or opinions of the Town of Taber or its employees. The Town of Taber does not necessarily endorse public comments or postings.
- 2.9 Engagement on Town-owned social media sites are typically considered transitory records and will not be archived, stored, or kept by the Town of Taber. However, by engaging with and using Town of Taber social media sites, users acknowledge and consent that their engagement (comments, posts, messages, etc.) may become part of the public record and could potentially be used in Town of Taber official documentation. The Town of Taber reserves the right to decide what posts, comments, or messages may be saved in official documentation.
- 2.10 Engagement on social media are not considered official correspondence with Council due to their transitory existence and the inability to verify authenticity and/or a proper way for Council to respond officially. For the purposes of proper communications to elected officials, any member of the public who wish their comments to be passed along to Council will be notified of official methods (i.e.: letters, direct Council emails, etc.) so Council's response can be recorded accurately.
- 2.11 The Town of Taber is not responsible for any harm, damages, or losses suffered as a result of using third party social media sites. Participants do so at their own risk and accept that they have no right of action against the Town of Taber in relation to the use of social media.
- 2.12 The Town of Taber shall make every effort to respond to engagement on its social media sites. However, the Town may request that discussions be relocated to more traditional forms of engagement (phone, email, etc.) in order to protect privacy, provide accurate information, or provide information that may exceed word count limits on social media sites.
- 2.13 Threats sent through social media will be forwarded to the appropriate law enforcement agency.
- 2.14 Citizens who message the Town of Taber through social media acknowledge they may be required to provide personal information in order for the Town to address the request (i.e.: providing a home address for cart collection, etc.).
- 2.14.1 Sending private information through social media is done at the user's own risk, and the Town accepts no liability for the same;
- 2.14.2 Should the citizen not wish to provide private information, Administration will provide other avenues for the request to be made (i.e.: phone call, website service request, official correspondence, etc.).
- 2.15 The Town of Taber reserves the right to turn off commenting on any post on their official social media platforms should the comments become toxic, abusive, or derogatory. The Town also reserves the right to turn off commenting should Administrative time and effort monitoring and removing comments become burdensome.
- 2.16 The Town of Taber may choose to limit, restrict, or turn off commenting on its social media platforms or on any posts should Administration deem the topic to be highly



divisive, has the potential to incite arguments, or could potentially compromise the safety and security of Town officials, staff, infrastructure or systems.

2.17 Turning off comments on social media will always be the exception, and not the norm, unless a resolution of Council deems otherwise.

2.18 Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

3.0 ADDITIONAL REFERENCES

- N/A

MAYOR

DATE

CHIEF ADMINISTRATIVE OFFICER

DATE

DRAFT





Council Request for Decision

Meeting Date: March 28, 2022

Subject:

Social Media Internal Organizational Usage Policy ADM-7

Recommendation:

That Council approves the Social Media Internal Organizational Usage Policy ADM-7 as presented.

Background:

Administration is bringing the Social Media Internal Organizational Usage Policy ADM-7 for its review earlier than its previous 3-year date, that way Administration can edit both Town policies dealing with social media at the same time in the future (ADM-7 and ADM-8).

The changes to this policy are minimal, but offer a little more clarity for the following:

1. Clarifying how Council is recommended to use social media during an emergency (Section 2.11.11);
2. Encouraging Council members to use their own platforms to promote attendance at various events, freeing up editorial calendar space for Administration to focus on services, projects and other Town information (Section 2.13.1.1);
3. Outlining that committees and volunteers of the Town have no authority to direct the content or usage of any Town social media accounts (Section 2.14)
4. Provides clarity that during an election year, if there is a large announcement during the election period (August 31st to Election Day) the Town is still able to post content with Council members even if they are also candidates. This offers more flexibility to Administration and Council than previous versions of the policy (Sections 2.15.4.2 and 2.15.4.3)

Legislation / Authority:

MGA Section 3



Strategic Plan Alignment:

Improve external and internal communications
Define and practice good governance

Financial Implication:

No financial implication.

Service Level / Staff Resource Implication:

Service levels will remain status quo.

Justification:

The changes provide more clarity to the policy and addresses some previous concerns. They also provide further flexibility for Administration in terms of content during an election period.

Alternative(s):

1. Council may request further information.
2. Council may request additional changes.

Attachment(s): Social Media Internal Organizational Usage Policy ADM-7

APPROVALS:

Originated By:
Meghan Brennan

Chief Administrative Officer (CAO) or Designate: _____



Social Media Internal Organizational Usage

Policy No.: ADM-7	Council Resolution No.: 537/2019
Department: Administrative	Authority: Council
Effective Date: July 18, 2016	Revision Date: September 9, 2019, March 28, 2022
Review Date: March 2025	Repealed Date: N/A
Supersedes: Social Media Policy CS-IT-3	
Related Procedure No.: ADM-7	
Related Procedure Name: Social Media Internal Organizational Usage	

1.0 PURPOSE

- 1.1 This policy governs the publication of social media commentary on social media venues by employees, volunteers, and Mayor and Council of the Town of Taber.

2.0 POLICY STATEMENT

- 2.1 Social Media means any facility for online publication and commentary, including without limitation blogs, wikis, and social networking sites such as Facebook, LinkedIn, Twitter, YouTube, and Instagram.
- 2.2 The Town of Taber supports the use of social media to further the strategic direction and goals of the organization. Social media provides additional tools and channels that can complement traditional communications and marketing methods and mediums.
- 2.3 The Town of Taber will build its presence on social media sites and use social media tools with adequate consideration given to:
- 2.4 Ensuring efforts align with the Town's Strategic Plan, Corporate Values and policies;
- 2.4.1 Identifying the fit within business and communications/marketing plans and objectives;
- 2.4.2 Understanding the benefits, implications and risks in using social media.
- 2.5 Legitimate business use of social media should benefit the organization by advancing the following goals:
- 2.5.1 Building a positive image for the Town of Taber;



- 2.5.2 Increasing mind share and awareness of the organization by reaching large audiences at low monetary cost;
 - 2.5.3 Improving client satisfaction in order to receive more timely and personal service in the medium that they prefer and will be more satisfied;
 - 2.5.4 Gaining citizen insights to monitor public opinion about the Town of Taber and its services;
 - 2.5.5 Networking with professionals to maintain business contacts or maintaining contacts with members of professional organizations and their standards;
 - 2.5.6 Reducing the cost of servicing clients to quickly and efficiently respond to customer service issues.
- 2.6 In their capacity as private citizens, Town employees, volunteers and Council members have the same rights of free speech as other citizens, however the Town of Taber expects that they will not represent the Town of Taber on their own personal social media sites or comment about the Town's operations.
- 2.7 Employees are bound by the official Oath of Confidentiality, the Employee Code of Conduct, the Freedom of Information and Protection of Privacy Act, and the Acceptable Use of Information Technology Resources Policy, and must not disclose any Town information or content that they are not specifically authorized to disclose.
- 2.8 Volunteers are bound by the official Oath of Office for their respective volunteer assignments and must not disclose any Town information or content that they are not specifically authorized to disclose.
- 2.9 Acting as a private citizen, a Town employee must use a private email address and make every reasonable effort to make it clear that their contribution to social media sites is as a private individual, and not as a representative of the Town.
- 2.10 The Mayor and Councillors are bound by the official Oath of Confidentiality, the Council Code of Conduct, the Freedom of Information and Protection of Privacy Act, the Municipal Government Act and the Acceptable Use of Information Technology Resources Policy and must not disclose any information or content that they are not authorized to disclose.
- 2.11 Council members who use social media to carry out their political work (rather than in their private capacity) must adhere to all laws, bylaws, policies, and procedures.
- 2.11.1 Council members who use social media platforms to create an official Councillor or Mayoral profile must ensure that their use of social media does not put the Town's security, reputation, or information at risk.
 - 2.11.2 Council members must not use their @taber.ca email address to create social media accounts.
 - 2.11.3 Council members shall be held personally responsible for the content they publish on their own political social media platforms and shall not hold the



Town of Taber responsible or liable for any content placed on their own platforms.

- 2.11.4 Council members can be involved in political debate and state their own opinions on their political social media platforms. All actions on Council members' political social media platforms must be done with respect. Bullying, hatred, bigotry, disrespect, harassment, and otherwise bringing Council, the Town of Taber, or Town Administration into disrepute are all prohibited and are subject to disciplinary action to be decided on by Council as a whole and through the guidelines as outlined in Council's Code of Conduct Bylaw.
- 2.11.5 Council members must not act, claim to act, or give the impression that they are acting as a representative of Council as a whole on their political social media platforms. Council members using social media must make clear that their actions and opinions on social media are their own.
- 2.11.6 Council members may not represent themselves as anything other than their official title and capacity on their political social media platforms (for example, stating you are the Mayor when you are not the Chief Elected Official).
- 2.11.7 Council members may not publish or report on meeting discussions that are held during closed session on social media, regardless of the profile being public or private.
- 2.11.8 Council members may not use the official Town of Taber logo on their social media platforms.
- 2.11.9 All media used on a Council member's social media profile(s) must follow copyright laws and best practices regarding privacy, rights, and permissions.
- 2.11.10 Any Council member's political social media platform shall not be promoted by the Town of Taber official social media platforms. The Town of Taber does reserve the right to like or share content that is posted to official Council social media accounts if the post is deemed to be of informational value to the community as a whole.
- 2.11.11 During an emergency situation, Council shall adhere to best communications practices and allow the municipality and/or the Emergency Operations Centre, Director of Emergency Management, and/or the Information Officer section to release emergency information on official social media channels. As a best practice, it is encouraged that during an emergency situation, Councillors share the official platforms so citizens know which platforms/profiles will have the most up-to-date information. This will reduce the confusion of citizens reaching out to their elected officials during an event where it is critical citizens seek the information from the proper channels.



- 2.11.12 Once an elected official's term comes to an end, they must delete or rename their political social media platforms to reflect that they are no longer a sitting member of Council within two weeks of their end of term.
- 2.11.13 If an elected official resigns from their position, they must delete or rename their political social media platform to reflect that they no longer hold a position on Council within two weeks of the resignation.
- 2.11.14 If Councillors do not know the process of deleting a social media page, help from Administration will be provided upon request.
- 2.12 Council shall acknowledge that it is Administration's role to release information on Town news, announcements, projects, events, and other relevant items, and shall not circumvent that duty unless specifically given authorization to do so by a resolution of Council.
- 2.12.1 To this end, Council members shall never release information on their own social media accounts (whether private profiles or public pages) prior to Administrative Staff releasing the information to the public.
- 2.12.2 A best practice for the above would be to share official Town of Taber posts after they have already been released.
- 2.13 Mayor and Council shall have no authority to direct the content, administration, creation, or usage of any official Town of Taber social media profiles except for those directions that are outlined in official Town bylaws, plans, policies, or procedures. Council will acknowledge it is Administration's role to determine best practices for social media communications with citizens and to determine which (if any) platforms will serve the same.
- 2.13.1 Council may provide ideas for content (such as providing pictures of official duties, event attendance, etc.), but on the understanding that those ideas shall be considered by Administration, and not necessarily implemented, as there are schedules of content created by Administration to coincide with budgets, events, and other various projects the Town of Taber undertakes.
- 2.13.1.1 Council members are encouraged to use their own platforms (if they have them) to post their attendance at various events instead of requesting they be placed on the Town's official platforms. The Town's official platforms are best used to promote events/announcements where Council as a whole attends, instead of singular elected officials.
- 2.13.2 Council members at all times must respect all privacy and copyright laws and legislation in regards to all pictures and content they provide to Administration for social media considerations. This includes obtaining the consent of all individuals in pictures (or guardians if they are under the age of majority).
- 2.14 Committees and/or volunteers of the Town of Taber shall have no authority to direct the content, administration, creation, usage, or naming of any Town of Taber social media accounts.



- 2.15 The Town of Taber's only role during a municipal election period in regards to social media will be to promote the election itself, and will not be used to further the campaigns of current or prospective members of Council.
- 2.15.1 No sharing of any content for prospective members of Council shall occur on any official Town of Taber social media channels at any time.
- 2.15.2 To safeguard a fair and equitable election period, effective August 31st of an election year, all links, likes, follows, and sharing of any content with a current Mayor or Councillor shall be stopped on all official Town of Taber social media channels until the Organizational Meeting for the newly elected Council.
- 2.15.3 The Town of Taber reserves the right to delete any comments or links posted to its pages or social media posts from any persons seeking election or promoting the official channels of those seeking election in order to maintain neutrality during the election and to avoid the Town of Taber official social media platforms becoming a campaign tool.
- 2.15.4 The only exceptions to the above shall be the following:
- 2.15.4.1 In the event of a State of Local Emergency, Emergency Centre Operation Activation, or community crisis that requires public acknowledgement from a current member of Council. What constitutes a community crisis shall be determined by the Chief Elected Official, Chief Administrative Officer, and/or the Director of Emergency Management in collaboration with Town of Taber Communications and/or Information Officer and with the input from the current Chief Elected Official at the time of the emergency;
- 2.15.4.2 A large announcement for a project, funding, partnership or service that involves the Federal or Provincial Governments and requires Council to take part in a photo opportunity, media event, or announcement;
- 2.15.4.3 An event/announcement of such uniqueness that it requires the Mayor and/or Council to provide comment or participate in an event that will receive coverage from the municipality. What is considered such a unique event will be at the joint discretion of the Chief Elected Official, Deputy Mayor, Chief Administrative Officer and the Communications Coordinator exclusively.
- 2.16 This policy and its corresponding procedure may be superseded at any time by the Director of Emergency Management and/or the official Information Officer of the Town of Taber's Emergency Operations Centre during official activations of the EOC and surrounding an activation of a State of Local Emergency.
- 2.17 This policy is in addition to and complements existing policies regarding the use of computers, information management, technology, electronic media and associated services, email, and the internet social media access and use involving the Town's Acceptable Use of Information Technology Resources Policy.



2.18 Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

3.0 ADDITIONAL REFERENCES

- *Employee Code of Conduct Policy No. CS-HR-3*
- *Town of Taber Oath of Confidentiality*
- *Town of Taber Oath of Office*
- *Freedom of Information and Protection of Privacy Act*
- *Council Code of Conduct Bylaw*

MAYOR

DATE

CHIEF ADMINISTRATIVE OFFICER

DATE

DRAFT



Council Request for Decision

Meeting Date: March 28, 2022

Subject:

Proposed Whistleblower Policy ADM-6

Recommendation:

Council adopts the Whistleblower Policy ADM-6, as presented.

Background:

Along with being reviewed from a 3-year policy review period perspective, there are legislative requirements that require amending and clarifying.

In the existing policy, the application of the policy originally also applied to Council and Council Board, Committee and Commissions, the Taber Police Service and the Chief of Police. However, in accordance with legislation, those entities are governed as follows:

1. Council: governed by the *MGA*, by way of the Council Code of Conduct Bylaw
2. Council Boards, Committees and Commissions: governed by the *MGA*, by way of a specific Code of Conduct Bylaw for Boards, Committees and Commissions (currently, the Town of Taber does not have this in place)
3. Members of the Taber Police Service: governed by the *Police Act*, and their specific policies and procedures
4. Chief of Police: governed by the *Police Act*

Therefore, terms have been added to the proposed policy to detail the above items specifically for consistency of application when contacted by a Whistleblower through the Ethics Alert Hotline.

Additionally, the policy will apply to Contractors, which it previously did not.

Legislation / Authority:

Existing Whistleblower Policy ADM-6

Council Code of Conduct Bylaw

Municipal Government Act

Police Act

Strategic Plan Alignment:

Define and practice good governance.



Financial Implication:

The Whistleblower service is a budgeted item which has been included in the operating budget since 2015.

Updating this policy has no financial implication.

Service Level / Staff Resource Implication:

The service level will remain status quo.

Justification:

Administration is bringing forward researched best practices to ensure that processes and policies are relevant and operationally sound.

Alternative(s):

1. Council could ask for additional information.

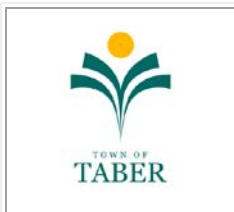
Attachment(s): Proposed Whistleblower Policy ADM-6

APPROVALS:

Originated By:

Kerry Van Ham

Chief Administrative Officer (CAO) or Designate: _____



Whistleblower

Policy No.: ADM-6	Council Resolution No.:
Department: Administration	Authority: Council
Effective Date: May 25, 2015	Revision Date: March 2022
Review Date: April 2025	Repealed Date:
Supersedes: N/A	
Related Procedure No.: ADM-6	
Related Procedure Name: Whistleblower	

Commented [VHK1]: New date.

1.0 PURPOSE

To establish specific responsibilities regarding the reporting and investigation of allegations of wrongdoings that may be, but are not limited to, unlawful or illegal behaviour within the organization of the Town of Taber. The policy reflects the Town's commitment to open, ethical, accountable and transparent local government.

2.0 POLICY STATEMENT

- 2.1 This policy applies to all Town employees and Contractors over which Council has the authority to require that general policies be followed.
- 2.2 Every employee of the Town of Taber has a responsibility to report any wrongdoing of which he or she may have knowledge. Every employee has a responsibility to treat any such report of wrongdoing in a confidential manner in accordance with the procedures set out in this policy.
- 2.3 Members of the general public are encouraged to report any incidence of wrongdoing they may observe by Town of Taber employees or Contractors.
- 2.4 While employees and members of the public are encouraged to identify themselves in making a report of wrongdoing, they may do so on an anonymous basis. The Town of Taber will ensure, to the extent permitted by law and in accordance with this policy, that all reports of wrongdoing are treated in a confidential manner. However, anonymity cannot be guaranteed in all cases.
- 2.5 Wrongdoings may include but shall not be limited to:
 - 2.5.1 crime or suspected criminal activity;
 - 2.5.2 any actual or suspected violation of any federal, provincial or municipal act, regulation or bylaw;
 - 2.5.3 any actual or suspected violation of any Town policies and procedures;

Commented [VHK2]: This statement originally applied also to Council and Council Board, Committees and Commissions. Added contractors.

Commented [VHK3]: This statement originally applied also to Council and Council Boards, Committees and Commissions. Added contractors.



- 2.5.4 the misuse of position for personal gain;
 - 2.5.5 any claim for reimbursement of expenses that are not made for the exclusive benefit of the Town;
 - 2.5.6 unauthorized use of Town property, equipment, materials or records;
 - 2.5.7 any misappropriation of funds, securities, supplies or other assets;
 - 2.5.8 dangerous practices likely to cause physical harm or damage to any person or property;
 - 2.5.9 failure to rectify or take reasonable steps to report a matter likely to give rise to significant and avoidable cost or loss to the Town; or,
 - 2.5.10 improper or fraudulent accounting or auditing practices.
- 2.6 This policy will protect any Town of Taber employee who makes a disclosure or raises a concern under this policy provided that the employee:
- 2.6.1 discloses information in good faith;
 - 2.6.2 believes it to be substantially true;
 - 2.6.3 does not act maliciously or make false allegations; and,
 - 2.6.4 does not seek any personal or financial gain.
- 2.7 The intention of this policy is to ensure that employees and members of the public can raise legitimate concerns about wrongdoing in a safe and secure manner. If an employee or member of the public files a report of wrongdoing in good faith, he or she shall not be subject to any form of penalty, retaliation, or reprisal. All employees are prohibited from penalizing or retaliating against such an employee or member of the public. Examples of such prohibited actions are:
- 2.7.1 dismissing or threatening to dismiss an employee;
 - 2.8.2 disciplining, suspending or threatening to discipline or suspend an employee;
 - 2.8.3 subjecting an employee to any form of harassment or abuse as per the Employee Code of Conduct Policy, the Workplace Harassment Prevention Policy or the Workplace Violence Prevention Policy;
 - 2.8.4 imposing any penalty, directly or indirectly, upon a public complainant; and,
 - 2.8.5 intimidating or coercing an employee or public complainant.
- 2.8 If an employee files a report of wrongdoing maliciously, in bad faith or with an ulterior motive (including with the intention to harm any individual or the Town), he or she may be subject to disciplinary action as outlined in the Town of Taber Employee Code of Conduct Policy, or any other applicable policy.
- 2.9 If any member of the public files a report of wrongdoing maliciously, in bad faith or with an ulterior motive (including with the intention to harm any individual or the Town), he or she may be subject to civil or other legal remedies available to the Town or the aggrieved party.
- 2.10 In the event that a Council member is the subject of a complaint, the complainant shall be referred to the Town of Taber Council Code of Conduct Bylaw for reporting when contacting MNP's Ethics Alert Hotline (1-866-529-9589). This is the legislated routing in accordance with the *Municipal Government Act*.
- 2.11 In the event that the Chief of Police is the subject of the complaint, the complainant shall be referred to the Chair of the Taber Municipal Police Commission for

Commented [VHK4]: Added

Commented [VHK5]: Added.

Commented [VHK6]: New. Council Code of Conduct Bylaw is what Council is guided by instead of this policy. Clarification was added as previously included Council in this policy.



reporting when contacting MNP's Ethics Alert Hotline (1-866-529-9589). This is the legislated routing in accordance with the Police Act.

Commented [VHK7]: New. There are different legislative reporting for the Chief of Police, in accordance with the Police Act. Previously included all employees.

2.12 In the event that a member of the Taber Police Service is the subject of the complaint, the complainant shall be referred to the Chief of Police for reporting when contacting MNP's Ethics Alert Hotline (1-866-529-9589). This is the legislated routing in accordance with the Police Act.

Commented [VHK8]: New. There is different legislative reporting for members of the Police Service, in accordance with the Police Act. Previously included all employees.

2.13 Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

Additional References

- *Municipal Government Act*
- *Police Act*
- Council Code of Conduct Bylaw
- Town of Taber Employee Code of Conduct Policy
- Workplace Harassment Prevention Policy
- Workplace Violence Prevention Policy
- CUPE Local 2038 Collective Agreement
- MNP LLP Whistleblower Hotline, Ethics Alert

Commented [VHK9]: Added.

Commented [VHK10]: Added.

MAYOR

DATE

CHIEF ADMINISTRATIVE OFFICER

DATE





Council Request for Decision

Meeting Date: March 28, 2022

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.



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

APPROVALS:

Originated By:
Raeanne Keer




Chief Administrative Officer (CAO) or Designate: _____



DEPARTMENT REPORT

February 2022

DEPARTMENT: Recreation

Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="318 701 462 800">Develop Community & Promote Growth</p>	<ul data-bbox="634 527 1484 783" style="list-style-type: none"> • Handed out 640 cookies for the Valentine’s Day Cookie Gram – HUGE Thank you to Taber McDonalds for sponsorship! • 1 Applied for a grant for a community garden • Applied for a grant for trees • Applied for a grant for the Health and Wellness Expo • Applied for a grant to be the Provincial Co-Host for Alberta Seniors Week • First (2 day) volleyball tournament was successfully hosted in the Auditorium • Community Drop-in participation has increased
 <p data-bbox="285 1022 488 1121">Improve Internal & External Communications</p>	<ul data-bbox="634 821 1484 1077" style="list-style-type: none"> • Continuing to communicate regularly with our facility users • Continuing to update the Website, Digital Signs, and Facebook of all new and upcoming information (i.e. events, open ice, programs) • Worked with Communications Coordinator to have a more streamline social media plan • Met with FCSS and Know History to discuss partnership opportunities for Seniors Week & Culture Days • Participated in a Youth Do Crew meeting to partner with a local event for Youth
 <p data-bbox="306 1394 461 1493">Define & Practice Good Governance</p>	<ul data-bbox="634 1167 1484 1482" style="list-style-type: none"> • Held all safety required staff meetings and inspections • Due to new restrictions, the pool and arena continues to operate with the REP Program, with processes/programs being adjusted when needed • Held the Regular Meetings for the Arts & Heritage Committee and Recreation Board • Seeing to continued facility maintenance in all facilities • Private Pool rentals really busy. All spots on the weekends are being booked • National Lifeguard Course has been cancelled due to lack of registration • Staff recruitment has begun with the loss of a cashier at the Aquafun Centre



Enhance
Sense
of
Community

- Ran Heart Month at the Aquafun Centre and programs well attended (babyfit, boot camp, deep water aquafit and aqua jogging)
- The second of 2 Palliser Sponsored Free swims were held. The second to take place in February
- Family Day Drop-in activities was very well attended
- Family Week was very busy at the pool and arena bookings
- Dive-in movie was held and well attended
- Excited to host Gord Bamford on March 19th
- Planning a Home & Recreation Show on April 8th and 9th
- Planning the 3rd annual BBQ competition on May 14th
- Planning a Seniors Week celebration for June 6th – 12th
- Planning another Health & Wellness Expo on June 11th
- Excited to co-host another Kids Can Catch event on June 18th
- Planning a second annual Food Truck festival on July 16th
- Hosting another fun run on August 27th in conjunction with Cornfest
- Planning a Wonders of Wizardry event in September







TOWN OF
TABER

DEPARTMENT REPORT

February 2022

DEPARTMENT: Administrative Services

Strategic Plan Alignment	Associated Projects & Tasks
 <p>Develop Community & Promote Growth</p>	<ul style="list-style-type: none"> Spoke with a member of the Taber Motocross group to determine lease requirements Reviewed Library Engineering Report with Director of Engineering and Public Works and Facility Maintenance to determine remediation work required/requested Reviewed multiple Fire Inspection reports with AC Swarbrick to ensure leased building spaces are complying with requirements and that the leaseholders are aware of their role Reviewed current arrangements and discussed leaseholder requests with various leaseholders; Curling Club, Parkside Manor, Library Liaising, approving and follow-up on various facility maintenance project requests
 <p>Improve Internal & External Communications</p>	<ul style="list-style-type: none"> Was honoured to attend a ceremony to introduce Dave Gyepesi to TPS as Inspector Reviewed and edited multiple communications / contracts and correspondence from other departments Follow-up on Council requests related to Council Action Items Held weekly meetings with Administrative Services staff to receive updates, assign tasks, and check-in Attended the Director's meeting
 <p>Define & Practice Good Governance</p>	<ul style="list-style-type: none"> Finalized session priorities with contractor for Council's Parliamentarian Training Appointments for signing renewal lease agreements with T.O.P.S., and David Klassen Successfully completed the Clerk Role Training for the Subdivision and Development Appeal Board Attended the virtual Brownlee Law: Emerging Trends in Municipal Law conference Liaised with lawyers related to confirmation of various lease agreement structure Liaised with Returning Officer related to Campaign Disclosure statement submissions Provided structure for website Election area Attended Council pre-agenda setting Administrative meeting Attended Council agenda setting meetings with the CAO, Mayor and Deputy Mayor Attended the Regular Meetings of Council

	<ul style="list-style-type: none"> • Reviewed department purchases, as well as facilities maintenance • Preparations for Council meetings • Kept updated on eCompliance program for Health and Safety • Attended monthly Administration Building health and safety meetings (via email during COVID) • Continued the reviewing various bylaw, policy and procedure documents for formulation
 <p>Enhance Sense of Community</p>	<ul style="list-style-type: none"> • Arranged for the Mayor's attendance at various meetings with required/requested items • 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>Develop Community & Promote Growth</p>	<ul style="list-style-type: none"> • Assisted as backup Cemetery Clerk when necessary (this includes preparing burial orders, pre-need contracts, etc.) • Drafted a 2021 Year in Review of major projects for our website as per Mayor's request
 <p>Improve Internal & External Communications</p>	<ul style="list-style-type: none"> • Carrying out initiatives as outlined in the 2021-2023 Communications Plan • Drafting 2022 editorial calendar to plan our a year's worth of stories, information, and digital content for Town communications • Fielded various questions from the public as transferred to communications • Submitted Taber Times Ads: regular ads and other various ads as needed • Compiled and submitted all 52 weekly Taber Times ads for 2022 • Released March Corn Husk Chronicles • Drafted April Corn Husk Chronicles • Continued to make edits and updates to the Town's website pages to ensure accuracy and relevance • Actively increased engagement on social media by posting current events, upcoming programming, new projects, etc. • Responded to the public's questions and feedback on our social media accounts, or referred them to appropriate source for info • Scheduled a number of interviews with local media personnel and key spokespersons for Town projects and initiatives. • Researched best practices for various communications initiatives through the Alberta Municipal Communicators group. • Maintained log-ins for Alberta Emergency Alerts in order to maintain certification. • Creating a database of crisis and emergency templates for use in activated EOC situations • Coordinated with Departments on their requests for communications (this includes designing materials, writing copy, offering communications advice, and providing training on communications initiatives) • Assisted with requests for writing for cards, speeches, and other written materials • Assisted with photography for various events and presentations where required.

	<ul style="list-style-type: none"> • Coordinated with the Recreation Department to provide assistance with their editorial calendar for social media and to provide guidance on the Visual Identity Standards • Wrote a story on the Combined Heat and Power Units at the Aquafun Centre for social media to fulfil grant requirements. • Preparing for the annual Communications Survey to be released in May
 <p>Define & Practice Good Governance</p>	<ul style="list-style-type: none"> • 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 pickup of gifts) • Attended regular After-Council meetings with Director team • Assisting with upkeep of oil and gas leases and rent review notices • 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. • Finalized edits to the Town’s social media policies for their annual renewal • Attended a virtual meeting with Alberta Emergency Alert users and the Government of Alberta regarding the platform switchover for Alberta Emergency Alert to the National Public Alerting System. • Offered availability to help provide mentorship as a fully-trained member for Information Officer training through the Southern Alberta All Hazards Incident Management Team. • Provided availability for Alberta Emergency Management Agency Field Rep to help teach an Information Officer course for other municipalities in the spring as a Subject Matter Expert.
 <p>Enhance Sense of Community</p>	<ul style="list-style-type: none"> • Collaborating with ACE Coordinator to implement the 2022 ACE Communications Plan and editorial calendar for all Town-planned events in the coming year. Emphasis placed on communicating events earlier and more often. • As per the above, fashioned design work for the Town’s 2022 events (to be released when advertising for events commences), compiled and submitted the list of events to Community Futures for the Visit Taber website, and preparing a list to be provided to for other regional tourism sites (for increased tourist views for our events)



DEPARTMENT REPORT

Taber Memorial Gardens




Statistics Provided from: February 1, 2022 to February 28, 2022	
SERVICE PROVIDED	STATISTICS
Burials	4
Pre-Planning Purchases	12
Columbarium Transactions	0
Monument Permits	0
Disinter/Reinter	0
Transfer of Burial Rights	0
Public Concerns	0
Grave Searches from the Public	1
Grave Searches from Monument Companies	0
Inquiries from other Municipalities	0



DEPARTMENT REPORT

February 2022

DEPARTMENT: FIRE DEPARTMENT

Strategic Plan Alignment	Associated Projects & Tasks
 <p>Develop Community & Promote Growth</p>	<ul style="list-style-type: none"> • Fire Chief Chair of the Core Competency Committee Working with the Alberta Fire Chief Association to build the Provincial Toolbox standardizing the fire service in Alberta, this term is 2021-2023. • Fire Chief Working on the Alberta Fire Training Conference for the fall of 2022 • AC West continues work with the Alberta Fire Training Officers Association • Partnered with Picture Butte, Coalhurst Fire Departments in RFQ of Self-Contained Breathing Apparatus purchase. • Fire Prevention & Safety Program continues to be well received in the community. The program is funded through the Taber Firefighters Association and local businesses and service groups through donations. The monies received are used for educational materials for students and the public as well as the Smoke Alarm Exchange program through which Taber Fire Department has been able to exchange more than 600 expired or obsolete smoke alarms for the residents of Taber. This part of the program is especially important for the safety, education and awareness for all our residents.
 <p>Improve Internal & External Communications</p>	<ul style="list-style-type: none"> • Continues to work with Provincial Medical First Responder Training Committee on COVID 19 Provincial response. • Continue to Post on Facebook, keeping the community involved • Collaborating with TPS, MD Fire, County of Lethbridge to build an I-Net Fire Response Management System. • Paperwork submitted to Safety Codes Council for the upcoming audit this audit is completed every 5 years.
 <p>Define & Practice Good Governance</p>	<p>Fire Training: This time indicates the training of the Fire Department in the month.</p> <ul style="list-style-type: none"> • Past month 443 hours of firefighter training. • Past 12 months 5055 hours of online and Face-to-Face firefighter training. • 10 students started an NFPA 1021 Fire Officer course • 6 Students started an NFPA 1001 L2 Firefighter course

Year to date LAST year; 67 calls. Total Calls for **February - 23**. Year to date THIS year; 45 calls

Total call volume over the last 4 years: 1177 Calls

CALLS BY TYPE

Structure Fire – 1	Public Assist – 10	MVC – 1
Rubbish/Grass Fire – 1	Hazmat – 0	Alarm Call – 3
MFR – 6	Mutual Aid – 0	Vehicle Fire – 1







TOWN OF
TABER

DEPARTMENT REPORT

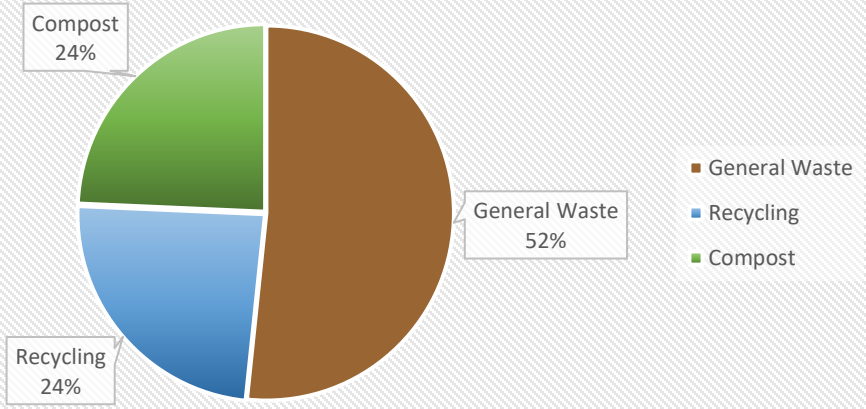
February 2022

DEPARTMENT: Engineering & Public Works

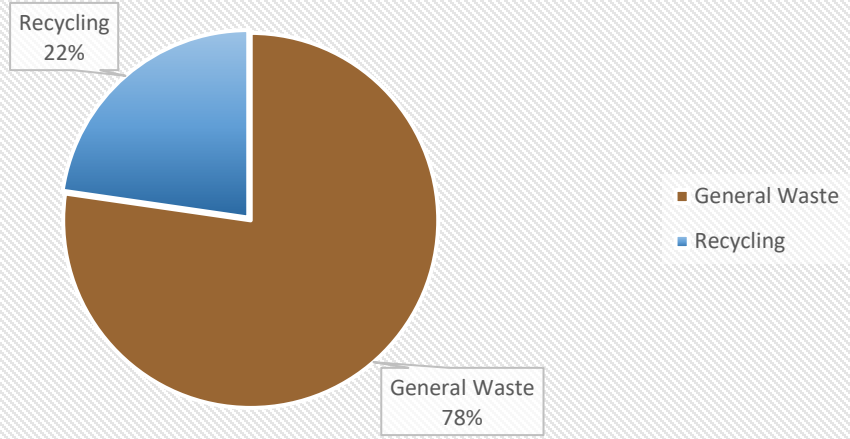
Strategic Plan Alignment	Associated Projects & Tasks
 <p>Develop Community & Promote Growth</p>	<ul style="list-style-type: none"> • East side Industrial Wetland Tender was awarded to Degraaf Excavating Ltd. Construction to start in April 2022. • RFP review for the 2022 Street improvement (Asphalt and Sidewalk) replacement project. This will be coming to Council for acceptance. • Working on the Transportation Master Plan with MPE Engineering. • Obtained budgetary estimates from Fortis for Downtown lights. • Water treatment plant LED upgrades for indoor/outdoor lights on-going. • Wastewater treatment plant LED upgrades for indoor/outdoor lights not started. • Wastewater Lagoon Solar Generation project RFP complete and awarded by council. Started on finalizing the contract. • Minimum Demand Agreement review of all town facilities complete and buy downs signed with Fortis to reduce power costs. • AESO Demand response program hardware and software installation complete at WTP/WWTP/Lagoons. Dry run test scheduled for March, full enrollment to follow. • Electric Vehicle Charging Program grant approved by council. Locations, site plans and types of chargers complete. Working on quote from supplier and local electrical quotes for installation. • Continued month 6 of the Municipal Energy Manager Program through the Municipal Climate Change Action Centre. • Renovated the Bathrooms at the Youth Center. • Installed deflectors for the Gun Range.
 <p>Improve Internal & External Communications</p>	<ul style="list-style-type: none"> • Submitted posts to Cornhusk Chronicles regarding the New Waste Collection Calendars delivery time, disposal of Used Clothing or Furniture Items information & The Coupon voucher system available for residents. • Held monthly safety meetings. • Received & completed locates of water & sewer lines from Utility Safety partners for residents and businesses doing excavation work. • Received on-line, email and telephone service requests from residents and staff, investigated and completed all work orders pertaining to those requests.

 <p>Define & Practice Good Governance</p>	<ul style="list-style-type: none"> • Replaced Shower Tiles in Dressing Room 1&2 and replaced the floor tile in Dressing rooms 5& 6 at the Arena. • Repaired Fire Alarm deficiencies at the Community Center. • Installed lighting around the BNR at the Wastewater Treatment plant for increased safety. • Installed a GPS antenna tower on the Public Works Shop. • Downtown Snow removal and problem areas around Town. • Clean Pathways after snow. • Completed inspections for the Planning Department. • Excavated and backfilled graves • Flushed sanitary sewer pipelines, checked manholes and video inspected to prevent back-ups. Visited the five lift stations throughout Town. • Sand the roads around Town on a as needed basis. • Continued the Town tree-trimming program on boulevards. • Regular preventative maintenance for all buildings and completed many work order repair requests at all Town owned buildings.
 <p>Enhance Sense of Community</p>	<ul style="list-style-type: none"> • Delivered the new & updated 2022-2024 Recycling, Compost and Waste Disposal Information & Calendar to residents, and made them available for pick up at the Administration building and the Public Library. • Submitted a Cornhusk Chronicles posting about the Transfer Station coupon system and disposal of large household items. • 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.

Jan. to Feb. 2022 - Residential Collection



Jan. to Feb. 2022 - Commercial Collection









TOWN OF
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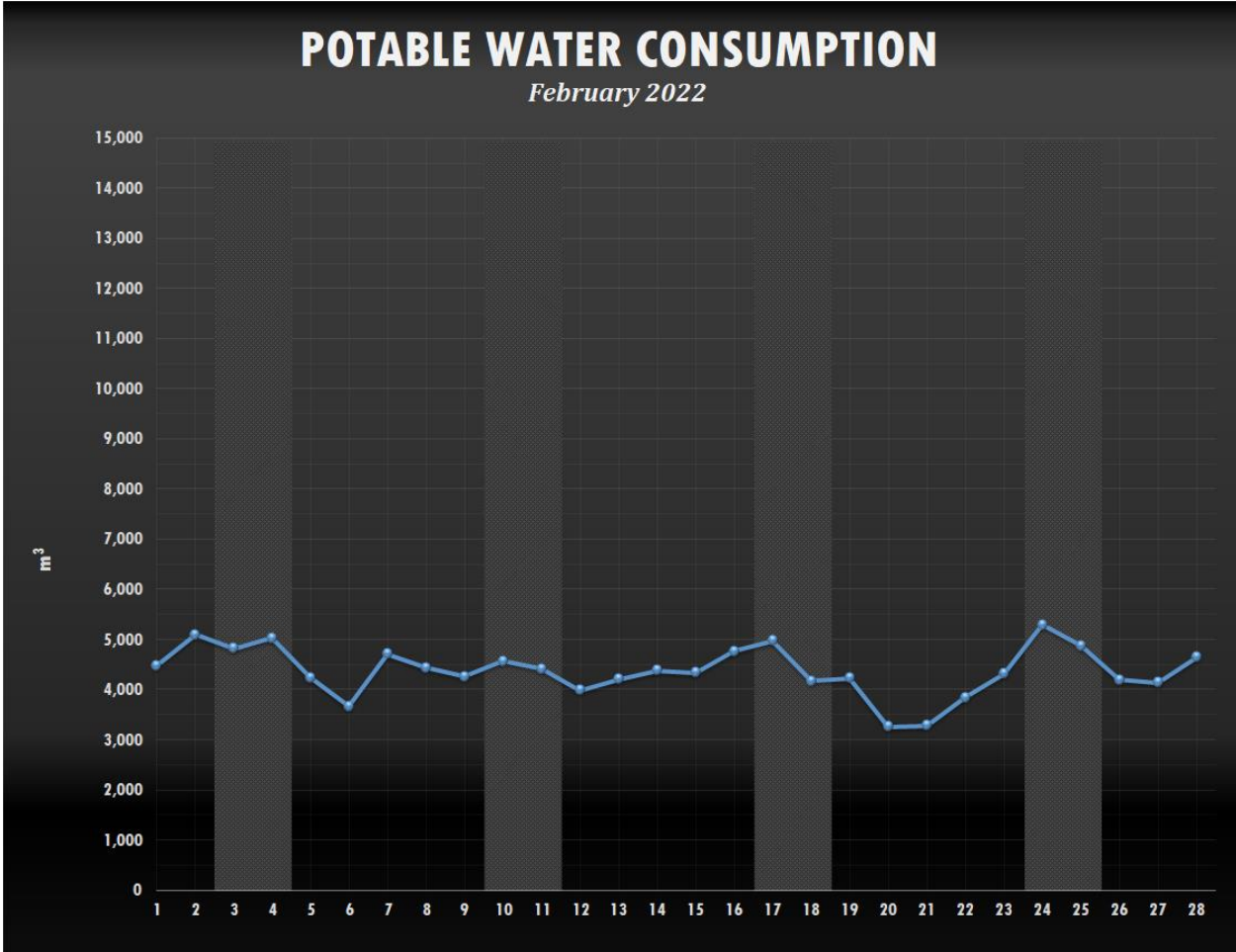
DEPARTMENT REPORT

February 2022

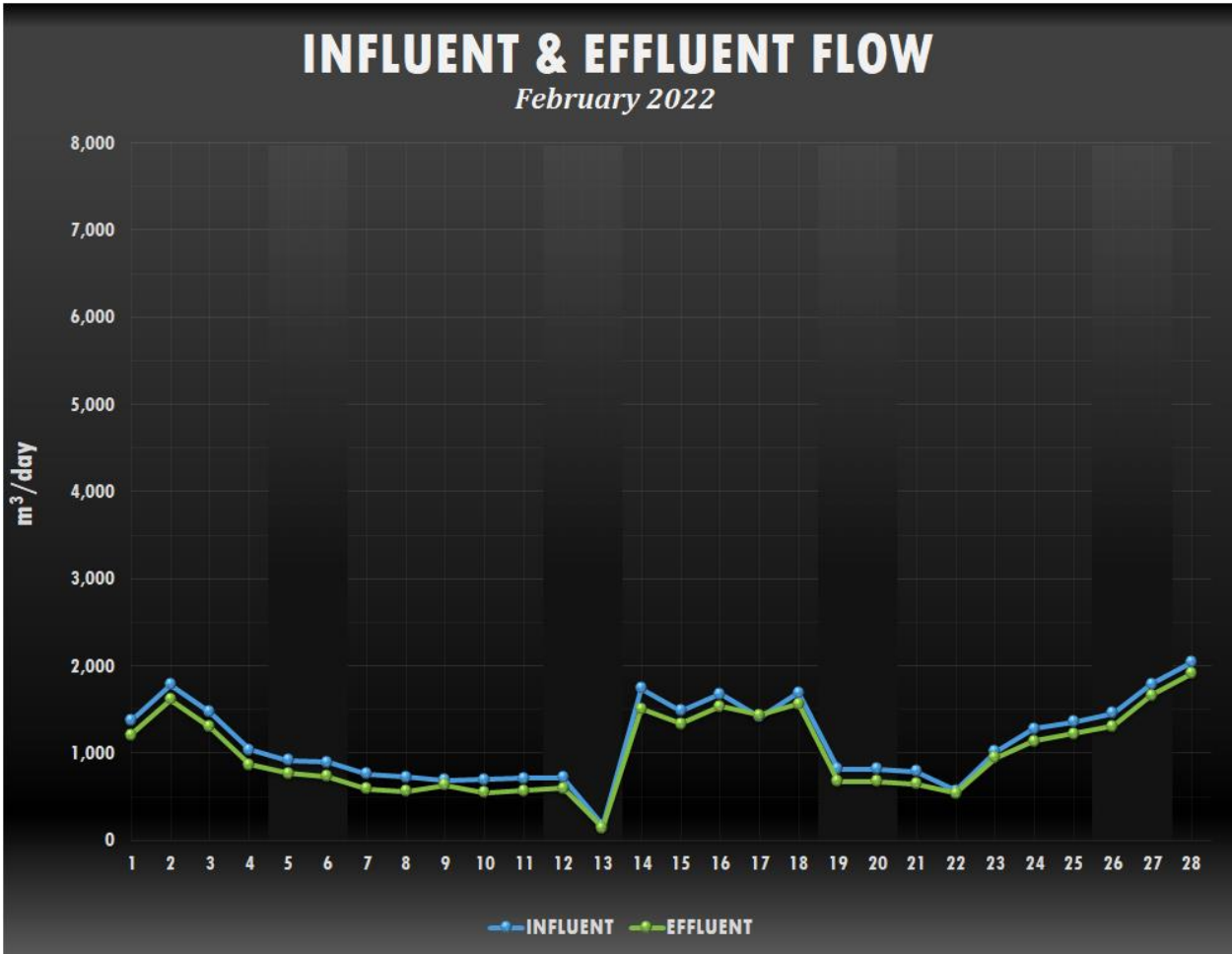
DEPARTMENT: Water & Wastewater Treatment Facilities

Strategic Plan Alignment	Associated Projects & Tasks
 <p>Develop Community & Promote Growth</p>	<ul style="list-style-type: none"> • SCADA upgrades at the Water Treatment & Wastewater Treatment Plants are ongoing with regular maintenance • Operation of Lantic Wastewater Treatment Plant is ongoing • Capital upgrade of the CO₂ Injection and Sodium Hydroxide addition is in progress, supply chain problems receiving a couple of parts to finish the project • Engineering reports are started on the Secondary Clarifier upgrade at the Wastewater Treatment Plant and on the lower storage cell (old lagoons) for removal of sludge • Engineering reports are started on the raw water cells to look at cleaning of cells, High Lift pump to look at rebuild with installation and review canal intake station for raw water infrastructure may need replacement. • Working with Lantic for the chemical system upgrades in progress.
 <p>Improve Internal & External Communications</p>	<ul style="list-style-type: none"> • Monthly Safety Meeting • Operations Meetings • Weekly Lantic Operations Meeting • Weekly Lantic Maintenance Meeting • Lantic Boiler and Filtration Upgrade Meetings
 <p>Define & Practice Good Governance</p>	<ul style="list-style-type: none"> • We strive to minimize our impact on the environment by consistently meeting and exceeding the guidelines set out by Alberta Environment • Monthly site inspections were completed.
 <p>Enhance Sense of Community</p>	<ul style="list-style-type: none"> • Submitted a Water Saving Tip to the Corn Husk Chronicles • Conducted a school tour of the Water Treatment Plant • Lantic sugar processing has ended we are working with Lantic on possible maintenance and capital projects for the future.

Potable Water Consumption



WWTP Influent & Effluent Flow







DEPARTMENT REPORT

February 2022

DEPARTMENT: Finance





Strategic Plan Alignment	Associated Projects & Tasks
 <p>Improve Internal & External Communications</p>	<ul style="list-style-type: none"> • Upgrade multiple systems and firmware. • Continue the 2022 Annual Computer Replacement. •
 <p>Define & Practice Good Governance</p>	<ul style="list-style-type: none"> • Complete the IT KPI Report. • Renew multiple licenses and subscriptions. • Increase security measures on the Town's network. • Contract(s) Administration • Daily Procurement Activities • Annual Asphalt Patching – RFP Evaluation & Award • Wastewater Lagoon Solar System – RFP Evaluation & Award • Administration SUV Lease – Draft ITQ • Aquafun Changeroom Tile Replacement – Draft ITQ • Aquafun Locker Replacement – Draft ITQ • Completed Financial year end • Met with Auditors • Attended various meetings • Daily financial activities



DEPARTMENT REPORT

February 2022

DEPARTMENT: CAO

Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="318 642 467 743">Develop Community & Promote Growth</p>	<ul data-bbox="634 459 1458 716" style="list-style-type: none"> • Meeting with M.D. of Taber CAO (various service discussions) • Discussions with Barnwell CAO (water agreement) • Joint meeting with MD - utility service requests, other joint initiatives • Intermunicipal meeting with all 4 Municipalities (Barnwell, MD of Taber, Town of Taber & Vauxhall) • Phone meeting with the Governor of Siaya
 <p data-bbox="285 947 492 1056">Improve Internal & External Communications</p>	<ul data-bbox="634 766 1474 940" style="list-style-type: none"> • Continuous work on multiple agreements in preparation for negotiations • Attended various committee, commission, board, & staff meetings • Various discussions with directors, management & staff • Attended SDAB training
 <p data-bbox="305 1255 464 1365">Define & Practice Good Governance</p>	<ul data-bbox="634 1073 1393 1276" style="list-style-type: none"> • Reviewed and approved various applications, RFD's, bylaws, policies, procedures • Council meeting agenda preparation meetings • Attended virtual provincial COVID updates • Engaged and initiated a cost savings exercise with external contractors
 <p data-bbox="302 1562 464 1671">Enhance Sense of Community</p>	<ul data-bbox="634 1379 1052 1444" style="list-style-type: none"> • Trail 77 discussions • Met with local business owners







TOWN OF
TABER

Department REPORT

February 2022

DEPARTMENT: Human Resources


Strategic Plan Alignment	Associated Projects & Tasks
 <p>Develop Community & Promote Growth</p>	<ul style="list-style-type: none"> • Advertised for casual Lifeguard, summer positions as well as the permanent Engineering Technician. • Continue preparing for Bargaining and negotiations of contracts. • Coordinated correspondence/meetings for employees joining and leaving the Town.
 <p>Improve Internal & External Communications</p>	<ul style="list-style-type: none"> • Assisting departments with e-Compliance. • Assisting departments with the CUPE contract. • Assisting employees with questions regarding benefits & pension. • Contacting management staff to advise of outstanding performance evaluations for their staff members. • Working on new recruitment advertisements. • Supporting staff at all levels regarding employee relations and HR related subjects.
 <p>Define & Practice Good Governance</p>	<ul style="list-style-type: none"> • Monitoring Staffing requirements and concerns in relation to COVID-19. • Updating Health & Safety Bulletin boards in various departments. • H&S Coordinator working to review e-compliance to ensure all staff are set-up properly. • H&S Coordinator working to finalize projects before new H&S person starts. • Reviewing updated policies for Harassment, Violence and Bullying in the workplace. • Supporting H&S Coordinator.
 <p>Enhance Sense of Community</p>	<ul style="list-style-type: none"> • Working with WCB regarding existing claims. • Working with Sun Life. • Working with AMSC. • Assisting employees with their concerns & questions. • Assisted employees with benefits questions. • Working on Return to Work for employee's off on Sun Life and WCB.



DEPARTMENT REPORT

February 2022

DEPARTMENT: Planning & Economic Development

Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="318 1188 459 1289">Develop Community & Promote Growth</p>	<ul style="list-style-type: none"> • 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. • Issued 6 Compliance Certificates in February, and 12 so far in 2022. • Issued 12 Development Permits in February, and 16 so far in 2022. • Issued 1 Portable Sign Permit Renewals in February, and 1 so far in 2022. • Facilitating 4 subdivision applications, 1 can be endorsed once subdivision conditions have been met. 1 subdivision was sent to Land Titles for registration, and 2 are in circulation for internal and external review. Working with Developers to conduct site inspections and return securities where appropriate. • Working with Developer of Westview Neighbourhood Commercial Site in relation to their subdivision and development permit files. • Ongoing work related to Meadows of Taber construction. <p>Economic Development</p> <ul style="list-style-type: none"> • Issued 6 Business Licenses in February, a mixture of resident licenses, temporary licenses, and home occupations. • Responded to 1 Request for Information (RFI) from the Government of Alberta is in discussions with a business looking to locate in Southern Alberta. • Working with Community Futures to conduct more Business Promotional Videos. Videos are being released weekly on social media. • Responded to 1 Request for Information (RFI) from the Government of Alberta is in discussions with a business looking to locate in Southern Alberta. • Team member attended Food Tourism Webinar – connected with local business owners looking to source food locally for their restaurants, and looking to be involved with Pheasant Fest. • Team member set up meeting dates and agenda package for the Joint Economic Development Committee Meeting • Team member met with TDCALA to learn what they offer the community, and how we can partner to help build the community. • Continued work on the Investment Incentive Bylaw – first reading was passed on the Feb 28th Council Meeting.



- Preparation of RFD's and attendance at two Council meetings.
- Discussed the Community Mailbox for T1G 1C1 with Canada Post to address resident concerns.
- Provided input on Annual Review report

Economic Development

- Continued to maintain presence on LinkedIn and Twitter for Economic Development, posting 2-4 times a month on each platform.
- Team member attended Alberta's Investment Attraction Working Group
- Hosted a meeting with Fire, ACE and Planning to discuss Food Truck Bylaws, started researching and compiling changes to suggest to Council in early April.
- Team member attended Sugar Beet Growers Industry Development Committee
- Team members attended monthly Community Futures & Chamber meeting to discuss projects and ideas.
- Meeting with the Chamber to discuss how we can work better together, ideas and how to build the business community, including re-introducing breakfast brunches.



- Facilitated Municipal Planning Commission meeting on the third Monday of the month.
- Attended Council Agenda setting meetings and after Council review.
- Weekly Taber Times advertising for projects, ensuring meeting MGA advertising requirements.
- Ongoing enforcement of Land Use Bylaw infractions on a complaint basis, or as a result of drive-by checks by staff.
- Facilitating Development and Building Permit inspections to ensure projects are completed and deposits can be returned where necessary.
- Provided input on Municipal Stimulus Program Red Tape Reduction Report.
- Drafted Land Use Bylaw Amendments to fix clerical errors, address gaps, and meet community needs. Document was reviewed by a consulting Planner.
- Training additional staff member on the subdivision process to ensure continuity.

Economic Development

- Team member attended the Federal Governments announcement of EV charging infrastructure grants and matching funds.
- Completed and compiled Downtown Sidewalk Survey information.
- Assisted with the 2BT Grant Application – 2 Billion Trees.
- Followed up unpaid business license renewals, sent out reminder statements and processed cancellations as requested.



Enhance
Sense
of
Community

- Continuing work on Gateway Signage refresh.
- Team member attended Taber Pheasant Festival planning meeting.

Economic Development

- Offered suggestions and an overview of last year's Busking Program to the Rec Dept for Council review.



Council Request for Decision

Meeting Date: March 28, 2022

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: March 28, 2022

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.



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: _____

Council Date	Resolution #	Resolution	Assigned To	Completed?	Request Return To Council by?
Jan 10, 2022	7/2022	MOVED by Councillor Sorensen that Council directs Administration to look into Bylaw 16-2021 in regards to property tax penalties.	Finance	Completed - Refer to Agenda Package for March 28, 2022.	Not Stated
Jan 10, 2022	8/2022	MOVED Councillor Rudd that Council directs Administration to monitor the current situation of the land located on 56 th Avenue, and to be further investigated by Public Works to ensure appropriate germination that would stabilize the property in question and be checked on in the spring, by the end of May, and by July 1 st in the growing season.	Public Works	<i>In Progress</i>	Update at the end of May and by July 1 st .
Jan 24, 2022	23/2022	MOVED by Councillor McLean that Council directs Parks and Recreation to look at the cost of extending the season of the portable toilets into the fall so that they can be more accessible to families	Planning and Community Services	<i>In Progress</i>	Not Stated
Feb 28, 2022	77/2022	MOVED by Councillor McLean that Council directs Administration parks and recreation to make swim lesson schedules more easily available to the general public.	Planning and Community Services	<i>In Progress</i>	Not Stated
Mar 14, 2022	94/2022	MOVED by Councillor Firth that Council directs Administration to investigate the costs of installing picnic tables at campsites at Ken McDonald campground.	Planning and Community Services	<i>In Progress</i>	Not Stated

Mar 14, 2022	95/2022	MOVED by Councillor Sorensen that Council directs Administration to look into attraction of skilled and unskilled labour, similar to the Town of Claresholm immigration program.	Planning and Community Services	<i>In Progress</i>	Not Stated
Mar 14, 2022	96/2022	MOVED by Councillor Brewin that Council re-examines the speed zone in front of Ace Place for a school zone and the justification for it, referring it towards the Traffic Committee and for it to come back to Council.	Traffic Committee/ Public Works	<i>In Progress</i>	Not Stated

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