TOWN OF
TABER

A - 4900 50 ST TABER, ALBERTA, CANADA T1G 1T1

TELEPHONE: (403) 223-5500 FAX: (403) 223-5530

A G E N D A

REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, JANUARY 23, 2023 AT 3:30 PM.

		MOTION
1. CALL TO ORDER		
2. ADOPTION OF THE AGENDA		**X**
3. PUBLIC HEARINGS		
4. ADOPTION OF THE MINUTES		
ITEM No.4.1	Minutes of Regular Meeting of Council: January 9, 2023	**X**
5. BUSINESS ARISING FROM THE MINUTES		
6. BYLAWS		
ITEM No.6.1	First Reading for Land Use Bylaw Amendment 2-2023	**X**
7. ACTION ITEMS		
ITEM No.7.1	Write-off of Taxes	**X**
ITEM No.7.2	Funding Commitment for Taber Arena Renovation/Modernization	**X**
ITEM No.7.3	Information for Council	
ITEM No.7.4	Standing Item - Council Requests	
ITEM No.7.5	Department Reports	
ITEM No.7.6	Mayor and Councillor Reports (Verbal)	
8. DELEGATIONS		
ITEM No.8.1	Delegation - Scotiabank Presentation	
9. MEDIA INQUIRIES		

TOWN OF
TABER

A - 4900 50 ST TABER, ALBERTA, CANADA T1G 1T1

TELEPHONE: (403) 223-5500 FAX: (403) 223-5530

10. CLOSED SESSION

ITEM No.10.1 Land purchase and park development
Council takes the meeting into Closed Session to prevent disclosure of third party business information, in accordance with Section 16(1) of the Freedom of Information and Protection of Privacy Act; (a)(ii) to prevent the disclosure of commercial, financial, and technical information of a third party, (b) the information was supplied in confidence, and (c) disclosure could reasonably be expected to harm significantly the negotiating position of the third party.

ITEM No.10.2 Land Sale Offer
Council takes the meeting into Closed Session to prevent disclosure of third party business information, in accordance with Section 16(1) of the Freedom of Information and Protection of Privacy Act; (a)(ii) to prevent the disclosure of commercial, financial, and technical information of a third party, (b) the information was supplied in confidence, and (c) disclosure could reasonably be expected to harm significantly the negotiating position of the third party.

11. OPEN SESSION **X**

12. CLOSE OF MEETING **X**

Council Request for Decision

Meeting Date: January 23, 2023

Subject:
Minutes of Regular Meeting of Council: January 9, 2023

Recommendation:

Council adopts the minutes of the Regular Meeting of Council held on January 9, 2023, 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:

To provide good governance.

Financial Implication:

None at this time.

Service Level / Staff Resource Implication:

The service level will remain status quo.

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 January 9, 2023, as amended.

Attachment(s): Draft Minutes

APPROVALS:

Originated By:
Kerry Van Ham

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, JANUARY 9, 2023, AT 3:30 PM.

Mayor
Andrew Prokop

Councillors
Garth Bekkering
Carly Firth
Monica McLean
Alf Rudd

Staff
Alaa Abdel Khaliq
Graham Abela
Chris Eagan
Brian Martin
Steve Munshaw
Celina Newberry
John Orwa
Gary Scherer
Derrin Thibault
Kerry Van Ham

CALL TO ORDER

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

Mayor Prokop noted that neither Councillor Sorensen, nor Councillor Brewin were in attendance.

ADOPTION OF THE AGENDA

Mayor Prokop inquired if there were any additions or deletions to the Agenda and advised that there were none.

ADOPTION OF THE AGENDA – CONT'D

RES. 1/2023 MOVED by Councillor McLean that Council adopts the Agenda, as amended, to allow for the opportunity to undertake Closed Session items prior to the timing of Delegations at 5:00 PM.

CARRIED UNANIMOUSLY

PUBLIC HEARINGS

None.

ADOPTION OF THE MINUTES

1) **Minutes of Regular Meeting of Council: December 19, 2022**

RES. 2/2023 MOVED by Councillor Rudd that Council adopts the Minutes of the December 19, 2022 Regular Meeting of Council, as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

None.

BYLAWS

1) **Proposed Taber Municipal Police Commission Bylaw 1-2023**

J. MacDonald, Chair of the Taber Municipal Police Commission, presented the proposed Bylaw to Council.

BYLAWS – CONT'D

1) **Proposed Taber Municipal Police Commission Bylaw 1-2023 – Cont'd**

Council discussed the recent Provincial Minister's meeting and future proposed amendments to the *Police Act*.

RES. 3/2023 MOVED by Councillor McLean that Council gives 1st Reading to Taber Municipal Police Commission Bylaw 1-2023.

CARRIED UNANIMOUSLY

RES. 4/2023 MOVED by Councillor Firth that Council gives 2nd Reading to Taber Municipal Police Commission Bylaw 1-2023.

CARRIED UNANIMOUSLY

RES. 5/2023 MOVED by Councillor Bekkering that Council agrees to proceed to 3rd and Final Reading of Taber Municipal Police Commission Bylaw 1-2023.

CARRIED UNANIMOUSLY

RES. 6/2023 MOVED by Councillor Rudd that Council gives 3rd and Final Reading to Taber Municipal Police Commission Bylaw 1-2023.

CARRIED UNANIMOUSLY

ACTION ITEMS

1) **Proposed Changes Taber Municipal Police Commission Policy Manual**

J. MacDonald, Chair of the Taber Municipal Police Commission, reviewed the proposed Commission Policy Manual.

ACTION ITEMS – CONT'D

1) **Proposed Changes Taber Municipal Police Commission Policy Manual – Cont'd**

Council discussed a proposed amendment relating to Commission membership's requirement to self-report a criminal code charge to the Commission.

MOVED by Councillor Rudd that Council amends the Taber Municipal Police Commission Policy Manual Section 12, to state that after a Commission member is appointed, if a Commission member is charged with a criminal offence, they shall report that charge to the Chair of the Commission. If the Chair is charged with a criminal offence, they shall report the charge to the Vice-Chair of the Commission.

Councillor Bekkering suggested that the suggested amendment to the Policy Manual should then go back to the Commission for their approval.

Councillor Rudd WITHDREW his original motion.

RES. 7/2023 MOVED by Councillor Rudd that Council recommends that the Taber Municipal Police Commission Policy Manual be returned to the Police Commission, to discuss amending Section 12.1 of the Taber Municipal Police Commission Policy Manual, to state that after a Commission member is appointed, if a Commission member is charged with a criminal offence, they shall report that charge to the Chair of the Commission. If the Chair is charged with a criminal offence, they shall report the charge to the Vice-Chair of the Commission.

CARRIED UNANIMOUSLY

ACTION ITEMS – CONT'D

2) Proposed Renewal: Recognition of Service - Elected Officials and Board Members Policy C-3

D. Thibault, Chief Administrative Officer stated that Policy C-3 has come up for its 3-year review. This policy outlines how the Town of Taber will recognize the long services of its board members and elected officials. Administration is not recommending any edits to the policy at this time.

RES. 8/2023 MOVED by Councillor Firth that Council approves the Recognition of Service - Elected Officials and Board Members Policy C-3 as presented.

CARRIED UNANIMOUSLY

3) Electronic Signage Policy Renewal (PS-REC-5)

D. Thibault, Chief Administrative Officer stated that Policy PS-REC-5 has come up for its 3-year review. Administration is not recommending any edits to the policy at this time.

RES. 9/2023 MOVED by Councillor Rudd that Council approves the Electronic Signage Policy Renewal (PS-REC-5), as presented.

CARRIED UNANIMOUSLY

4) Fee Assistance Policy Renewal (PS-REC-13)

D. Thibault stated that Administration has reviewed the Fee Assistance Policy Renewal (PS-REC-13) as part of 3-year policy review. Administration is not recommending any changes to the policy currently.

RES. 10/2023 MOVED by Councillor McLean that Council approves the Fee Assistance Policy Renewal (PS-REC-13), as presented.

CARRIED UNANIMOUSLY

ACTION ITEMS – CONT'D

5) Ice Surfaces Allocation Policy Renewal (PS-REC-8)

D. Thibault stated that Administration has reviewed Ice Surfaces Allocation Policy Renewal (PS-REC-8) as part of 3-year policy review. Administration is not recommending any changes to the policy currently.

RES. 11/2023 MOVED by Councillor Bekkering that Council approves the Ice Surfaces Allocation Policy Renewal (PS-REC-8), as presented.

CARRIED UNANIMOUSLY

6) Proposed Lower Lagoon Sludge Removal Project

G. Scherer, Director of Engineering and Public Works, detailed the project request. Mr. Scherer stated that the lower lagoon sludge removal was funded under the 2023 operational budget but due to budget constraints this was decided to be moved to the capital budget as there are unused funds in the 2023 capital budget.

RES. 12/2023 MOVED by Councillor McLean that Council directs Administration to add the Lower Lagoon Sludge Removal Project to the 2023 capital budget in the amount of $70,000.

CARRIED UNANIMOUSLY

7) Proposed South Raw Water Cell Cleaning Project

G. Scherer stated that to ensure a quality raw water supply the raw water cells should be cleaned of sludge and organics every 10 years to ensure consistency in the cells.

The south raw water cell was funded under the 2023 operational budget but due to budget constraints this was decided to be moved to the capital budget as there are unused funds in the 2023 capital budget.

ACTION ITEMS – CONT'D

7) Proposed South Raw Water Cell Cleaning Project – Cont'd

RES. 13/2023 MOVED by Councillor Firth that Council directs Administration to add the South Raw Water Cell Cleaning Project to the 2023 Capital Budget in the amount of $60,000.

CARRIED UNANIMOUSLY

8) Extension for Subdivision TT 19-0-003

C. Newberry, Planning Officer, stated that Administration has received a request for an extension to Subdivision TT-19-0-003. Subdivisions are approved on condition for a one-year period and that period has since passed, therefore, an extension is required to complete the Subdivision process.

RES. 14/2023 MOVED by Councillor Rudd that Council approves the extension of Subdivision TT 19-0-003 for a one-year period from January 9, 2023.

CARRIED UNANIMOUSLY

9) Information for Council

D. Thibault stated that the new 2023 Strategic Plan has been redesigned and edited to encapsulate the changes Council has made to the Plan moving forward.

No motion was made at this time.

10) Standing Item - Council Requests

D. Thibault reviewed the Standing Item Listing.

No motion was made related to the Standing Item Agenda Item at this time.

ACTION ITEMS – CONT'D

RES. 15/2023

MOVED by Councillor Bekkering that Council moves into Closed Session to prevent disclosure of:

- Consultations or deliberations involving officers or employees of a public body, in accordance with Section 24(1): Advice from officials;
- Plans relating to the management of personnel or the administration of a public body that have not yet been implemented, in accordance with Section 24(1): Advice from officials, of the *Freedom of Information and Protection of Privacy Act (FOIPP)*; and,

Reconvenes into the Delegations portion of the Agenda.

CARRIED UNANIMOUSLY AT 4:05 PM

CLOSED SESSION

1) **Proposed Roads & Walks Position**
Council takes this meeting into Closed Session to prevent disclosure of consultations or deliberations involving officers or employees of a public body, in accordance with section 24(1) Advice from officials;, of the Freedom of Information and Protection of Privacy Act.

Pursuant to Section 197(6) of the *Municipal Government Act*, there was the following members of Administration in attendance for Agenda Item 10.1) Proposed Roads & Walks Position; D. Thibault, Chief Administrative Officer, G. Scherer, Director of Engineering and Public Works, and J. Orwa, Chief Financial Officer.

CLOSED SESSION – CONT'D

2) **The Meadows Development Progress Report Closed Session to prevent disclosure of plans relating to the management of personnel or the administration of a public body that have not yet been implemented, in accordance with Section 24(1) of the Freedom of Information and Protection of Privacy Act.**

Pursuant to Section 197(6) of the *Municipal Government Act*, there was the following members of Administration in attendance for Agenda Item 10.2) The Meadows Development Progress Report; D. Thibault, Chief Administrative Officer, and C. Eagan, Director of Planning and Community Services.

It was noted that Council completed the Closed Session Agenda Items at 4:28 PM, and then took a dinner break.

OPEN SESSION

Council reconvened into Open Session for the Delegation portion of the Agenda at 5:00 PM.

DELEGATIONS

1) **Delegation from Canada's Premier Food Corridor - Ben Young**

B. Young, representing Canada's Premier Food Corridor, stated that Economic Development Lethbridge is leading a 3-year initiative, supported by Prairies Can, Government of Alberta and the CPFC Municipal Partners to undertake several key activities in promoting and growing Canada's Premier Food Corridor.

Council discussed the initiative, the member partners, the strategic vision of the project, and the potential benefits to the region.

DELEGATIONS – CONT'D

1) Delegation from Canada's Premier Food Corridor - Ben Young – Cont'd

RES. 16/2023

MOVED by Councillor Firth that Council accepts the proposal from Canada's Premier Food Corridor with a $5,000.00 per year commitment over 3 years. With $5,000.00 for 2023 to come from operating reserves and $5,000.00 for each of 2024 and 2025 to be incorporated into the respective budgets.

CARRIED UNANIMOUSLY

MEDIA INQUIRIES

None.

RES. 17/2023

MOVED by Councillor McLean that Council directs Administration to add the Roads and Walks Operator 1 position in the amount of $82,302.69 and the additional funding from AESO in the amount of $84,536.95 to the 2023 operating budget.

CARRIED UNANIMOUSLY

CLOSE OF MEETING

RES. 18/2023 MOVED by Councillor Firth that this Regular Meeting of Council is hereby Closed.

CARRIED UNANIMOUSLY AT 5:24 PM

_____

MAYOR

_____

CHIEF ADMINISTRATIVE OFFICER

Council Request for Decision

Meeting Date: January 23, 2023

Subject:
First Reading for Land Use Bylaw Amendment 2-2023

Recommendation:

That Council gives first reading to Bylaw 2-2023 to Amend Land Use Bylaw 13-2020.

Background:
Administration has received an application to amend the Land Use District for the following parcels from Residential Street-Oriented Multiple Dwelling District (R-3) to Residential Single and Two Dwelling District (R-2):

1 Sage Brush Court; Lot 59, Block 4, Plan 2210999
5 Sage Brush Court; Lot 60, Block 4, Plan 2210999
9 Sage Brush Court; Lot 61, Block 4, Plan 2210999
13 Sage Brush Court; Lot 62, Block 4, Plan 2210999
17 Sage Brush Court; Lot 63, Block 4, Plan 2210999
21 Sage Brush Court; Lot 64, Block 4, Plan 2210999
25 Sage Brush Court; Lot 65, Block 4, Plan 2210999

The applicant is requesting the change in district to better accommodate development on these properties. There will be three lots in this development that will remain a R-3 to provide a variety of types of residential development in the area.

The proposed amendment was reviewed and recommended for adoption by the Municipal Planning Commission (MPC) at their regular meeting on January 16, 2023.

RES 7/2023 MOVED by J. Brewin that the Municipal Planning Commission accepts Bylaw 2-2023 to amend Land Use Bylaw 13-2020 as information and recommends adoption by Council.

CARRIED UNANIMOUSLY

If Council provides 1st reading of the Bylaw, Administration will proceed with advertising of the application in order to provide the public an opportunity to provide input on the amendment and to determine whether any concerns are identified. The Public Hearing, and potentially 2nd and 3rd reading of the Bylaw will be held on February 13, 2023.

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:
The applicant has paid the appropriate application fee for amending the Land Use Bylaw.

Service Level / Staff Resource Implication:
Land Use Bylaw amendments fall under the regular duties of the Planning and Economic Development Department.

Justification:
This amendment to the Land Use Bylaw will provide the applicant the ability to use the property to it's highest and best use for their needs with no discernible impact on the adjacent properties in relation to the change in district.

Alternative(s):
That Council gives first reading to Bylaw 2-2023 to amend Land Use Bylaw 13-2020 with amendments.

Attachment(s): Amendment Application

Draft of Bylaw Amendment 2-2023

R-3 District

R-2 District

Maps

Comments

APPROVALS:

Originated By:
Celina Newberry

Chief Administrative Officer (CAO) or Designate: _____

Application for Land Use Bylaw Amendment

Planning and Economic Development
A-4900 50th St.
Taber, Alberta T1G 1T1
Phone:403-223-6009
Fax: 403-223-5530

Office Use Only			
Application No:	Roll No:	Bylaw No:	Land Use District:
Application Fee:	Application Received:	Date Advertised:	Effective:

- **Section 1.7 of *Land Use Bylaw 14-2016* establishes the procedure for Land Use Bylaw amendments, applicants are encouraged to review this section to familiarize themselves with the process The Town of Taber will follow to review and make a decision on your application.**
- **By signing this application form the registered owner and/or the applicant gives their consent to allow Council or a person appointed by Council the right to enter the above land with respect to this application only.**
- **Please attach the following:**
  - Application fee ☐
- **The Planning and Economic Development Department could ask for any of the following:**
  - A current certificate of title for the subject lands ☐
  - Site map showing the lands proposed to be rezoned/amended ☐
  - Documentation of easement, utility right-of-way, restrictive covenant, or other legal document registered on the land ☐

I / We hereby make application under the provisions of Land Use Bylaw No. 14-2016 for a Land Use Bylaw Amendment in accordance with the plans and supporting information submitted herewith and which forms part of this application.

Municipal Address of property subject to amendment:	1,5,9,13,17,21,25 sage brush court		
Legal Description of property subject to amendment:	Lot (Parcel): 59-65	Block: 4	Plan: 2210999
Applicant:	Name: South Alta Trading Co. Ltd.		
	Address: box 4888 station main		
	Town: Taber	Postal Code: T1G2E1	
	Phone Res: 403-915-8023	Phone Cell:	
	Email: jon@willowcrest.ca		
	Business License#:		
	Interest in the property subject to amendment, if not the registered owner: ☐ Agent ☐ Contractor ☐ Tenant ☐ Other explain:		
Registered Owner: (if different from applicant)	Name: Same		
	Address:		
	Town:	Postal Code:	
	Phone Res:	Phone Cell:	
	Email:		
Proposed Amendment:	Type of amendment(s) requested: ■ Zoning amendment ☐ Text amendment		
	Existing Land Use District: ☐ R-1 ☐ R-2 ■ R-3 ☐ R-4 ☐ RMH ☐ DT ☐ CC ☐ M-1 ☐ M-2 ☐ M-3 ☐ IR ☐ UR ☐ DC ☐ DC-1 ☐ DC-2 ☐ DC-3		
	Proposed Land Use District, if applicable: ☐ R-1 ■ R-2 ☐ R-3 ☐ R-4 ☐ RMH ☐ DT ☐ CC ☐ M-1 ☐ M-2 ☐ M-3 ☐ IR ☐ UR ☐ DC ☐ DC-1 ☐ DC-2 ☐ DC-3		

The personal information on this form is being collected for the purpose of reviewing your application to the municipality of the Town of Taber. The information is collected under the authority of section 146 of the Municipal Government Act (MGA) and section 33 of the Freedom of Information and Protection of Privacy Act. Under section 33 of the FOIPP Act, the Town of Taber reserves the right to collect information that relates directly to and is necessary for an operating program or activity of the public body. Names of applicants will be provided to the public. If you have any questions about the collection of this information, please contact the FOIPP Coordinator at 403-223-5500 ext 5519.

Application for Land Use Bylaw Amendment

Planning and Economic Development
A-4900 50th St.
Taber, Alberta T1G 1T1
Phone:403-223-6009
Fax: 403-223-5530

If applying for a text amendment, provide the proposed text, the relevant section, if any, and an explanation of the proposed amendment:	
Rationale for Application: Provide your reasoning for requesting the propsed amendment. Attach additional information if necessary.	Building Single family homes on these lots
Additional Information: Indicate everything which is presently built on the land, and any use or development proposed for the land. Provide maps, diagrams, and text you feel necessary.	

I (we), Don Ohler, South Alta Trading Co. hereby certify that I am (we are)
Print full name(s)

- ☐ the registered owner(s)
- ☐ authorized to act on behalf of the registered owner(s)

of the land that is subject to this application, and that the information given on the form is full and complete, and is, to the best of my (our) knowledge, a true statement of the facts relating to this Amendment application. I (We) hereby give my (our) consent to allow Council or a person appointed by it the right to enter the above land with respect to this application only.

Signed: _____ **Date:** _____
Applicant

Authorization to Act on Behalf of the Registered Owner (if applicable):

I(we) hereby authorize _____
Print full name(s)

to act on my (our) behalf on matters pertaining to this Amendment Application.

Signed: _____ **Date:** 12/2/2022
Registered Owner

The personal information on this form is being collected for the purpose of reviewing your application to the municipality of the Town of Taber. The information is collected under the authority of section 146 of the Municipal Government Act (MGA) and section 33 of the Freedom of Information and Protection of Privacy Act. Under section 33 of the FOIPP Act, the Town of Taber reserves the right to collect information that relates directly to and is necessary for an operating program or activity of the public body. Names of applicants will be provided to the public. If you have any questions about the collection of this information, please contact the FOIPP Coordinator at 403-223-5500 ext 5519.

PRAIRIE LAKE ESTATES
PHASE 5

N

LOT #	B.O. mains Lot width	Parcel Depth	Parcel Width	Parcel Area
50	18.20	45.82	18.20	0.074 ha
50	12.80	45.82	12.80	0.058 ha
51	12.80	45.82	12.80	0.058 ha
52	12.80	45.82	12.80	0.058 ha
53	12.80	45.82	12.80	0.058 ha
54	12.80	45.82	12.80	0.058 ha
55	12.80	38.75	12.80	0.057 ha
57	12.80	37.78	13.18	0.048 ha
66	19.67	31.08	28.53	0.064 ha
67	32.73	48.53	32.73	0.170 ha
68	91.48	50.05 & 33.71	91.48	0.378 ha

NOTES:
Portion to be approved is outlined thus ~~~~~~~~~~ and contains 1.40 ha.
Dimensions are in metres and decimal parts thereof.
Dimensions and areas are approximate and are subject to change upon final survey.

brown okamura & associates ltd.
Survey Engineering Consultants
2020 – 12 Avenue North, Lethbridge, Alberta

SOUTH ALTA TRADING CO. LTD.

TENTATIVE PLAN SHOWING SUBDIVISION
of part of
LOT 1, BLOCK 100, PLAN 101 2068
within
N.W.1/4 SEC. 6; TWP. 10; RGE. 18; W.4 M.
Town of Taber

APPROVED	DRAWN WJ	DATE FEB 18/21
	CHECKED ZJP	JOB 20-14788
		SHEET
	SCALE 1:500	DRAWING 20-14788B
		ISSUE

Z.J. Prosper, A.L.S.

TOWN OF TABER
BYLAW NO. 2 – 2023

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

AND WHEREAS Council, having received an application from the landowner requesting to amend Land Use Bylaw 13-2020 to re-designate civic addresses 1 Sage Brush Court; Lot 59, Block 4, Plan 2210999, 5 Sage Brush Court; Lot 60, Block 4, Plan 2210999, 9 Sage Brush Court; Lot 61, Block 4, Plan 2210999, 13 Sage Brush Court; Lot 62, Block 4, Plan 2210999, 17 Sage Brush Court; Lot 63, Block 4, Plan 2210999, 21 Sage Brush Court; Lot 64, Block 4, Plan 2210999, and 25 Sage Brush Court; Lot 65, Block 4, Plan 2210999 containing 1.00 acre more or less, from Residential Street-Oriented Multiple Dwelling District (R-3) to Residential Single and Two Dwelling District (R-2) in order to better achieve the development objectives of the landowner in accordance with the Town of Taber Land Use Bylaw 13-2020;

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 "Land Use Bylaw 2-2023 Re-districting Amendment"

2.0 DEFINITIONS

Act	means the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended;
Bylaw	means the Town of Taber Land Use Bylaw 13-2020 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;

Municipality means the Town of Taber;

3.0 GENERAL

3.1 That the Land Use Map contained in Bylaw No. 13-2020 is amended, as reflected in "Schedule A", by the re-districting of:

CIVIC ADDRESS 1 Sage Brush Court
LOT 59
BLOCK 4
PLAN 2210999
EXEPTING THEREOUT ALL MINES AND MINERALS

CIVIC ADDRESS 5 Sage Brush Court
LOT 61
BLOCK 4
PLAN 2210999
EXEPTING THEREOUT ALL MINES AND MINERALS

CIVIC ADDRESS 9 Sage Brush Court
LOT 61
BLOCK 4
PLAN 2210999
EXEPTING THEREOUT ALL MINES AND MINERALS

CIVIC ADDRESS 13 Sage Brush Court
LOT 62
BLOCK 4
PLAN 2210999
EXEPTING THEREOUT ALL MINES AND MINERALS

CIVIC ADDRESS 17 Sage Brush Court
LOT 63
BLOCK 4
PLAN 2210999
EXEPTING THEREOUT ALL MINES AND MINERALS

CIVIC ADDRESS 21 Sage Brush Court
LOT 64
BLOCK 4
PLAN 2210999
EXEPTING THEREOUT ALL MINES AND MINERALS

CIVIC ADDRESS 25 Sage Brush Court
LOT 65
BLOCK 4
PLAN 2210999
EXEPTING THEREOUT ALL MINES AND MINERALS

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 RESCINDED OR AMENDED BYLAWS

5.1 Bylaw No. 13-2020 being the Land Use Bylaw is hereby amended as indicated in the attached "Schedule A".

5.2 The remainder of Bylaw No. 13-2020 being the Land Use Bylaw is not amended by Bylaw 2-2023 and remains in full force and effect.

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 _____, 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.)

Schedule "A"
Subject portion of 1 Sage Brush Court; Lot 59, Block 4, Plan 2210999, 5 Sage Brush Court; Lot 60, Block 4, Plan 2210999, 9 Sage Brush Court; Lot 61, Block 4, Plan 2210999, 13 Sage Brush Court; Lot 62, Block 4, Plan 2210999, 17 Sage Brush Court; Lot 63, Block 4, Plan 2210999, 21 Sage Brush Court; Lot 64, Block 4, Plan 2210999, and 25 Sage Brush Court; Lot 65, Block 4, Plan 2210999
From: Residential Street - Oriented Multiple Dwelling District (R-3)
To: Residential Single and Two Dwelling District (R-2)

3.5. RESIDENTIAL STREET-ORIENTED MULTIPLE DWELLING DISTRICT (R-3)

3.5.1. Purpose

(1) This purpose of this district is to provide for row housing and other forms of street-oriented attached housing, including comprehensive and street-oriented development that is contextually compatible with adjacent residential uses.

3.5.2. Use Conditions

(1) A maximum of one residential building shall be allowed per parcel.

(2) Where more than one (1) residential building is proposed on a parcel, the Residential Comprehensive Development Multiple-Residential Dwelling District (R-4) shall be applied to the site instead.

3.5.3. Uses

1) Permitted Uses	2) Discretionary Uses
a) Semi-Detached Dwelling b) Duplex Dwelling c) Row House Dwelling d) Accessory Structure (also see Section 2.11) e) Accessory Use (also see Section 2.12) f) Home Occupation – Class 1 (also see Section 2.19) g) Child Care – Limited h) Park i) Utilities j) Sign – Class A	a) Single Detached Dwelling b) Secondary Suite (Attached) (also see Section 2.9) c) Secondary Suite (Detached) (also see Section 2.9) d) Multi-unit Residential e) Mixed-use Development f) Home Occupation – Class 2 (also see Section 2.19) g) Child Care h) Group Care – Limited i) Community Entrance Feature j) Neighbourhood Commercial Development (also see Section 2.20) k) Place of Worship – Small (also see Section 2.17) l) Sign – Class B

3.5.4. Standards

1) Subdivision Standards	
a) Minimum Parcel Area	
i) Single Detached Dwelling	250.0 m^2
ii) Semi-detached Dwelling Unit	150.0 m^2
iii) Duplex Dwelling	450.0 m^2
b) Minimum Parcel Width	
i) Semi-Detached and Row House Dwellings: (1) Interior unit parcel width (2) End unit parcel width (3) Corner unit parcel width	 6.0 m 7.2 m 9.0 m
ii) Duplex Dwelling	15.0m
iii) Single Detached Dwelling	11.0 m

c) Minimum Unit Width	
i) Semi-Detached Dwelling Unit	6.0 m
2) Development Standards	
a) Minimum Front Yard (see 3.5.5 Contextual Building Requirements)	6.0 m
b) Minimum Rear Yard	6.0 m
c) Minimum Interior Side Yard	
i) Multi-Residential, Multi-Unit, and Row House Dwelling	3.0 m
ii) Laneless Lots Semi-detached Lots on Common Lot Line	3.0 m on both sides with 0.0 m on the common lot line
iii) Laneless Lots without Attached Garage	3.0 m on one side and 1.2m on the other
iv) Minimum Side Yard Setback – Corner Lots	3.0 m
v) Single Detached Dwellings	
(1) Laned Lots	1.2 m
(2) Laneless Lots with Attached Garage	1.2 m
(3) Laneless Lots without Attached Garage	3.0 m on one side and 1.2 m on the other
d) Maximum Building Height	
i) Multi-Residential, Multi-Unit	4 storeys or 14 metres, whichever is the lesser
ii) Row House Dwelling (see 3.5.5 Contextual Building Requirements)	12.0 m
iii) All other Dwellings	10.5 m
e) Maximum Building Coverage	50%

3.5.5. Contextual Building Requirements

(1) Setback of 6 m may be reduced to 1 metre provided that this front yard is determined to be compatible with adjacent residential development and is located within a comprehensively developed site that is approved by the Development Authority.

(5) Maximum building height is the lesser of 12.0 metres or the average building height of the two adjacent properties, plus 1.5 metres; and, if one of the adjacent properties is vacant, its building height is assumed to be 10.5 metres for this calculation.

3.4. RESIDENTIAL SINGLE AND TWO DWELLING DISTRICT (R-2)

3.4.1. Purpose

(1) This district is intended to provide for a variety of low-density residential housing types within existing and new residential areas, with potential for smaller lot sizes and a concentrated urban form.

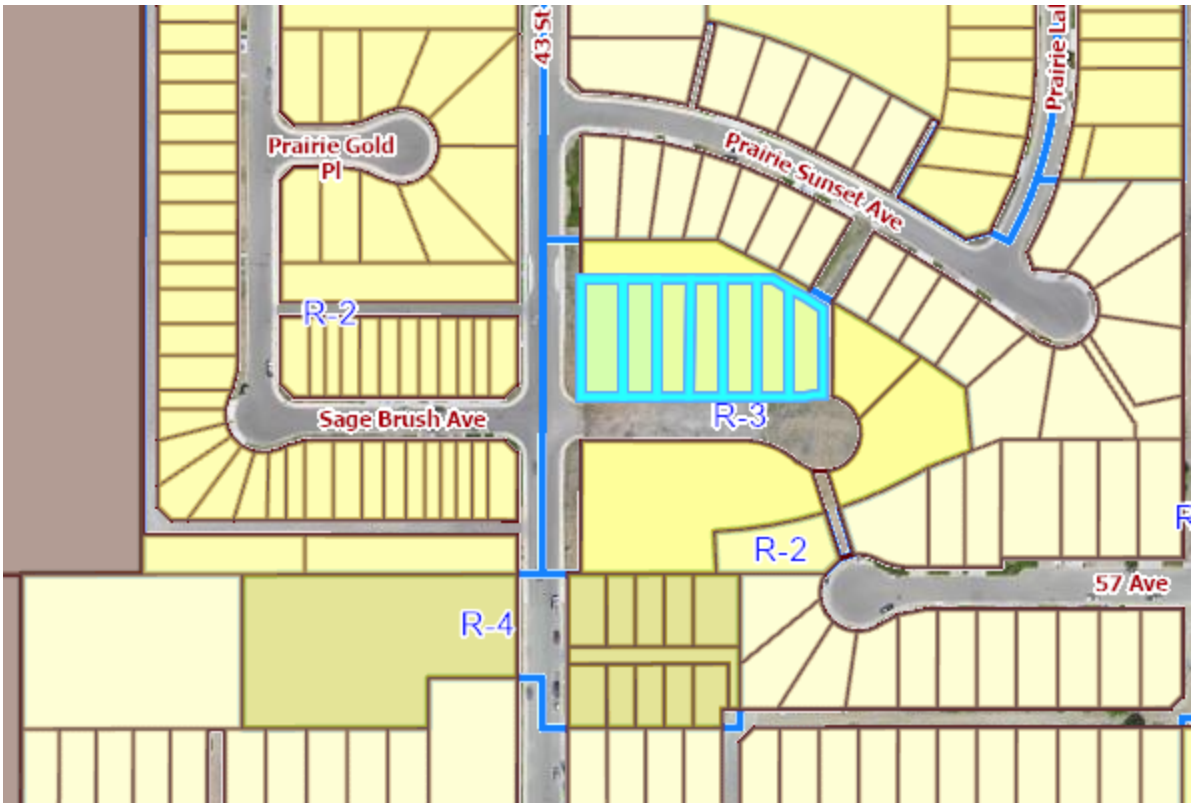
3.4.2. Uses

1) Permitted Uses	2) Discretionary Uses
a) Single Detached Dwelling b) Semi-Detached Dwelling c) Duplex Dwelling d) Row House Dwelling e) Accessory Structure (also see Section 2.11) f) Accessory Use (also see Section 2.12) g) Home Occupation – Class 1 (also see Section 2.19) h) Child Care- Limited i) Park j) Utilities k) Sign – Class A	a) Secondary Suite – Attached (also see section 2.9) b) Secondary Suite – Detached (also see Section 2.9) c) Multi-unit Residential d) Home Occupation – Class 2 (also see Section 2.19) e) Place of Worship – Small (also see Section 2.17) f) Child Care g) Group Care – Limited h) Neighbourhood Commercial Development (also see Section 2.20) i) Community Entrance Feature j) Sign – Class B

3.4.3. Standards

1) Subdivision Standards	
a) Minimum Parcel Area	
i) Single Detached Dwelling	350.0 m^2
ii) Semi-detached Dwelling Unit	225.0 m^2
iii) Duplex Dwelling	450.0 m^2
b) Minimum Parcel Width	
i) Single Detached Dwelling	11.0 m
ii) Semi-Detached and Row House Dwellings: (1) Interior unit parcel width (2) End unit parcel width (3) Corner unit parcel width	 6.0 m 7.2 m 9.0 m
iii) Duplex Dwelling	15.0 m
c) Minimum Unit Width	6.0 m
d) Parcel dimensions for all other uses shall be to the satisfaction of the Subdivision Authority.	

2) Development Standards	
a) Minimum Front Yard	6.0 m
b) Minimum Rear Yard	6.0 m
c) Minimum Side Yard	
i) Laned Lots	1.2 m
ii) Laneless Lots with Attached Garage	1.2 m
iii) Laneless Lots without Attached Garage	3.0 m on one side and 1.2 m on the other
iv) Laneless Semi-detached Lots on Common Lot Line	3.0 m on both sides with 0.0 m on the common Lot Line
v) Corner Lots	3.0 m
d) Maximum Building Height	10.5 m
e) Maximum Building Coverage	50%



R-1 Residential Single Dwelling District

R-2 Residential Single and Two Dwelling District

R-3 Residential

R-4 Residential


43 St
Prairie Gold
Pl
Prairie Sunset Ave
Prairie Lake
Sage Brush Ave
57 Ave

Good afternoon,
FortisAlberta Inc. has no concerns regarding this land use bylaw amendment application.

Thank you,

Tracy Davidson | Land Coordinator
FortisAlberta Inc. | 100 Chippewa Road, Sherwood Park, AB, T8A 4H4 | Direct 780-464-8815

Hi Celina,

No objections from ATCO.

Thanks,

Claudia Glodzinski
Engineer in Training, South District Engineering
Natural Gas

E. claudia.glodzinski@ATCO.com
D. SouthDistrictEngineering1@atco.com
C. [redacted]
A. 410 Stafford Dr N, Lethbridge, AB, T1H 2A9
OH. 7:30am – 4:00pm Mon-Fri

ATCO.com Facebook Twitter LinkedIn

Hi Celina,

Shaw has no objection to the proposed amendment.

Thanks,

Tommy Yuen Sr Planner, FibrePlus Deployment, Rural Alberta
Shaw Communications Inc. 10450 178 St. NW Edmonton, AB
T: 780.490.3563
E: Tommy.Yuen@sjrb.ca

From: Project Manager - Southern Alberta <ProjectManagerSouthernAlberta@sjrb.ca>
Sent: Monday, November 14, 2022 12:36 PM
To: [redacted]
Subject: Fw: Proposed Amendment to Land Use Bylaw 13-2020 - Rezoning

Thank you,

Shaw Calgary Planning, FibrePlus Deployment, TOPS

Shaw Communications Inc.

2400 32 Ave NE, Calgary A.B.

E: ProjectManagerSouthernAlberta@sjrb.ca

ATCO Transmission high pressure pipelines has no objections.

Questions or concerns related to ATCO high pressure pipelines can be forwarded to hp.circulations@atco.com.

Thank you,

Isabel Solis-Jarek
Sr. Administrative Coordinator | Operations Engineering
Natural Gas Transmission

P: 780 420 3896
A: 7210 42 Street, Edmonton, AB T6B 3H1

ATCO.com Facebook Twitter LinkedIn Instagram

Alberta Transportation has no comments.
Thank you,

Leah Olsen
Development/Planning Technologist
Southern Region
Transportation & Economic Corridors

Tel 403-388-3105
[redacted]
leah.olsen@gov.ab.ca

Alberta Transportation

Alberta Transportation's Online Permitting and Referral System Roadside Planning Application Tracking Hub (RPATH) is NOW LIVE! **https://roadsideplanning.alberta.ca/rpath**

Hi Celina,

Canada Post has no comment.

Thanks,

Wendy Bauer
Officer, Delivery Planning
Canada Post Corporation
[redacted]

Council Request for Decision

Meeting Date: January 23, 2023

Subject:
Write-off of Taxes

Recommendation:

That Council approves the write-off of tax balances for the following rolls;

1000135 - $90.67

5566190 - $2,543.51

7101609 - $16,270.27

7101539 - $1,886.09

4851050 - $3,036.53

4950010 - $15,079.23

5056100 – $648.80

for a total amount of $39,555.10 to be written off as of December 31, 2022.

Background:

Administration is looking for Council approval to write off the following tax balances owing

1. Roll 1000135 - $90.67, this amount is penalties that were applied in 2019. This roll is an inactive linear account.
2. Roll 5566190 $2,543.51, this is the 2020 tax levy along with penalties. This is Town owned land that was leased as a right of way. The business that held the lease is no longer operating and has refused to pay the taxes.
3. Roll 7101609 - $16,270.27, this amount is the 2022 tax levy for the Meadows property. As per the contract, the Town is responsible for all taxes until the properties are sold.
4. Roll 7101539 - $1,886.09 , this amount is the 2022 Supplementary tax amount for one of the Meadows Properties.
5. Rolls 4851050 - $3,036.53, 4950010 - $15,079.23 and 5056100 -$648.80, these amounts are 50% of the 2022 tax levy. These accounts are Provincial properties that must be billed at 100% but are only paid at 50% as a Grant in Place of Taxes- see attached.

Overview of Grant in Place of Taxes (GIPOT)

Properties belonging to the Government of Alberta are exempt from municipal taxation. To account for this, municipalities are paid a grant in place of taxes (GIPOT) on eligible properties within their boundaries. This is a discretionary grant program and not a tax payment.

This payment acknowledges that the province benefits from municipal services provided to these properties, such as roadwork, snow clearing, transit, and emergency services.

Funding

The 2022-2023 Provincial budget for Grants in Place of Taxes is $30 million

The province has reduced GIPOT payments for most eligible properties by 25% in 2019-20 and 50% in 2020-21. For 2022-23, GIPOT payments for most eligible properties will continue to be paid at 50% of the eligible amount.

The recent GIPOT funding reduction was necessary to help the government reduce operating spending, while still providing a portion of the grant to contribute to the cost of municipal services provided to government properties.

Legislation / Authority:

MGA S. 347

Strategic Plan Alignment:

Define and Practice Good Governance

Financial Implication:

$39,555.10

Service Level / Staff Resource Implication:

Use of existing staff resources

Justification:

These are uncollectable amounts.

Alternative(s):

That Council requests more information.

Attachment(s): Grant in Place of Taxes email

APPROVALS:

Originated By: John Orwa

Chief Administrative Officer (CAO) or Designate: _____

From: MA.GIPOT.M
To: [redacted]
Subject: Automatic reply: Town of Taber
Date: Friday, July 15, 2022 8:54 AM

Thank you for your email, we will respond as soon as possible if your request is not addressed by the following statements.

With respect to payments:

- **2022/23 applications** (tax notices) will be paid at **50%** of the eligible amount unless considered a priority application. This is due to the GIPOT program budget reductions of 25% in 2019/20 and 50% in 2020/21 to 2022/23.
- A small number of priority applications will continue to be paid the full eligible amount:
  - Municipalities where GIPOT is five per cent of their tax base or greater;
  - Seniors facilities eligible under Schedule 2 of the Municipal Affairs Grants Regulation;
  - Properties where the government is the lessee; and
  - Local improvement taxes.
- **2022/23 payments** are expected to start being made by **June 2022**.
- The 50 per cent reduction is calculated based on the eligible amount, which may not match the requested amount on the municipal tax notice.
- Grant application adjustments will be made as we process your tax notice; therefore, do not adjust or reduce your tax notices.
- Please note, arrears, penalty fees and interest **will not be paid**, including outstanding balances due to the reduction in GIPOT funding.
- If a GIPOT payment has been made, an email notification including a payment report will be sent out 3 to 5 business days **AFTER** the funding has been deposited.

With respect to the portal, we will send notification to municipalities when the **GIPOT portal** is available to them. Note if you have already submitted your municipality's bylaws and tax notices for 2022 you do not have to submit them through the GIPOT portal.

Thank you for your patience.

Automated message from the gipot@gov.ab.ca mailbox

Council Request for Decision

Meeting Date: January 23, 2023

Subject:
Funding Commitment for Taber Civic Center Modernization and Expansion

Recommendation:

Council directs Administration to pursue the *Green and Inclusive Community Buildings Program* grant from Infrastructure Canada to modernize and expand the Civic Center and acknowledge a potential commitment of up to $2M in matching funding from Capital Reserves.

Background:
In 2017 a consultant was hired by the Town of Taber to investigate the aging Small Ice Arena future usage feasibility. The investigation results were with the rink being approximately 45 years old, various aspects of the rink are in visibly poor condition, including many operational and safety issues. The consultants estimate to repair the identified deficiencies was $1,510,000 (2017).

Existing Arena Building Code and Safety Issues:
1. The access ramp from the dressing rooms to the ice surface also serves as a fire egress for spectators. The ramp doesn't meet current building code, as it is too steep. Fire egress is also blocked by the gate that goes onto the ice surface.
2. The fire alarm system is not sufficient for this space, this requires an upgrade to meet current building code.
3. The current board system does not meet safety standards for full contact hockey. Regulation height of boards is 1.22 m (48") current boards are much higher making it too dangerous to play full contact hockey.
4. The ice surface is not regulation size and is not usable for official tournaments or games.

Existing Equipment Condition and Operational Issues:
1. The board system has too tight of radius to flood the corners of the arena, making the corners rough and dangerous for users.
2. Board system is in poor condition with cracks and gaps in all the sections, making safety hazards.
3. The concrete floor is cracked in several places, and isn't level, some areas have rebar and brine cooling lines exposed. The floor also does not have a heat floor, and because of this heaving or cracking is more likely.
4. The arena is 45 years old and is very near its expected end of life cycle.

Administration has identified and is currently evaluating an opportunity to apply for the *Green and Inclusive Community Building Program* grant from Infrastructure Canada to address the modernization and expansion of the Civic Center including resolving all outstanding Building Code and Safety issues. The Grant is an 80/20 cost sharing opportunity for project up to $10M, resulting in a Town of Taber potential funding contribution up to $2M.

Legislation / Authority:
MGA, Section 3, Purpose

Strategic Plan Alignment:
Enhance Sense of Community

Financial Implication:
The Town contribution will be dependant on the total project cost of the required Renovations to a maximum of $2M.

Service Level / Staff Resource Implication:
Administration staff specializing in project planning and management will be required to lead this project.

Justification:
To resolve Building Code and Safety issues and modernize and expand the Civic Center facility making the facility more user friendly and operationally efficient.

Alternative(s):

1. Council directs Administration to repair identified deficient not exceed $_____, with the funds to come from Operational Reserves.
2. Council could request more information.

Attachment(s): Small Ice Report by MPE 2017

APPROVALS:

Originated By:
Brian Martin

Chief Administrative Officer (CAO) or Designate: _____

MPE Engineering Ltd.

Report for:

TOWN OF TABER

TABER ICE ARENA

SMALL ICE CONSULTANT INVESTIGATION

Date: August 31, 2017
Project #: 1415-030-00

Proud of Our Past... Building the Future

www.mpe.ca

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

Engineering Ltd.

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

August 31, 2017
File: N:\1415\030-00\R01a

Attention: Aline Holmen
Director of Recreation

Dear Aline:

Re: Taber Ice Arena – Small Ice Consultant Investigation

MPE Engineering Ltd. would like to thank the Town of Taber for the opportunity to provide Engineering services and we look forward to working with you to successfully complete this project. If you have any questions, comments or concerns please contact the undersigned at (403) 317-3655.

Yours truly,

MPE ENGINEERING LTD.

Alan Hornberger, P.Eng.
Project Engineer

AH/mw
Enclosure

CORPORATE AUTHORIZATION

This report has been prepared by MPE Engineering Ltd. under authorization of the Town of Taber. The material in this report represents the best judgment of MPE Engineering Ltd. given the available information. Any use that a third party makes of this report, or reliance on or decisions made based upon it is the responsibility of the third party. MPE Engineering Ltd. accepts no responsibility for damages, if any, suffered by a third party as a result of decisions made or actions taken based upon this report.

Should any questions arise regarding content of this report, please contact the undersigned.

MPE ENGINEERING LTD.

Alan Hornberger, P.Eng.

PERMIT TO PRACTICE
MPE ENGINEERING LTD.
PERMIT NUMBER: P 3680
The Association of Professional Engineers and Geoscientists of Alberta

TABLE OF CONTENTS

1.0 INTRODUCTION

1.1 Overview

The Town of Taber has engaged MPE Engineering Ltd. to perform a consultant investigation of several aspects of the existing Small Ice Arena of the Taber Ice Arena building, and to explore options for bringing the Small Ice Arena up to current codes and regulations.

Photo 1: Showing location of curling hacks in slab from when space was used as a curling arena.

The Small Ice Arena (referred to as "Auxiliary Arena" in the original floor plans) operates from October to the end of March. The rink is approximately 40 years old. The space was originally used as a curling arena as part of the adjacent existing curling arena. The Small Ice Arena was created by the construction of a wall dividing the original curling arena (see Photo 1). Various aspects of the rink are in visibly poor condition, as well as present multiple operational and safety issues. Specific significant issues are listed below.

2.0 ISSUES WITH SMALL ICE ARENA

2.1 Building Code and Safety Issues

a. The access ramp on the east end from the dressing rooms to the ice surface also serves as a fire egress for the spectators. This ramp is too steep to serve as a fire egress according to current building codes (ABC 2014, Section 3.4.6.7) (see Photo 2).

b. When open, the gate at the east end of the ice blocks access to the fire exit from the spectator stands. Because of the door location, there is also a hazard for

Photo 2: Access Ramp at east end of rink.

stray pucks entering the spectator area during warmups when open.

c. The existing fire alarm system is not sufficient for this space, as there are not manual pull stations at every exit (ABC 2014, section 3.2.4.17). Installation of additional devices is required to meet current building codes.

d. Current dasher boards are not constructed to current guidelines for full-contact hockey (see 2.a. below).

Photo 3: Showing relative board height with person standing as reference.

2.2 Program Space Issues

a. The original intent of the rink was to provide an additional ice surface for hockey practices, non-regulation hockey and recreational skating. However, the usage of this rink has extended to full-contact adult recreational hockey games. The height of the boards is approximately 1.45 m (57 in.) (see Photo 3), which is higher than the regulation height of 1.22 m (48 in.), making it dangerous for usage for full-contact adult games, as well as making the players benches only accessible through the gates.

b. The area of the rink is not regulation size, and therefore not usable for official tournaments or games.

2.3 Equipment Condition and Operational Issues

a. The corners of the boards have too small of a radius for the Zamboni Machine to flood all along the boards, resulting in patches in the corner that must be "flooded" by hand (see Photo 4). This results in uneven and rough ice surfaces

Photo 4: Current process of "flooding" the corners of the ice where the Zamboni cannot reach.

in the corners, making it very unsafe for all skaters, casual or otherwise.

b. The physical condition of the existing dasher boards is poor. There is cracking visible in the boards throughout, and gaps in the boards near the corners and gates, creating further safety hazards for hockey usage. There is also structural damage at the supports in the corners where the Zamboni pushes against the boards where it attempts to get as close to the corners as possible (see Photo 5).

Photo 5: Damaged structural supports for the dasher boards.

c. The concrete slab for the ice surface is cracked in several places and is not level (see Photo 6), requiring the difference to be made up with thicker ice; this reduces the efficiency of the ice slab cooling. There are also many locations where the surface of the slab has been worn down and the rebar and slab cooling piping are exposed (see Photo 7). It should be noted that the rate of deterioration has not been documented over the years, therefore the conditions observed may have occurred recently, or over the course of many years. The slab is approximately 40 years old and is near its expected end-of-life cycle for replacement.

Photo 6: Slab crack near northwest corner.

Photo 7: Exposed rebar in slab.

3.0 OPTIONS FOR SMALL ICE ARENA

The following three options address the above concerns, providing costs for each option, as well as providing design challenges specific to each option, and pros and cons with regards to programming and operations. A fourth option was initially considered, which involved expanding into the existing curling arena, however this option was abandoned due to the cost of displacing the curling arena.

3.1 Option #1: Direct Replacement

This option consists of replacing the existing components of the Small Ice Arena within the existing building envelope (see Figure 1). This option will primarily address the Safety and Building Code shortcomings, as well as improving some operational issues and replacing damaged equipment, but will not allow for any programming improvements, as the arena will remain non-regulation size. Because the rink size will remain smaller, current programming can be maintained to support non-regulation hockey games. The building envelope and roof structure will remain unchanged in this option, which accounts for the significant cost difference from the other options. Major work items consist of the following:

- Replacement of concrete slab for ice surface
- Replacement of the existing dasher boards to adjust to board height for adults, and to adjust the curve of the corners to allow the Zamboni machine to access the entire ice surface
- Replacement of spectator stands
- Addition of another fire egress to meet current building codes
- Adjustment of the access to the existing change room so the grade of the ramp to the main arena building can meet building code
- Upgrades to Fire Alarm System
- Installation of low-E ceiling to improve building envelope
- Replacement of Scoreboard and Sound System
- Upgrade of existing Heating and Ventilation System

Estimated Cost of Option #1: $1,510,000

Cost Estimate Breakdown:

Option 1: Direct Replacement	Demolition of existing boards and slab	$ 140,000	
	Replacement of Dasher boards, customized for smaller ice surface	$ 160,000	
	Replacement of concrete slab for ice surface	$ 300,000	
	New Spectator Stands	$ 90,000	
	New Fire egress	$ 40,000	
	Access ramp adjustment	$ 80,000	
	Fire Alarm upgrades	$ 20,000	
	Low-E ceiling	$ 70,000	
	Scoreboard and Sound System	$ 50,000	
	Heating and Ventilation Upgrades	$ 150,000	
	Electrical Upgrades	$ 100,000	
	Engineering (11%)	$ 130,000	Total:
	Contingency (15%)	$ 180,000	$ 1,510,000

Pros:

- Simplest solution, will require the least amount of construction time; it can likely be completed over a summer period.
- Maintains existing envelope and building structure.
- Lowest capital cost of all options.

Cons:

- Current rink will remain non-regulation size.
- Current programming could be maintained, but would still not allow for full-sized regulation games, resulting in less revenue.
- Rink ends will result in near half circles, due to the available existing dimensions and the need for larger radius for Zamboni machine.
- Loss of off-season usage of space during construction for summer.
- Allows for least amount of space for spectators and least favorable viewing angles.

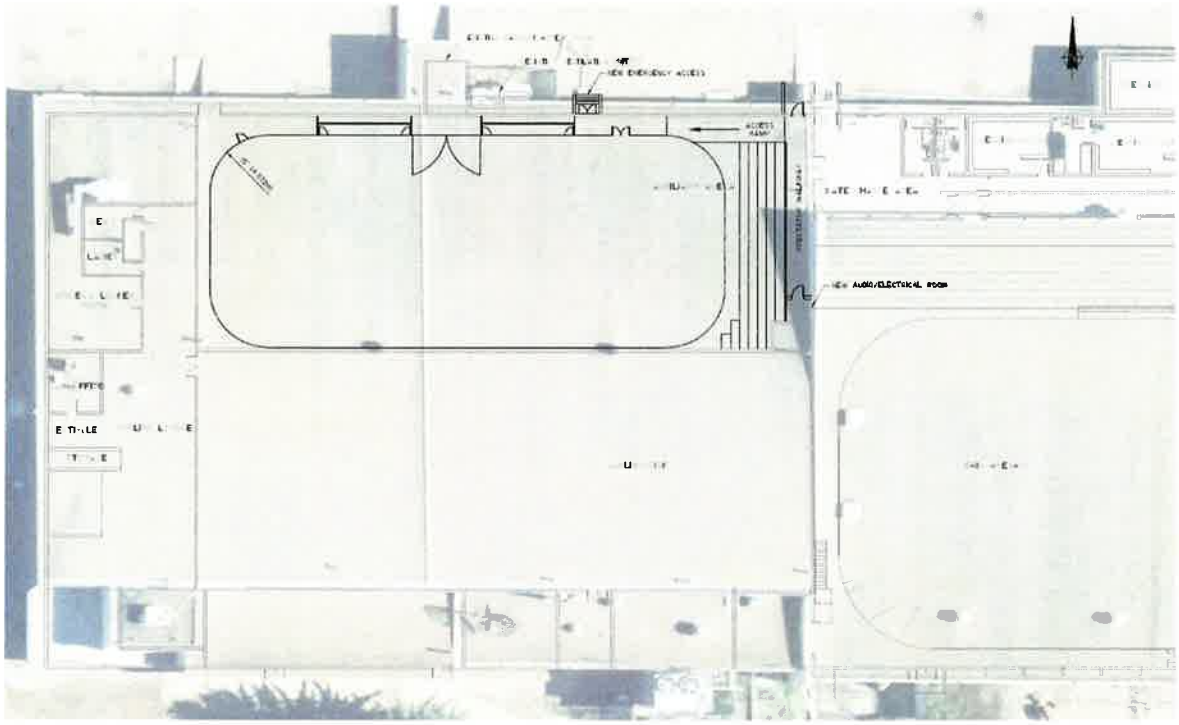


Figure 1 – Option #1 Layout: Direct Replacement of Small Arena within existing building envelope

3.2 Option #2: Expand Current Building North to Allow for Regulation Size

This option extends the envelope of the Small Ice rink north into the existing parking area. This allows for the ability to increase the size of the rink to NHL regulation size (see Figure 2). The roof structure will need to be redesigned for the entire space, as the existing roof structure is currently supported from the north wall, which would need to be removed for expansion. The existing ice plant will be able to maintain a rink of this size; however, it will not have the capacity to start up both this new rink and the main arena rink simultaneously. Major work items consist of the following:

- Redesign and construction of new roof structure to be supported from east and west walls, including providing additional structural support for new roof design.
- Re-grading of the current site to allow for expansion into the parking lot, as elevation of the parking lot is higher than the elevation of the current small ice surface.
- Construction of new building into parking lot area.
- Replacement of concrete slab for ice surface
- Installation of new spectator stands.
- Extension of brine headers for slab cooling and installation of larger brine pump for cooling system.
- Installation of new dasher boards, including spectator protective netting
- Installation of low-E ceiling for improved building envelope
- New Scoreboard and Sound System
- Upgrade existing heating and ventilation systems
- Upgrade existing lighting and electrical systems

Estimated Cost of Option #2: $5,040,000

Cost Estimate Breakdown:

Option 2: Expand Current Building	Demolition of existing building section	$ 190,000	
	New building construction	$ 2,270,000	
	Ice Rink Construction	$ 1,090,000	
	Heating and Ventilation Upgrades	$ 250,000	
	Electrical and Lighting Upgrades	$ 200,000	
	Engineering (11%)	$ 440,000	Total:
	Contingency (15%)	$ 600,000	$ 5,040,000

Pros: - Current programming can be extended to include another full-sized arena.

- Lower cost than constructing new building for full-sized arena (Option #3).

Cons: - Existing roof structure will need to be redesigned and rebuilt for extended space.

- Loss of a large portion of the parking area north of existing Small Ice Arena.
- Loss of usage of small ice during construction for likely one full hockey season.
- Higher estimated capital cost when compared to Option #1

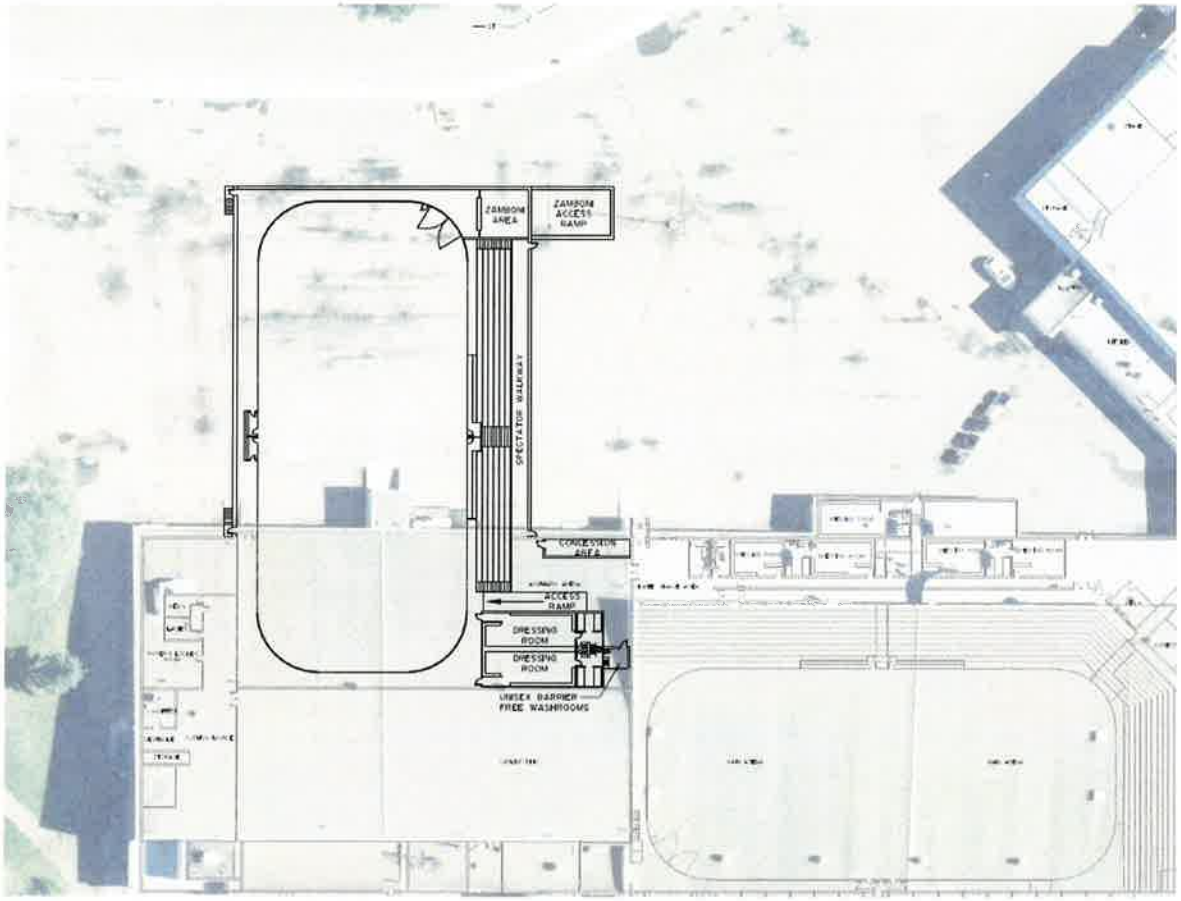


Figure 2 – Option #2 Layout: Extend Small Ice Arena north into parking area.

3.3 Option #3: New Separate Building for Regulation Size Rink

This option is for the installation of a regulation ice sheet in a new structure north of the existing Small Ice Arena. The building will be connected to the existing building to allow for re-use of the existing dressing rooms and washrooms facilities with-in the existing complex. The layout of the proposed new separate building shown in Figure 3 was selected due to its most efficient use of the space north of the existing building. The existing ice plant will be able to maintain another full-size rink, however, it will not have the capacity to start up both rinks simultaneously. This option will require modification to the Ice Plant to include a larger brine cooling pump for the larger ice surface. The Ice Plant will also need to be modified further if the existing Small Ice Arena is also to be maintained as an ice arena (these costs are not included below). The estimated cost below does not include any upgrading of the existing space as per Option #1. Major work items consist of the following:

- Construction of new building for a regulation-sized arena (including all heating, ventilation and electrical)
- Construction of fire separation between new and existing building (for facility to remain non-sprinklered)
- Modifications of existing building to allow connection
- Construction of concrete slab for ice surface
- Installation of new spectator stands
- Extension of brine distribution piping and new brine headers for slab cooling and installation of larger brine pump for cooling system.
- Installation of new dasher boards, including spectator protective netting
- Inclusion of low-E ceiling in building construction

Estimated Cost of Option #3: $6,960,000

Cost Estimate Breakdown:

Option 3: New Separate Rink	New Building Construction	$ 3,830,000	
	Ice Rink Construction	$ 1,240,000	
	Heating and Ventilation Upgrades	$ 250,000	
	Electrical and Lighting Upgrades	$ 200,000	
	Engineering (11%)	$ 610,000	Total:
	Contingency (15%)	$ 830,000	$ 6,960,000

Pros:
- Current programming can be extended to include another full-sized arena.
- New building can be designed for seating and operation as seen fit by Town.
- Allows for usage of existing Small Ice Arena space as seen fit by Town.
- No downtime for current Small Ice Arena during construction of new arena.

Cons:
- Loss of most of the parking area north of the existing building.
- Highest estimated capital cost compared to other options.

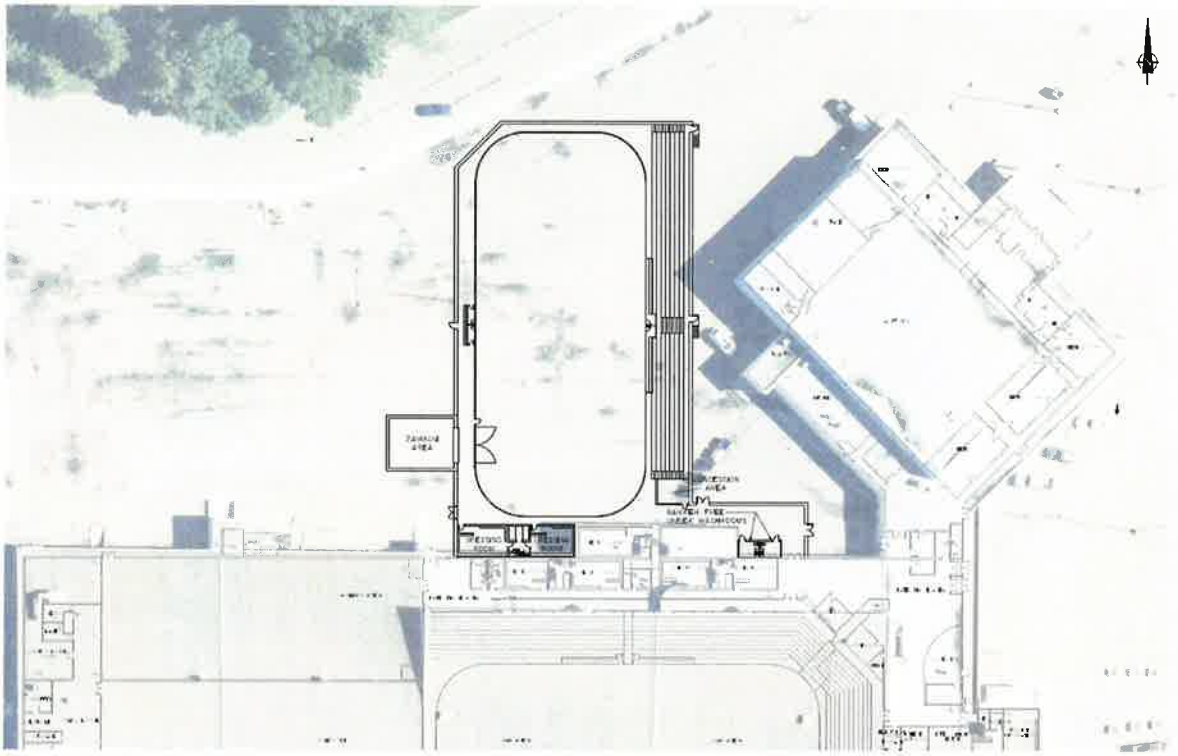


Figure 3 – Option #3 Layout: New Building for Full Ice Arena

4.0 SUMMARY AND DISCUSSION

The following summarizes the overall costs of the options:

Option 1:	$1,510,000
Option 2:	$5,040,000
Option 3:	$6,960,000

Other than Option 1, all options are in the same cost range. The primary negative aspects that go along with the cost savings in Option 1 are:

- No improvement to programming (still have one full-size rink in facility with limited spectator seating)
- No improvement to operations time with respect to Zamboni Operation (will take the Zamboni the same amount of time to flood small ice as full-sized ice, due to size of Zamboni and its turning radius)

Option 2 and Option 3 will allow for design flexibility, as these options will be extending the current building envelope. More input from the Town of Taber could be made during design with respect to programming, operation and maintenance.

Option 3 is the only option that will not interrupt the operation of the existing small ice during construction. Any brine cooling piping modifications can be made in the off-season, while all other construction can occur while the curling and small ice rinks can continue to operate.

All of the options presented are each a 40 year investment into the facility. The population of Taber and surrounding communities is approximately 9,500, and has increased 4% in the last 5 years. At this population growth rate in 40 years Taber will have an estimated population of 13,000. This population number can be compared to that of the City of Brooks, which has 2 full-sized arenas and a population of 14,500; therefore, Taber will merit the need for a second full-sized rink before the end of the 40 year investment. If the arena is maintained as a smaller ice arena, the population of Taber will likely be above 12,000 before a similar study to this will be commissioned and the need for a second full-sized arena will be greater.

It is important to note that the demographics of the town may change over the next 10 years which will result in a change in demand and requirements for public facility usage.

The table below summarizes the considerations discussed.

	Estimated Cost	Full-sized rink?	Maintain Small Ice Operation?	Design Flexibility?
Option 1	$1,510,000	No	No	No
Option 2	$5,040,000	**Yes**	No	**Yes**
Option 3	$6,960,000	**Yes**	**Yes**	**Yes**

5.0 RECOMMENDATIONS

Due to its age and condition, the slab and its components of the Small Ice Arena are expected to fail completely sometime within the next 10 years. This will result in increasing maintenance costs as more significant components of the slab and Small Arena continue to fail over the coming years. Failure of the slab itself and the slab cooling piping will result in significant maintenance and repair costs, as well as significant revenue loss due to downtime of the Small Ice Arena if failure occurs during the operating season.

With the above considered, it is not recommended to proceed until the demand and requirements of a 40 year investment can be confirmed; specifically, whether a second full-sized arena would be merited in the Town of Taber. This decision should be made in no later than 2 years to allow for a full design to be completed so a new facility can be operational in 5 years. It is not recommended to continue to maintain the current Small Ice Arena in its current condition for more than 5 more years.

Based on the considerations of the three options studied in this report, it is recommended that the Town of Taber pursue a detailed design for Option 3: construction of a new building for a full-sized ice arena, connected to the existing facility.

Compared to all other options, the main advantage of Option 3 is that it gives the greatest ability to control the design of the new arena space to match the desired ice surface and required amenities. During the design phase of this option, the Town of Taber will have the ability to adjust the area to fit

the needs of programming and operation. With other options, design is limited to the existing building envelope and footprint, which would limit spectator seating areas, ceiling heights, and arena size in some cases.

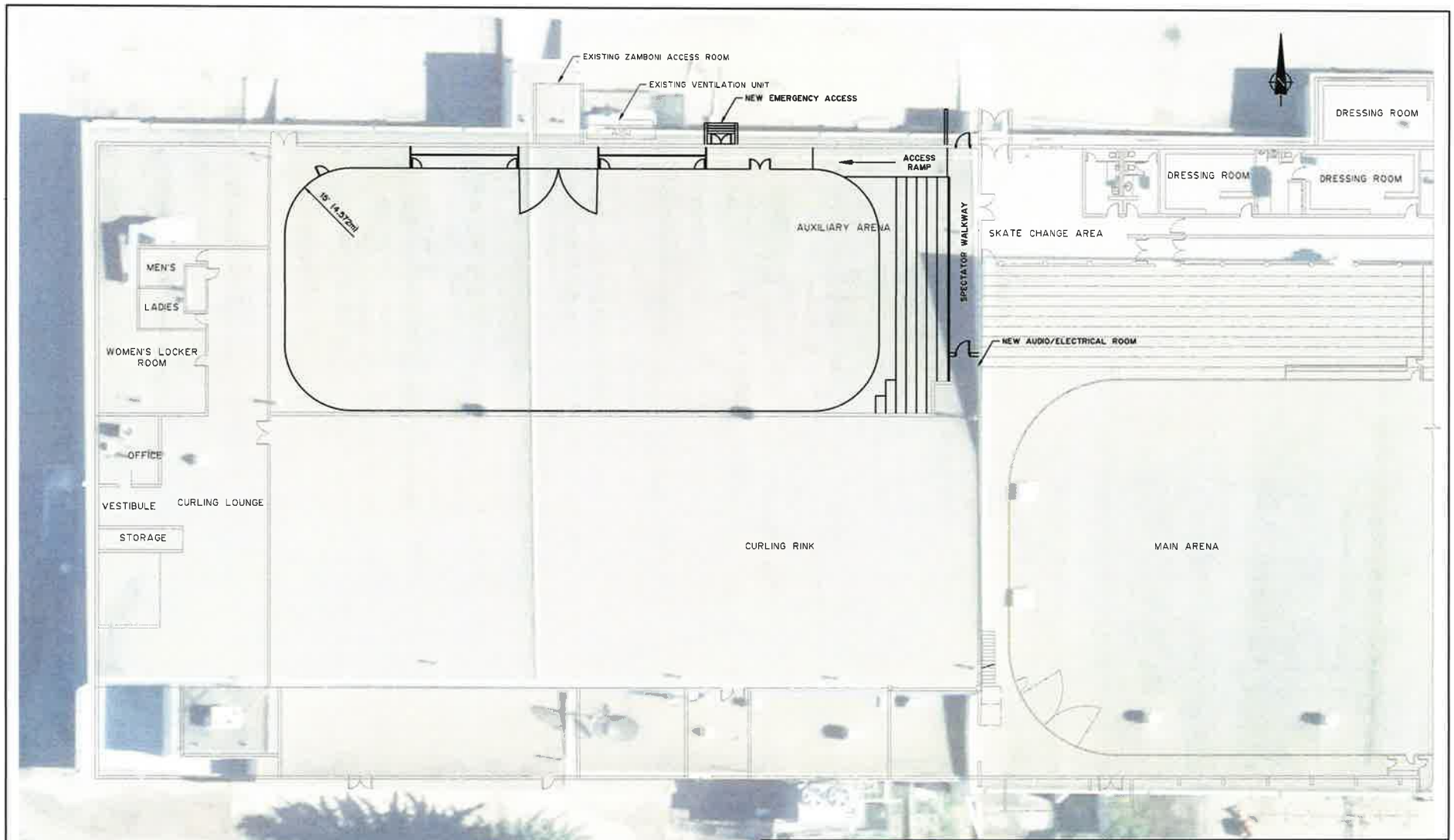
Option 3 also has the advantage of maintaining the existing Small Ice Arena as operable during almost all of construction (with the exception to the required ice plant modifications, which can be performed during the off-season). This will allow the construction to take place over more than one off-season if necessary and still have the ability to schedule the small arena for usage.

The demand and for a second full-sized arena in the Town of Taber and surrounding area should be assessed with the growing population and changing demographics of the area to determine if proceeding with construction of Option #3 is feasible. It should be noted that if population and demographic assessments deem that a second full-sized arena would be largely underutilized, a secondary recommendation would be to proceed with Option #1, to renovate the existing small ice surface. This will give the town an additional 10-20 years to evaluate and decide on building another full-sized arena.

All other work planned to occur in the future at or near this site within the next 5-10 years should be considered with this report as it becomes relevant.

APPENDIX A

LAYOUT DRAWINGS OF OPTIONS

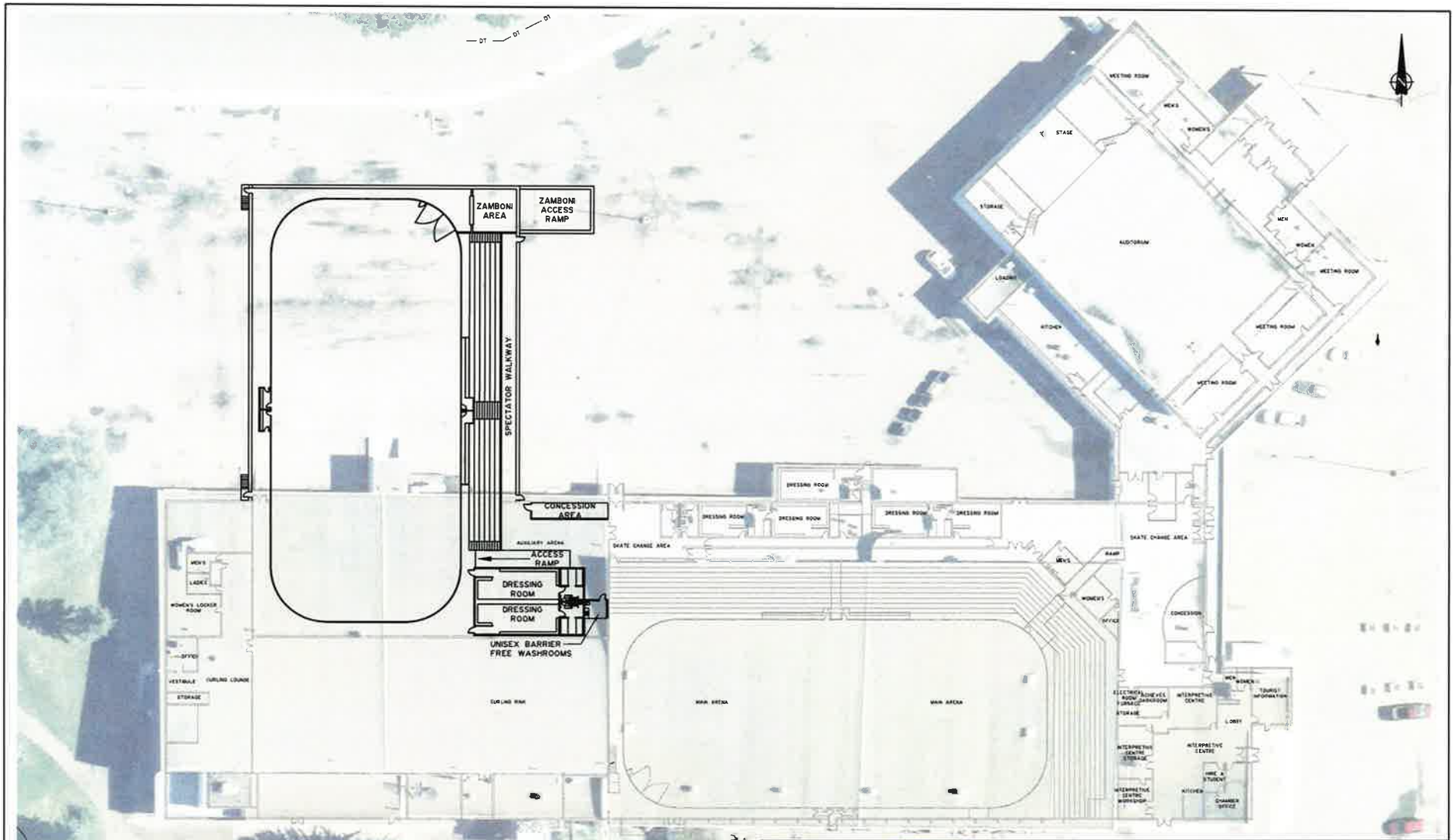


MPE Engineering Ltd.

TOWN OF TABER

SMALL ICE ARENA CONSULTATION
OPTION - 1
DIRECT REPLACEMENT

SCALE: 1:250	DATE: AUGUST 2017	JOB: 1415-030-00	FIGURE: R1

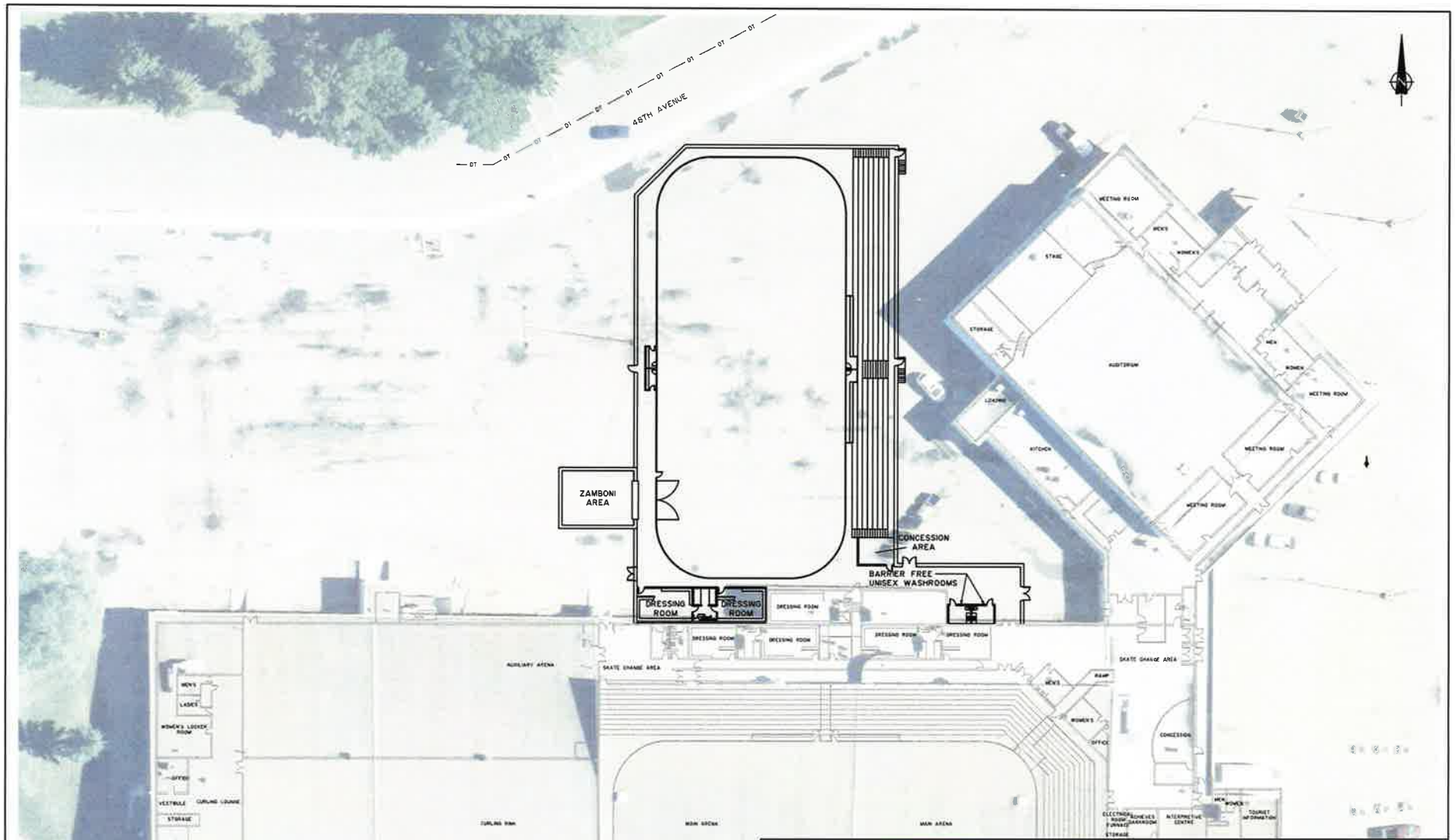


MPE Engineering Ltd.

TOWN OF TABER

SMALL ICE ARENA CONSULTATION
OPTION - 2
EXPAND BUILDING FOR REGULATION SIZE RINK

SCALE: 1:500	DATE: AUGUST 2017	JOB: 1415-030-00	FIGURE: R2



MPE Engineering Ltd.

TOWN OF TABER

SMALL ICE ARENA CONSULTATION
OPTION - 3
NEW SEPARATE BUILDING

SCALE: 1:500	DATE: AUGUST 2017	JOB: 1415-030-00	FIGURE: R3

Council Request for Decision

Meeting Date: January 23, 2023

Subject:
Information for Council

Recommendation:

No motion is required.

Background:

The Town receives communication on an on-going basis that is likely of interest to Council. 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 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. The relevant communication for this Council agenda is:

1. The 2022 Capital Project Status update as of the end of December, outlining which projects were completed, or will be carried forward into 2023 and the reasoning behind them for Council's information.

Legislation / Authority:

Municipal Government Act Sections 3 and 5

Strategic Plan Alignment:

Improve internal and external communications: establish appropriate communication protocols between Council and Administration.

Financial Implication:

These will vary with information items.

Service Level / Staff Resource Implication:

These will vary with information items.

Justification:

To keep Council informed on current municipal information and correspondence.

Alternative(s):

1. Council could seek clarification on any matter from administration.
2. Council could discuss, in depth, any other matters raised by communication and take action through either resolution or bylaw.

Attachment(s): 2022 Capital Project Status Update

APPROVALS:

Originated By:
Kerry Van Ham

Chief Administrative Officer (CAO) or Designate: _____

CAPITAL PROJECTS

CAPITAL YEAR	DEPARTMENT	DESCRIPTION	APPROVED BUDGET	% COMPLETE	COMMENTS
2022	Information Technology	Annual Computer Replacement	$ 234,348.00	80%	*waiting on remaining parts to ship, Remaining budget will carry forward to 2023*
2022	Information Technology	Vehicle Replacement	$ 35,000.00	Completed	*Complete Under budget. Final Cost $33,647*
2022	Information Technology	Fibre Cable from Admin to Fire	$ 50,000.00	25%	*Carry forward to 2023, contractor delay*
2020	Police	E-Ticketing	$ 17,500.00	75%	*waiting on provincial update, Carry forward to 2023*
2021	Police	Generator Upgrade	$ 166,000.00	Completed	*Complete. Underbudget. Final Cost $95,731*
2022	Police	HVAC System	$ 11,790.00	Completed	*Complete at Budget amount*
2022	Police	Annual Car Replacment	$ 60,000.00	Completed	*Complete at Budget amount*
2022	Police	Fingerprint Hardware & Software	$ 48,500.00	Completed	*Complete. Under budget. Final Cost $46,207*
2022	Police	Next Gen 911	$ 250,000.00	20%	*Carry forward to 2023, contractor delay*
2022	Police	Pistol Replacement	$ 35,000.00	Completed	*Complete. Underbudget. Final Cost $30,604*
2022	Police	Tasers	$ 15,000.00	Completed	*Complete at Budget amount*
2022	Police	Intoxilyzer	$ 25,000.00		*Carry forward to 2023, provincial authority delay*
2014	Fire Department	Emergency Training Center	$ 250,000.00	Completed	*Complete. Under budgeted amount*
2022	Fire Department	SCBA Replacement	$ 256,000.00	Completed	*Complete. Underbudget. Final Cost $236,127*
2022	Planning	Gateway Signage Program	$ 322,850.00	Completed	*Complete at Budget amount*
2021	Subdivision	Affordable Housing / Meadows	$ 5,948,263.00	Completed	*Phase 1 complete at Budget amount*
2021	Roads & Walks	BF 80500 Bridge Rehab	$ 570,000.00	25%	*Carry forward to 2023, contractor delay possible February start-up*
2022	Roads & Walks	Surface Works - Main (Sidewalk Replacement)	$ 464,100.00	Completed	*Complete. Under budget. Final Cost $458,617*
2022	Roads & Walks	Asphalt Milling and Overlay Program	$ 250,000.00	Completed	*Complete. Under budget. Final Cost $233,538*

CAPITAL PROJECTS

CAPITAL YEAR	DEPARTMENT	DESCRIPTION	APPROVED BUDGET	% COMPLETE	COMMENTS
2022	Roads & Walks	Downtown Revitalization Bulb-out, Murals & Banners	$ 551,653.00	25%	*Murals Finished, Grant funding extended to 2023. Project Carry forward, Spring start-up*
2022	Roads & Walks	Transportation Master Plan	$ 150,000.00	50%	*Carry forward to 2023, Engineered Report in progress*
2022	Roads & Walks	GPS Survey Equipment	$ 70,000.00	Completed	*Complete. Under budget. Final Cost $67,993*
2022	Roads & Walks	Digital Traffic Speed Sign	$ 7,500.00	Completed	*Complete. Under budget. Final Cost $7,385*
2022	Roads & Walks	RRFD Flashing Crosswalk Lighting System	$ 9,000.00	Completed	*Complete. Under budget. Final Cost $7,446*
2022	Roads & Walks	Wheeled Excavator	$ 300,000.00	Completed	*Complete. Under budget. Final Cost $278,648*
2022	Roads & Walks	Wood Chipper (updated cost from 65k)	$ 85,000.00	75%	*waiting for delivery of unit, Carry Forward to 2023*
2022	Roads & Walks	Electric Vehicle Charging Stations	$ 200,000.00	85%	*All stations have been installed, waiting for commissioning, Carry forward to 2023*
2015	Stormwater	East Ind Storm System - Wetlands	$ 7,499,200.00	50%	*Multi-year construction due to Scope of work, Carry Forward to 2023*
2021 - 2024	Stormwater	South Regional Storm Drainage - Horsefly Project	$ 642,607.00	25%	*Contribution to an MD of Taber ongoing project. Phases stretch over 4 years.*
2022	Stormwater	Zero Turn Mower	$ 20,000.00	Completed	*Complete. Underbudget. Final Cost $18,999*
2022	Stormwater	Christian School East Alley Drainage	$ 30,000.00	Completed	*Complete. Underbudget. Final cost $23,200*
2022	Stormwater	Regional Stormwater Master Plan	$ 200,000.00	20%	*Carry forward to 2023, Engineered Report in progress.*
2019	Water Sup & Dist.	C02 Installation at WTP	$ 440,000.00	Completed	*Complete. Underbudget. Final cost $422,619*
2022	Water Sup & Dist.	Water Meter Replacement Program	$ 30,000.00	Completed	*Complete*
2022	Water Sup & Dist.	WTP LED Lighting	$ 55,000.00	Completed	*Completed at Budget*
2022	Water Sup & Dist.	Raw Water Pump Station (Engineering Only)	$ 400,000.00	25%	*Carry forward to 2023, Engineered Report, SMRID delays*
2022	WW Treat & Disp	SCBA Replacements (in conjunction with the Fire dept.)	$ 35,000.00	Completed	*Complete. Underbudget.*
2021	WW Treat & Disp	WW Lagoons Solar PV System	$ 1,606,316.00	25%	*Carry forward to 2023, contractor delay possible February start-up.*
2022	WW Treat & Disp	WWTP LED Lighting	$ 35,000.00	Completed	*Completed at Budget*

CAPITAL PROJECTS

CAPITAL YEAR	DEPARTMENT	DESCRIPTION	APPROVED BUDGET	% COMPLETE	COMMENTS
2021	WW Treat & Disp	WWTP Lab Equipment - Vapodest replacement	$ 17,930.42	Completed	*Completed at Budget*
2022	Landfill	Transfer Station Tipping Building Upgrades	$ 465,000.00	25%	*Carry forward to 2023, contractor delay possible March start-up weather dependent.*
2022	Facility Maintenance	Electrical Panels & Supplies	$ 60,000.00	Completed	*Completed at Budget*
2022	Arena	Large Ice Floor Scrubber	$ 12,000.00		
2022	Arena	EV Ice Resurfacer	$ 165,000.00	75%	*waiting for delivery of unit, Carry Forward to 2023*
2022	Arena	Electric Ice Edger	$ 8,000.00	Completed	*Complete. Under budget. Final Cost $7545*
2021	Parks	Prairie Lake Estates Playground	$ 20,000.00		*Final Design & Negoitiation with Developer, Carry Forward to 2023*
2022	Parks	Trout Pond Storage Shed	$ 15,000.00		*Re-evaluating*
2022	Parks	Kiwanis Playground	$ 80,000.00	75%	*waiting on delivery & Installation, Carry Forward to 2023*
2022	Parks	Tennis Court Upgrade	$ 100,000.00	25%	*Re-Tendering in 2023, Carry forward*
2022	Parks	Trout Pond Irrigation	$ 100,000.00	Completed	*Complete. Under budget. Final Cost $72,646*
2022	Parks	Mower Replacement	$ 41,000.00	Completed	*Complete. Under budget. Final Cost $30,850*
2022	Aquafun	Aquafun Change Room Tile Replacement	$ 56,000.00	25%	*Re-Tendering in 2023, Carry forward*
2022	Aquafun	Leisure Pool Filter Tank Replacment	$ 23,000.00	Completed	*Complete. Under budget. Final Cost $21,394*
2022	Aquafun	Aquafun Centre Locker Replacement	$ 90,000.00	25%	*Re-Tendering in 2023, Carry forward*
2021	Sportsfields	Rock Sign at KMMSC	$ 7,500.00	50%	*Waiting on Delivery & Installation, Carry Forward to 2023*
2022	Sportsfields	Infield Groomer	$ 50,000.00	75%	*waiting for delivery of unit, Carry Forward to 2023*

Council Request for Decision

Meeting Date: January 23, 2023

Subject:
Standing Item - Council Requests

Recommendation:

That Council uses this standing agenda item opportunity to provide policy or governance direction to Administration.

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 policy or governance 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): Listing

APPROVALS:

Originated By:
Kerry Van Ham

Chief Administrative Officer (CAO) or Designate: _____

Council Date	Resolution #	Resolution	Assigned To	Completed?
Nov. 28, 2022	385/2022	MOVED by Councillor Firth that Council directs Administration to investigate increased accessibility options for the Civic Centre Auditorium as well as grant funding for example; signage for a back ramp, elevator ramp, near the front doors, etc.; and, Administration includes a sign with how to contact the caretaker for assistance when events are taking place.	Recreation	*In Progress*
Nov. 28, 2022	386/2022	MOVED by Councillor Bekkering that Council directs Administration investigate the feasibility of front pick up of all carts and public involvement regarding the wishes.	Public Works	*In Progress*
Dec. 19, 2022	415/2022	MOVED by Councillor Sorensen that Council requests Administration to investigate possibilities of creating some type of road from 43rd Street to 56th Avenue.	Public Works	*In Progress*

** Once items have been designated complete, they will be removed from this listing at the next Council meeting.*

Council Request for Decision

Meeting Date: January 23, 2023

Subject:
Department Reports

Recommendation:

No motion is required.

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): Planning and Community Services - Department Report

Finance department report

Engineering & Public Works Department Report

Public Works Treatment Facilities Department Report

HR Department Report - December 2022

Fire Department Report

Administrative Services Department Report

APPROVALS:

Originated By:
Kerry Van Ham

Chief Administrative Officer (CAO) or Designate: _____

DEPARTMENT REPORT

December 2022

DEPARTMENT: Recreation

Strategic Plan Alignment	Associated Projects & Tasks
 IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS	• Continuing to communicate regularly with our facility users • Continue to update the Community Digital Sign • Continue to maintain the Town of Taber – Recreation, Arts, & Heritage Facebook page • Department continue to have biweekly meetings • Monthly communication with the ATM lessee regarding the schedule at the community centre • Starting to draft the Winter Leisure Guide for January release • The large arena and auditorium soundsystems were maintained • Keeping event pages on the Town website up-to-date
 DEVELOP COMMUNITY & PROMOTE GROWTH	• Water Gun Wednesdays finished and was popular • Held the December Regular Meeting of the Recreation Board • Had the 1st Swimming Lesson registration with the new programming and it went well • Hosted a town wide 1st Aid Course • Assistant Recreation Manager attended SARA Meeting
 DEFINE & PRACTICE GOOD GOVERNANCE	• Held all safety required staff meetings and inspections • Seeing to continued facility maintenance in all facilities • Started the RFP preperations for the 2023 Capital Projects • School pool booking and private rentals bookings continue to be popular • Aquafun Centre has been working through some heating issues and maintaining heat on the deck space • Recruited 2 new Operator 1 positions • Recruited casual lifeguard position • Looking toward summer operations and planning • Scheduled and registered for the Winter 2023 Homeschool swim lessons • Programs and rentals at the pool and arena were very busy in both the Aquafun Centre and Arenas over the holidays
 ENHANCE SENSE OF COMMUNITY	• Staff assisted in setup/cleanup of numerous special events such as All I Want For Christmas Market • Facilitated for the following community events: numerous Christmas events throughout the town facilities • Hosted the U9 Hockey Tourney Dec ¾ • Memorial Bench and Tree Requests program continues to be popular with 2 more inquiries • Event Planning for 2023

December 2022

DEPARTMENT: Planning

Strategic Plan Alignment	Associated Projects & Tasks
 IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS	• Preparation of RFD's for Council meetings • Furthered work on an amendment for the Land Use Bylaw • Attended a site inspection in relation to continuing work at a development site • Began the search for a new planning assistant after the pervious assistant resigned
 DEVELOP COMMUNITY & PROMOTE GROWTH	• 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 request • Issued 2 Compliance Certificates in December, and 84 so far in 2022 • Issued 6 Development Permits in December, and 119 so far in 2022 • Issued 0 Portable Sign Permit in December, and 7 so far in 2022 • 0 subdivisions were endorsed once subdivision conditions were met. 0 subdivisions were sent to Land Titles for registration in December, and 0 are in circulation for internal and external review • Talked with people about the requirements for subdividing properties • Worked 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 • Continued work on a redistricting application for a landowner
 DEFINE & PRACTICE GOOD GOVERNANCE	• Facilitated Municipal Planning Commission meeting on the Third Monday of the month • 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
 ENHANCE SENSE OF COMMUNITY	• Working towards improving the departments Citizen Engagement skills

December 2022

DEPARTMENT: Economic Development

Strategic Plan Alignment	Associated Projects & Tasks
 IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS	• Continued to maintain presence on Linkedin for Economic Development • Attended Chamber Exec Meeting • Attended Support Network Meeting for Rural Newcomers Group • Met with Community Futures & Chamber to discuss ongoing projects and new options • Attended NRED Info Session (Northern and Regional Economic Development Program) • Continued to put together 2023 Social Media Marketing Plan
 DEVELOP COMMUNITY & PROMOTE GROWTH	• Issued 1 Business Licenses in December, a mixture of resident licenses, temporary licenses, and home occupations • Answered inquiries regarding land in Eureka • Travel Alberta South Zone Steering Meeting held in Taber with reps from Travel Alberta, consultants, Lethbridge, Medicine Hat and Taber • AAIP approval committee meeting was held to approve 8 more candidates for the program • Worked with Community Futures to develop move to Taber website • Worked on details for Taber's Table Long Table dinner, coordinating sponsorships and details • Interviewed 5 AAIP candidates over zoom, 3 from India and 2 from Pakistan. • Confirmed all details for AAIP applications to meet the criteria and composed the Community Support Letters required for their applications
 DEFINE & PRACTICE GOOD GOVERNANCE	• In December, we received the following inquiries about the AAIP programs – 20 phone calls, 21 emails, 16 in person visits and 3 other • Processed 572 business license renewals for the 2023 year, including updating the home occupation license options • Met with provincial rep re: AAIP program to discuss challenges, opportunities, and milestones • Prepped RFD's for Council including a land sale offer and a presentation from Canada's Premier Food Corridor • Bylaw followed up on unpaid 2022 business licenses before renewals
 ENHANCE SENSE OF COMMUNITY	• Worked with communications to develop an Online Business Directory, information has been sent to businesses to register with the license renewals

ACTIVITY REPORT

December 2022

DEPARTMENT: Finance

Strategic Plan Alignment	Associated Projects & Tasks
 IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS	• Upgrade multiple systems and firmware. • Continue the 2022 Annual Computer Replacement. • Deliver internet for Taber Minor Hockey to Live Stream Hockey Games.
 DEFINE & PRACTICE GOOD GOVERNANCE	• Complete the IT KPI Report. • Renew multiple licenses and subscriptions. • Hire a student from Youth Employment Program. • Daily Procurement Activities • 2022 Outstanding Purchase Order Review • 2023 Blanket Purchase Orders Preparation • Final Operating Budget preparation • Interim Financial Audit • Attended various meetings • Daily finance activities

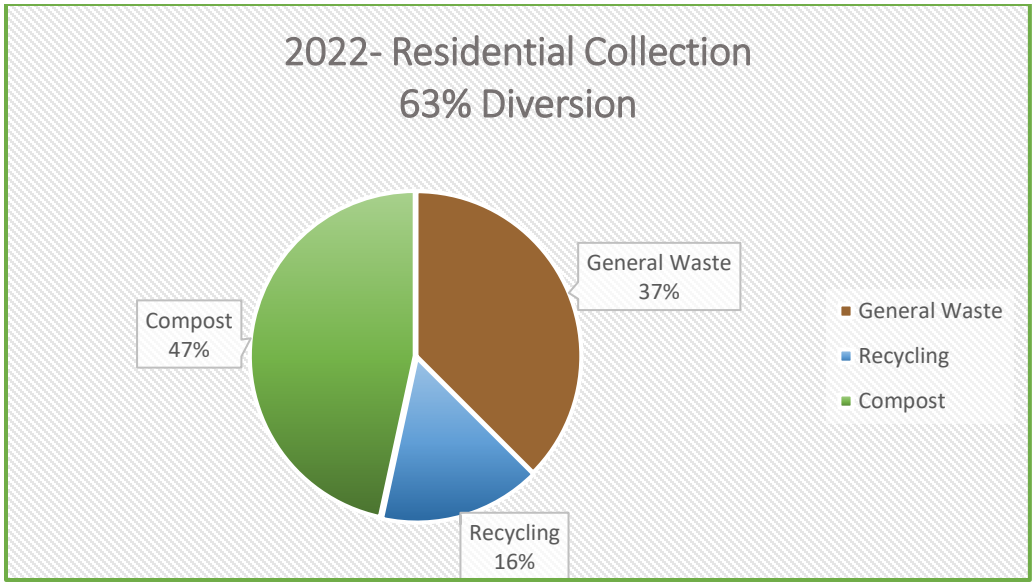
ACTIVITY REPORT

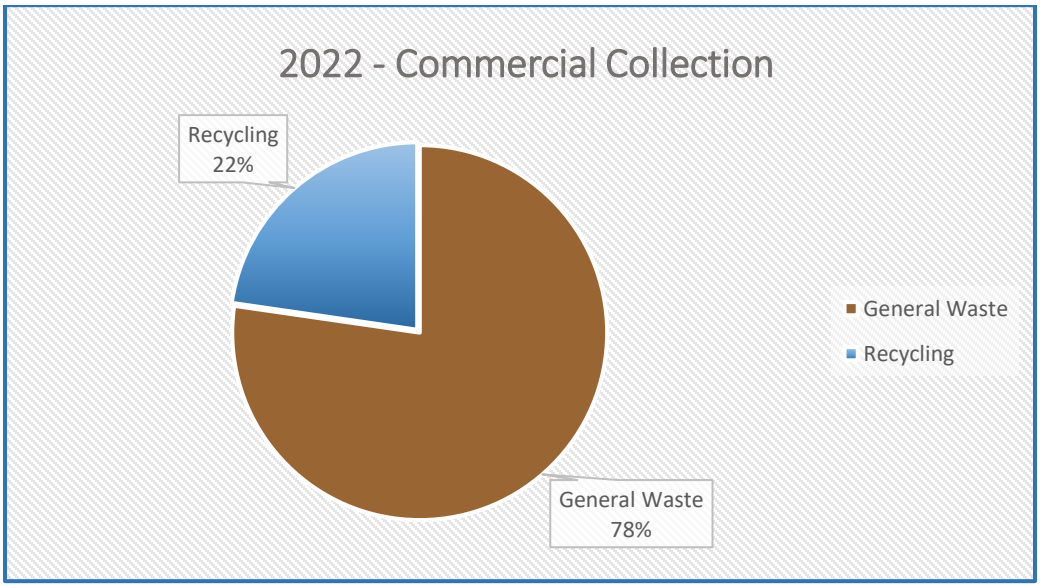
December 2022

DEPARTMENT: Public Works

Strategic Plan Alignment	Associated Projects & Tasks
IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS	• Submitted Monthly Energy Management Tip to the Cornhusk Chronicles to help Residents in their Energy Savings at Home. • Held monthly safety meetings and attended various administration organizational meetings. • Received & completed locates for Alberta One-Call/Utility Safety partners. • Received telephone, email & online service requests from residents & staff, investigated and completed all work order pertaining to those requests. • Sent out notice of Rate Increase at the Transfer Station to all of our steady customers, and ordered new signage for Public information.
DEVELOP COMMUNITY & PROMOTE GROWTH	• Participate in meetings to arrange installation of fiberoptic line from Town office to Firehall. • Lagoons Solar Project construction should start back up in February. • EV Charging Stations waiting for commissioning. • Working on the Climate Resiliency Grant Funding with Engineers. • Completed a list of grants to apply for in 2023 for Energy Savings Projects, completed year 2 – month 4 of the municipal energy manager program. • Worked on finishing Capital project reports, and planning for 2023 capital project start-ups.
DEFINE & PRACTICE GOOD GOVERNANCE	• Smart Thermostats are being installed by Facility Maintenance staff throughout Town owned facilities that are compatible. • Working on Municipal Asset Management Program with Finance Dept. • Renovated old IT office into HR office. • Replaced three furnaces at the Water Treatment Plant and repaired several other facility furnaces. • Replaced an Emergency exit at the Aquafun Center, mixing valve for the Arena showers, Double door at the Waste Water Treatment Plant. • Completed Inspections & checks at Public Works Shop, Transfer Station & Lift Stations. • Excavated and backfilled graves as requested by the Cemetery Assistants • Sanded and Removed Snow as per the Winter Road Maintenance Policy & Procedure. • Repaired Water main break on 5700blk 64 Street

ENHANCE SENSE OF COMMUNITY	• Installed new LED lighting, repaired & painted walls and ceiling at the Legion Youth Center leasehold facility. • Visited a day home group with the Garbage Truck and dropped off some Town swag for some of our littlest fans. • Completed all collection of residential & commercial waste, recycling & compost and maintained our Transfer Station & Recycling center.





TOWN OF TABER

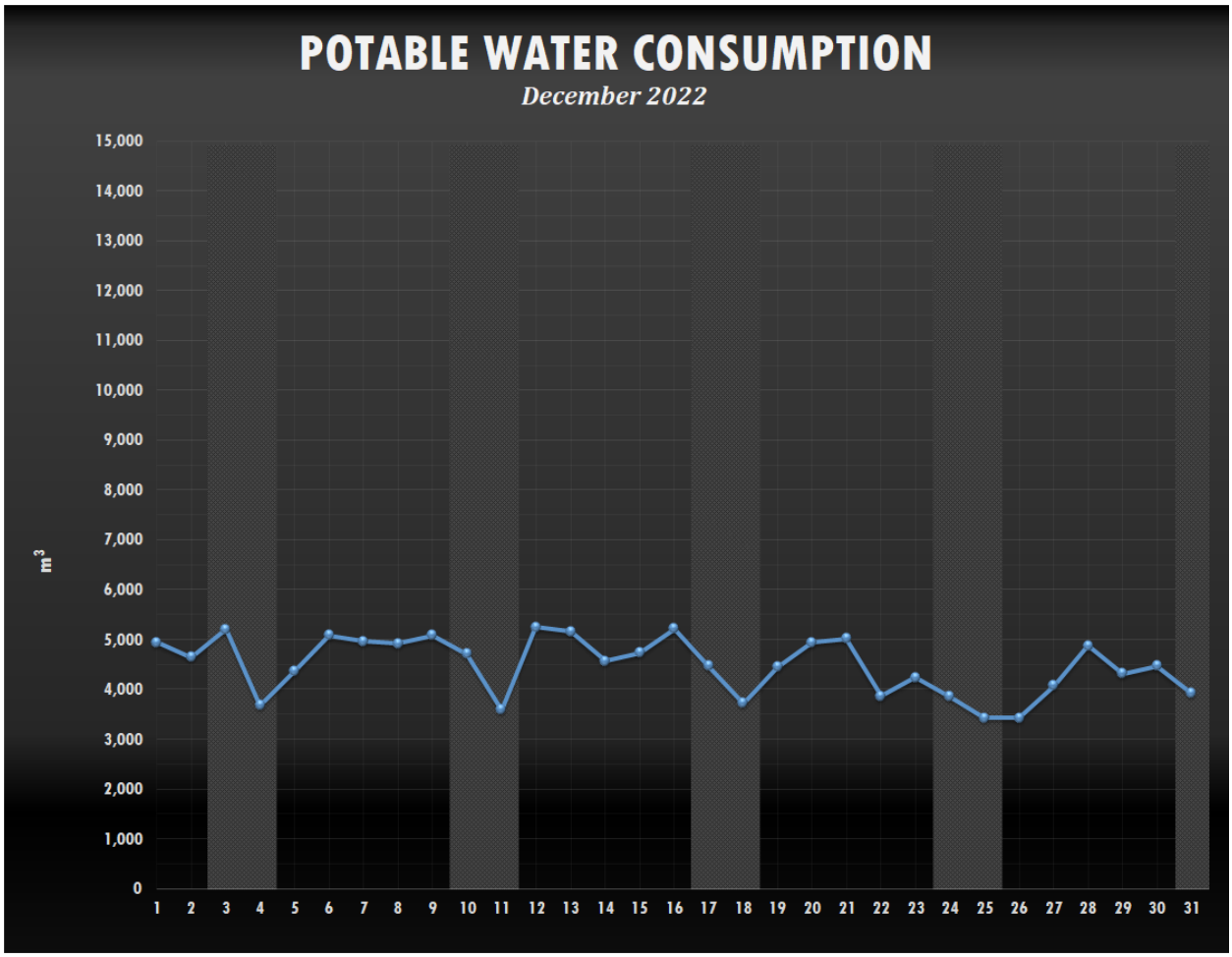
ACTIVITY REPORT

December 2022

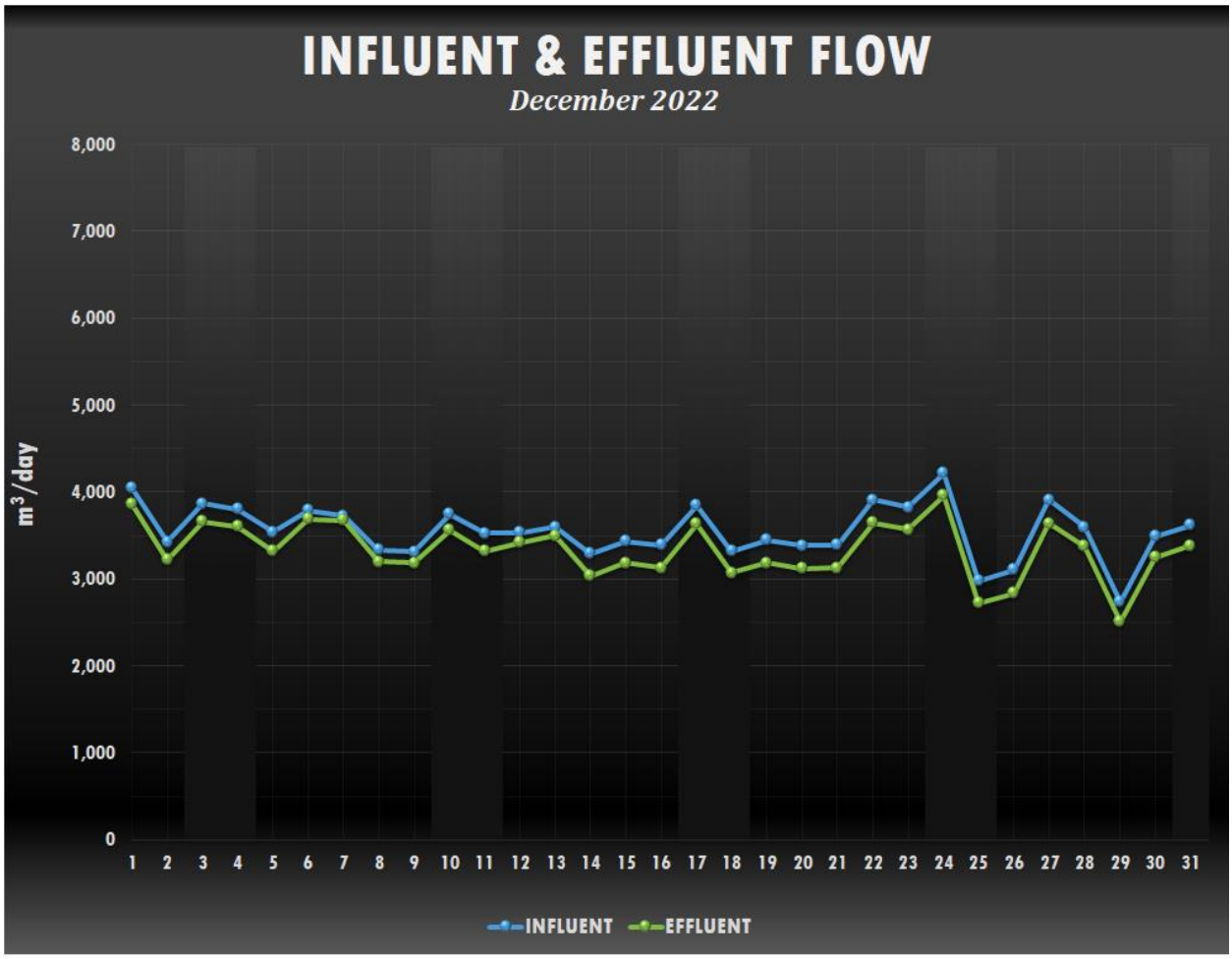
DEPARTMENT: Water & Wastewater Treatment Facilities

Strategic Plan Alignment	Associated Projects & Tasks
 IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS	• Municipal Safety Meeting • Municipal Operations Meetings • Lantic Operations Meetings • Lantic Maintenance Meetings • Lantic boiler and filtration upgrade meetings
 DEVELOP COMMUNITY & PROMOTE GROWTH	• High Lift Pump 401 replacement at the Water Treatment Plant is in progress, review of rebuild of raw water pump for replacement • Operation of the Lantic Wastewater Treatment Plant is ongoing • Secondary Clarifier upgrade at the Wastewater Treatment Plant • Studies are being conducted on the lower cell of the Industrial Lagoon • Chemical system upgrades in progress at Lantic • Review of maintenance needed for the south raw water cell
 DEFINE & PRACTICE GOOD GOVERNANCE	• 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 • We are following our Covid-19 Pandemic Emergency Response Plan • One operator attended multiple webinars throughout the month of December
 ENHANCE SENSE OF COMMUNITY	• Submitted a Water Saving Tip to be included in the Corn Husk Chronicles

Potable Water Consumption



WWTP Influent & Effluent Flow



TOWN OF TABER

ACTIVITY REPORT

December 2022

DEPARTMENT: Human Resources

Strategic Plan Alignment	Associated Projects & Tasks
IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS	• Assisting departments with eCompliance access and use. • Reviewing eCompliance to ensure all staff are properly set up. • Assisting departments with the CUPE contract. • Assisting employees with questions regarding benefits & pension. • Supporting staff at all levels regarding employee relations and HR related subjects. • Preparation and follow up for the Labour Management meetings. • New Employee Orientations. • Updating Emergency Response Plans and Safe Work Practice for continuity and best practices.
DEVELOP COMMUNITY & PROMOTE GROWTH	• Advertised for a Casual Lifeguard/Instructor I & FT Custodian, as well as maintained open until filled position postings. • Continued to prepare for bargaining and negotiations of contracts. • Booked interviews for various departments and positions. • Coordinated meetings for employees joining and leaving the Town. • Preparing interview questions for various posted positions. • Exploring external training opportunities for various departments.
DEFINE & PRACTICE GOOD GOVERNANCE	• Coordinated COR audit – Waiting on Results. • Reviewing eComplianceto ensure all staff are properly set up. • Reviewing and updating policies, procedures, safe work practices and procedures and codes of practice for best practices and legislation compliance.
ENHANCE SENSE OF COMMUNITY	• Attending safety meetings and worksites to observe and participate in safety enhancements. • Working with WCB regarding existing claims. • Working with Sun Life & AMSC. • Assisting employees with their concerns & questions. • Working on Return to Work for employee's off on Sun Life and WCB. • Maintaining Wellness Wednesday emails that go out to all staff on various health, benefits & general well being topics. • Working with Payroll on year end items & processes.

TOWN OF TABER

ACTIVITY REPORT

December 2022

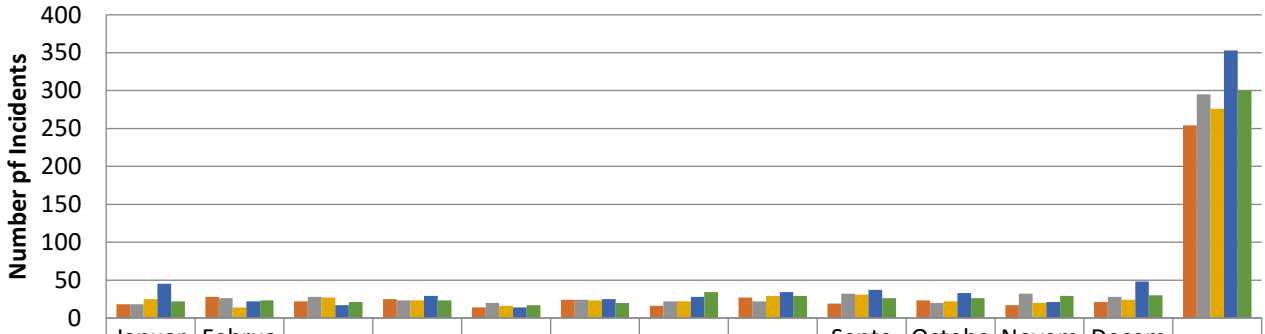
DEPARTMENT: FIRE

Strategic Plan Alignment	Associated Projects & Tasks
IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS	• Continue to Post on Facebook, keeping the community involved; TFD is now on Instagram as well • Recruit class scheduled to start February 2023.
DEVELOP COMMUNITY & PROMOTE GROWTH	• Fire Chief Chair: 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. please visit:@ abfirechiefs.ca please feel free to do a risk assessment of the Town. • AC West continues work with the Alberta Fire Training Officers Association • Hosted the Annual Awards Ceremony for the Fire Department, presented 4 Five Year Service Awards, 2 Alberta Emergency Service Medals for 12 years, 1 Queens Platinum Jubilee Medal, over 40 educational course certificates, Rookie of the Year, Firefighter of the year and Award of Merit. • AC West & AC Swarbrick attended a two-day functional exercise with the Southern Alberta All-Hazards Incident Management Team hosted in the Crowsnest Pass
DEFINE & PRACTICE GOOD GOVERNANCE	**Fire Training**: This time indicates the training of the Fire Department in the month. • Past month – **764** hours of firefighter training MOST TRAINING IN ONE MONTH THIS YEAR • Past 12 months – **4353** hours of firefighter training • 8 members started their 1001 level 1 training which is a 6 month long, 160-hour course that includes certification training on a vast variety of basic firefighter functions this course will complete in March 2023. • 4 members completed Standard First Aid and BLS skills training

	Fire Prevention: • Fire inspections **4** • Smoke alarm installation **6 exchanges** • Fire investigations **2** Flammable Liquid Storage Tank inspections: **0**
ENHANCE SENSE OF COMMUNITY	• **1677** hours volunteer service over the last 12 months outside of training and call responses • 5 members attended Toys for Tots fundraiser event at Walmart • 6 members volunteered for Taber Food Bank Stuff-a-Bus fundraiser • 14 members decorated truck and toured with the Lights Ablaze Santa Tour

Year to date **LAST** year; 353 calls. Total Calls for **December – 30 Calls**. Year to date **THIS** year; **300** calls

Total call volume over the last 4 years: 1224 Calls



	January	February	March	April	May	June	July	August	September	October	November	December	Totals
2018	18	28	22	25	14	24	16	27	19	23	17	21	254
2019	18	26	28	23	20	24	22	22	32	20	32	28	295
2020	25	14	27	23	16	23	22	29	31	22	20	24	276
2021	45	22	17	29	14	25	28	34	37	33	21	48	353
2022	22	23	21	23	17	20	34	29	26	26	29	30	300

DEPARTMENT REPORT

December 2022

DEPARTMENT: Administrative Services

Strategic Plan Alignment	Associated Projects & Tasks
DEVELOP COMMUNITY & PROMOTE GROWTH	• Followed-up with members and heads of B/C/C members for re-appointments and swearing in requests • Assisted as back-up cemetery clerk • Undertook interviews for position; determined criterion and scoring • Reviewed current arrangements and discussed leaseholder requests with various leaseholders; Chamber of Commerce, Legion Youth Centre and Park, Curling Club, Library, Museum. • Liaising, approving and follow-up on various facility maintenance project requests
IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS	• Reviewed negotiation proposals • Attended event for multiple staff leave departure • Responded to various cemetery inquiries for burials, monuments, grave locations, available spaces, etc. • Liaised with Secretary of Taber Municipal Police Commission for Council items, Bylaw and Policy Manual • Liaising with consultants for cemetery software • Reviewed, created and edited multiple RFDs, communications / contracts, bylaws, policies/procedures, how-to-guides, and correspondence from other departments
DEFINE & PRACTICE GOOD GOVERNANCE	• Completed the Administration Building Health & Safety Inspection • Created the agenda, attended the meeting for the CUPE Executive and Town of Taber Management meeting • Created the agenda, attended the meeting for the Municipal Emergency Management Committee meeting • Attended the Management Team Meeting • Responded to multiple FOIP requests • Advised internal staff on various FOIP inquiries, items, construction of clauses and documents • Continued to keep up with best practice through Alberta Municipal Clerk's Association, and LGAA (Local Government Administration Association) • Completed Council agenda creation, minutes documents, after-Council action items, other documentation required for Council meetings • Attended the after-Council review meeting • Reviewed department purchases, as well as facilities maintenance • Kept updated on eCompliance program for Health and Safety

ENHANCE SENSE OF COMMUNITY	• Completed First Aide recertification • Liaised with MD of Taber Office • Project planning meeting to construct process for Cemetery 2023 Capital Budget project • Fielded various department requests from citizens and internal clients

DEPARTMENT REPORT

DEPARTMENT: Administrative Services

(Communications and Projects Coordinator)

Strategic Plan Alignment	Associated Projects & Tasks
DEVELOP COMMUNITY & PROMOTE GROWTH	• Serving as Interim Cemetery Clerk in absence of Administrative Assistant (this includes burial work orders, pre-need purchasing/planning with families, genealogical searches, and other cemetery inquiries as required). • Completed new how-to training guides for burials, pre-need purchases and other various cemetery tasks so they are available for any current and future Cemetery Clerks
IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS	• Carrying out initiatives as outlined in the 2021-2023 Communications Plan • Planning outline for 2023 editorial calendar (stories, information, and various communications to be carried out through the year) • Fielded various questions from the public as transferred to communications • Submitted all 2023 regular ads to the Taber Times • Released December Corn Husk Chronicles • Drafting January Corn Husk Chronicles • Continually making edits and updates to the Town's website pages, social media, and various other communications channels to ensure accuracy and relevance • Scheduled interviews with local media personnel and key spokespersons for Town projects and initiatives when requested. • Coordinating with Departments on their requests for communications (this includes designing materials, writing copy, offering communications advice, photography, speechwriting, and providing training on communications initiatives) • Final editing stages to the Newcomers Guide in conjunction with Economic Development. • Made preparations of a Year in Review listing of events and stats for 2022 for the Mayor in anticipation of media requests
DEFINE & PRACTICE GOOD GOVERNANCE	• Attended regular After-Council meetings with Director team • Assisting with upkeep of oil and gas leases and rent review notices • Assisting Administrative Services Manager in multiple capacities in absence of Administrative Assistant. • As per standing 2019 Council resolution, did up cheque requisition for $1,500 sponsorship to APEX Awards for 2023. • Assisted Mayor and CAO with presenting annual Holiday treats and cards to staff on behalf of Council

ENHANCE SENSE OF COMMUNITY	• Collaborating with Economic Development staff on their communications needs for the AAIP program. • Assisted Fire Department with their Lights Ablaze event by live-posting locations on their Facebook so residents knew where to find the fire trucks.

TOWN OF TABER

DEPARTMENT REPORT

Taber Memorial Gardens

Statistics Provided from: December 1, 2022, to December 31, 2022	
SERVICE PROVIDED	**STATISTICS**
Burials	**9**
Pre-Planning Purchases	**1**
Columbarium Transactions	**0**
Monument Permits	**3**
Disinter/Reinter	**0**
Transfer of Burial Rights	**0**
Public Concerns	**1**
Grave Searches from the Public	**2**
Grave Searches from Monument Companies	**3**
Inquiries from other Municipalities	**0**

Council Request for Decision

Meeting Date: January 23, 2023

Subject:
Mayor and Councillor Reports (Verbal)

Recommendation:

No motion is required.

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):

APPROVALS:

Originated By:
Kerry Van Ham

Chief Administrative Officer (CAO) or Designate: _____

Council Request for Decision

Meeting Date: January 23, 2023

Subject:
Delegation - Scotiabank Presentation

Recommendation:
No motion required.

Background:
Scotia Wealth Management, part of the Scotiabank group of companies, includes a suite of wealth management professionals providing a complete range of investment and wealth solution services. Scotiabank is here to present both short and long-term investment strategies that may benefit the Town of Taber. They will also touch on the current economic outlook.

Legislation / Authority:
MGA S.250

Strategic Plan Alignment:
Define and Practice Good Governance

Financial Implication:
Currently unquantifiable due to multiple considerations related to possible Council direction.

Service Level / Staff Resource Implication:
No change in service levels

Justification:
To provide investment strategies and economic outlook to council

Alternative(s):
N/A

Attachment(s): Scotiabank Presentation

APPROVALS:

Originated By: John Orwa

Chief Administrative Officer (CAO) or Designate: _____

ENRICHED
THINKING

Scotia Wealth Management

Municipal Investment Overview

KURTIS WAGNER, CFA | PORTFOLIO MANAGER

SIERRA NUNNO | WEALTH ADVISOR

Rob Gray
Asset Management

TOWN OF
TABER

Agenda

I. Municipal Government Act

II. Our Approach

III. Cash-Flow Matching

IV. Bond Portfolios

V. Principle Protected Notes

Municipal Government Act

(Consolidated up to 294/2020)

ALBERTA REGULATION 66/2000

Municipal Government Act

INVESTMENT REGULATION

Definition

1 In this Regulation, "securities" includes bonds, debentures, trust certificates, guaranteed investment certificates or receipts, certificates of deposit, deposit receipts, bills, notes and mortgages of real estate or leaseholds and rights or interests in respect of a security.

Additional investments

2(1) In addition to the investments referred to in section 250(2) of the Act, a municipality may invest its money in

(a) securities issued by a corporation incorporated or continued under the laws of Canada or of a province if the securities are rated as follows:

(i) subject to subclause (ii), if the municipality is not a municipality as defined in the *Major Cities Investment Regulation* (AR 249/2000), the securities must be rated by at least one of the rating agencies with

(A) a minimum R-1 or A_1 or equivalent rating for securities with a maturity date that is less than one year from the securities' issue, and

(B) a minimum of A- or equivalent rating for securities with a maturity date that is one year or more from the securities' issue;

(ii) if the investment is permitted by the *MuniSERP Investment Regulation* or the *MUNI Funds Investment Regulation*, the securities must be rated by at least one of the rating agencies with

(A) a minimum R-1 or BBB- or equivalent rating for securities with a maturity date that is less than one year from the securities' issue, and

(B) a minimum of BBB- or equivalent rating for securities with a maturity date that is one year or more from the securities' issue,

(b) securities of the municipality,

(c) exchange agreements, futures agreements, option agreements or rate agreements, in respect of interest, dividends, rates, currencies, indices or mediums of exchange if

(i) the instrument is used in connection with and for the purpose of reducing the risk of another investment referred to in section 250(2) of the Act or in clause (a) or (b) of this subsection, or

(ii) the instrument is used to protect the municipality from exposure to a loss resulting from an interest, currency or rate fluctuation in connection with an amount owing to the municipality or an amount owed by the municipality,

and

(d) units in pooled funds of all or any of the investments described in section 250(2)(a) to (c) of the Act and in clauses (a) to (c) of this subsection.

(2) The rating agencies referred to in subsection (1)(a) are:

(a) repealed AR 123/2005 s2;

(b) Dominion Bond Rating Service Limited;

(c) Moody's Investors Service, Inc.;

(d) Standard & Poor's Corporation.

AR 66/2000 s2;123/2005;210/2006;22/2010;190/2010;104/2012

Repeal

3 The *Investment Regulation* (AR 374/94) is repealed.

Expiry

4 For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on June 30, 2022.

AR 66/2000 s4;123/2005;88/2010;75/2015;294/2020

Our 4-Pillared Approach

A complete Financial Strategy

- Cash-Flow Matching
- Discretionary Universe Bond Portfolio
- Discretionary Government Bond Portfolio
- Principle Protected Notes

Cash-Flow Matching

A laddered bond strategy focused on matching bond maturity dates with liquidity events.

Example: Taber Flood Mitigation Wetlands

The project: 10 year timeline, with construction liabilities to be paid in 3, 5, 7, and 10 years

The strategy: Purchase bonds with laddered maturities that align with the dates when the town needs to pay contractors. Thus, guaranteeing the required funds will be available.

Discretionary Portfolios

By following the parameters set out in an Investment Policy Statement created by us and the Town, and following the MGA, we have the discretion to make the investment decisions on the town's behalf on a daily basis.

We run 2 discretionary portfolios:

Discretionary Bond Universe Portfolio

Discretionary Government Bond Portfolio

Discretionary Bond Universe Portfolio

- Any high quality (AAA to BBB) bond under the sun
  - Corporate Bonds
  - Government Bonds
- Actively managed day-to-day
- Autonomy to seek and seize the best opportunities based on our evolving market outlook

Discretionary Government Bond Portfolio

- Exclusively high quality (AAA to BBB) Government bonds
- Developed in response to evolving IPS requirements
- Helps ensure a certain weighting in Government bonds can be maintained

Principle Protected Notes (PPNs)

Behave like a bond in the sense that their principal is guaranteed at maturity. Unlike a bond, however, the return is variable. The terms of the note, and performance of the underlying securities, determine return.

Traditional

- Set maturity date
- Performance tied to price appreciation of index/basket of stocks
- Index Performance x Participation Rate = Return

AutoCallable

- Set call dates
- Predetermined payout certain on call date if underlying index/basket of stocks is positive
- If market is not positive, principle still guaranteed at maturity

Traditional PPN Example

Scotiabank Canadian Banks (AR) Index PPN (CAD)

Term: 7 years, if not sold earlier

Underlying: Solactive Canada Banks 40 AR Index

Participation Rate: 240%

100% Principal Protected

Scenario 1: Index down until term ends

Result: Initial investment returned at end of term.

Scenario 2: Index up 10% after 1 year

Result: Note is up 24% - this is principal at risk. We may look to sell the note, lock in gains, and purchase a note with the new higher principal.

Scenario 3: Index up 50% at end of term

Result: The note is redeemed by the issuer, and the initial investment plus 120% is paid.

AutoCallable PPN Example

BMO Canadian Banks (AR) Index AutoCallable PPN (CAD)

Term: 7 years, if not sold earlier

Underlying: Solactive Canada Bank 40 AR Index

Annual Coupons: 7.25% | 14.5% | 21.75% | 29% | 36.25% | 43.5% | 50.75%

Autocall level: If Index Price Return is ≥ 0%

100% Principal Protected

Scenario 1: Index down on 1st call date

Result: Note continues on to year 2.

Scenario 2: Index up 2% , 3 months from 2nd call date.

Result: Since index is only up slightly, we may look to lock in gains by selling ahead of call date.

Scenario 3: Index is positive on 4th call date.

Result: Original investment is returned, along with 29% coupon.

Thank you