



AGENDA

REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, NOVEMBER 27, 2023 AT 3:30 PM.

	<u>MOTION</u>
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: November 14, 2023	X
5. BUSINESS ARISING FROM THE MINUTES	
6. BYLAWS	
ITEM No.6.1 Proposed Fee Bylaw 19-2023	X
7. ACTION ITEMS	
ITEM No.7.1 2024 Proposed Operating Budget	
ITEM No.7.2 Resignation: Taber Municipal Library Board	X
ITEM No.7.3 My City Care Waiver Request	X
ITEM No.7.4 Information For Council	
ITEM No.7.5 Response to Standing Item 348/2023 Walmart Sidewalk	X
ITEM No.7.6 Department Reports	
ITEM No.7.7 Mayor and Councillor Reports (Verbal)	
ITEM No.7.8 Standing Items - Council Requests	
8. DELEGATIONS	
9. MEDIA INQUIRIES	



10. CLOSED SESSION

X

ITEM No.10.1 Board Appointment: Taber Municipal Police Commission
Closed Session to prevent disclosure of applicant personal information that is evaluative for the purpose of determining the applicant's suitability, in accordance with Section 19(1) of the *Freedom of Information and Protection of Privacy Act*.

ITEM No.10.2 Land Sale Offer
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) the 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: November 27, 2023

Subject:

Minutes of Regular Meeting of Council: November 14, 2023

Recommendation:

Council adopts the Minutes of the Regular Meeting of Council held on November 14, 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 November 14, 2023, as amended.



Attachment(s): November 14, 2023 Draft Minutes

APPROVALS:

Originated By:
Brittany Gilbertson

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 TUESDAY, NOVEMBER 14, 2023, AT 3:40 PM, IMMEDIATELY FOLLOWING THE SUBDIVISION AUTHORITY MEETING AT 3:30 PM.

Mayor

Andrew Prokop

Councillors

Garth Bekkering
Jack Brewin
Carly Firth
Monica McLean
Daniel Remfert
Joanne Sorensen

Chief Administrative Officer

Derrin Thibault

Staff

Alaa Abdel Khaliq
Amy Allred
Chris Eagan
Celina Newberry
John Orwa
Kerry Van Ham

CALL TO ORDER

Mayor Prokop called the Meeting to Order at 3:40 PM.

ADOPTION OF THE AGENDA

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

ADOPTION OF THE AGENDA – CONT'D

RES. 350/2023

MOVED by Councillor Firth that Council adopts the Agenda, as presented.

CARRIED UNANIMOUSLY

PUBLIC HEARINGS

1) Public Hearing for Direct Control Development Application 23-140

A) Call to Order: Public Hearing for Direct Control Development Application 23-140

Mayor Prokop called the Public Hearing to Order at 3:40 PM.

RES. 351/2023

MOVED by Councillor Brewin that Council adopts the Agenda of the Public Hearing, as presented.

CARRIED UNANIMOUSLY

Mayor Prokop stated that anyone who wishes to speak during the Public Hearing will have 5 minutes to speak, and must state their name for the record, and state if they are speaking for themselves or on behalf of a group or organization.

B) Public Hearing for Direct Control Development Application 23-140

D. Thibault stated that Administration had not received any documentation for the Public Hearing for Direct Control Development Application 23-140.

D. Thibault stated that the Public Hearing is being held for the property that is located on the corner of 56th Avenue and Highway 864, for a secondary housing unit.

PUBLIC HEARINGS – CONT'D

C) Presentation of Written or Oral Briefs Against the Direct Control Development Application 23-140

Mayor Prokop inquired if Administration had received any written briefs Against Direct Control Development Application 23-140.

C. Newberry, Planning Officer, stated that Administration had not received any written briefs Against Direct Control Development Application 23-140.

Mayor Prokop inquired if anyone was present who wished to speak Against the Direct Control Development Application 23-140.

Mayor Prokop inquired a second time if anyone was present who wished to speak Against the Direct Control Development Application 23-140.

Mayor Prokop inquired a third and final time if anyone was present who wished to speak Against the Direct Control Development Application 23-140, and there was none.

D) Presentation of Written or Oral Briefs For the Direct Control Development Application 23-140

Mayor Prokop inquired if Administration had received any written briefs For Direct Control Development Application 23-140.

C. Newberry stated that Administration had not received any written briefs For Direct Control Development Application 23-140.

Mayor Prokop inquired if anyone was present who wished to speak For the Direct Control Development Application 23-140.

Mayor Prokop inquired a second time if anyone was present who wished to speak For the Direct Control Development Application 23-140.

Mayor Prokop inquired a third and final time if anyone was present who wished to speak For the Direct Control Development Application 23-140, and there was none.

PUBLIC HEARINGS – CONT'D

**E) Close of Meeting: Public Hearing for Direct Control
Development Application 23-140**

RES. 352/2023 MOVED by Councillor McLean that this
Public Hearing is hereby Closed.

CARRIED UNANIMOUSLY AT 3:43 PM

ADOPTION OF THE MINUTES

**1) Minutes of Organizational Meeting of Council: October 23,
2023**

RES. 353/2023 MOVED by Councillor Remfert that Council
adopts the Minutes of the Organizational
Meeting of Council held on October 23,
2023, as presented.

CARRIED UNANIMOUSLY

2) Minutes of Regular Meeting of Council: October 23, 2023

RES. 354/2023 MOVED by Councillor Firth that Council
adopts the Minutes of the Regular Meeting
of Council held on October 23, 2023, as
presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

None.

BYLAWS

None.

ACTION ITEMS

1) 2024 Capital Budget

D. Thibault introduced J. Orwa, Chief Financial Officer, who presented the proposed 2024 Capital Budget.

Council discussed the proposed 2024 Capital Budget.

RES. 355/2023

MOVED by Councillor Sorensen that Council approves the 2024 Capital Budget, as presented.

CARRIED

2) Franchise Fees

D. Thibault introduced J. Orwa, who reviewed the process and history in relation to Franchise Fees.

Council discussed the proposal.

Councillor Sorensen requested a recorded vote.

RES. 356/2023

MOVED by Councillor Brewin that Council increases the 2024 Franchise Fee rates for Fortis Alberta from 18% to 20%, and Atco Gas from 18% to 20% (low and medium use), and from 33% to 35% (high use), and directs Administration to inform the two utility companies of its decision.

DEFEATED

FOR: Councillor Brewin, Mayor Prokop, and Councillor Bekkering.

OPPOSED: Councillor Firth, Councillor McLean, Councillor Remfert, and Councillor Sorensen.

ACTION ITEMS – CONT'D

3) Asset Retirement Obligations

D. Thibault introduced J. Orwa, who presented the Asset Retirement Obligations.

Council provided discussion from the Audit Committee in relation to the Asset Retirement Obligations.

RES. 357/2023

MOVED by Councillor Sorensen that Council approves the contracted services of 360 Energy Liability Management, Asset Retirement Obligation Standard Implementation, in the amount of \$49,484.00, with funds to come from Operating MSI.

CARRIED

4) 3rd Quarter Financial Statements

D. Thibault introduced J. Orwa, who presented the Third Quarter Financial Statements.

No motion was made at this time.

5) Letter of Support Request: Watershed Resiliency and Restoration Program (WRRP)

D. Thibault presented the Letter of Support Request for the Watershed Resiliency and Restoration Program.

RES. 358/2023

MOVED by Councillor Bekkering that Council authorizes the Mayor to sign the letter of support for an increased investment in Environment and Protected Areas Watershed Resiliency and Restoration Program to combat droughts and floods.

DEFEATED

257/2023

Meeting Date
11/14/2023

ACTION ITEMS – CONT'D

6) Temporary Portable Signage Request

D. Thibault presented the Development Permit Application for a Temporary Portable Sign to be located in the downtown area.

RES. 359/2023

MOVED by Councillor Bekkering that Council approves Development Permit DP 23-143 for the location of a Temporary Portable Sign for a community event at 4700 and 4720 50 Street Block C, Plan 7282JK with the following eight (8) conditions:

1. This permit is for a portable sign to be placed in the location shown on the attached map;
2. This permit is valid from November 14th, 2023 to November 20th, 2023;
3. The sign must be placed within setback requirements of the Land Use Bylaw 13-2020; at least 0.6m from a property line, and at least 45m from any other portable sign, and from Residential Districts;
4. The sign must not be greater than 5.5m², and must not exceed 3.5m in height;
5. The name and phone number of the sign owner must be permanently affixed to the sign in a visually prominent location on the sign;
6. The sign must be anchored or secured, and changeable copy on Portable signs must be secured to prevent vandalism;

ACTION ITEMS – CONT'D

6) Temporary Portable Signage Request – Cont'd

7. The owner shall maintain the sign in a proper state of repair, and shall ensure that all sign support, structural elements and/or guy-wires are properly attached; and,
8. The sign must be removed, or the permit must be renewed on or before the expiry date.

CARRIED UNANIMOUSLY

7) DP 23-140 - 5701 Highway 864 - Move on Home

D. Thibault presented the Development Permit DP 23-140, to be located at 5701 Highway 864 for a secondary move-on home, and stated that the Permit is in relation to the Public Hearing that was held at the start of the Meeting.

RES. 360/2023

MOVED by Councillor Brewin that Council approves Development Permit DP 23-140, for a secondary moved-on home located at 5701 Highway 864, Lot 1, Block 1, Plan 951 2421 with the following thirteen (13) conditions:

1. The site is developed as per the site plan, to the satisfaction of the Development Authority;
2. The development conforms to the requirements of the Direct Control District 5 (DC-5);
3. The moved-on home shall be kept in good repair;
4. The foundation must be staked by a qualified professional;

ACTION ITEMS – CONT'D

7) DP 23-140 – 5701 Highway 864 – Move on Home – Cont'd

5. The applicant shall be responsible for having all the underground utilities located on the property and ensuring that the building has not been located overtop any of them prior to moving the building onto the property. If the proposed location of the building has been located over top any underground utilities, it is the applicant's responsibility to either relocate the building to a new location (this must be approved by the Development Authority) on the property, or remedy the situation to the satisfaction of the affected utility provider;
6. The applicant must obtain a Building Permit to ensure the development complies with the National Fire Code 2019 (AE) and the National Building Code 2019 (AE). It shall be the responsibility of the applicant to obtain the necessary Building, Plumbing, Electrical, and Gas permits;
7. The exterior finishes of the moved-on home shall be professionally manufactured and complimentary to the finishing of the subject dwelling;
8. Applicant to ensure water will not accumulate at or near the buildings (positive drainage) on site, nor accumulate on the lot, and will not adversely affect adjacent properties;

ACTION ITEMS – CONT'D

7) DP 23-140 – 5701 Highway 864 – Move on Home – Cont'd

9. If the proposed moved-on home is to be used for a business at any time, a Home Occupation Permit and License shall be required;
10. The curb stop shall only be operated by the Town of Taber's Public Services. Any attempt to contravene this may be subject to a fine as outlined in Bylaw 20-2020 Part 8.0. The water curb stop shall be set at finished grade elevation to ensure accessibility by Public Services prior to installation of the water metre and access to Town water. Public Services shall determine if water curb stop is acceptable and so advise the Town office prior to occupancy of the dwelling. As per Bylaw 20-2020 Part 5.30, temporary water service for a maximum of 60 days must be arranged through the Town Office;

ACTION ITEMS – CONT'D

7) DP 23-140 – 5701 Highway 864 – Move on Home – Cont'd

11. During construction, the site shall be maintained in a neat and orderly manner so as to ensure that neighbours are not directly impacted by construction activity. This includes parking of construction vehicles and storage of construction materials, debris, and topsoil. Any damage to neighbours' property, including fences, driveways, or landscaping that occurs due to this construction shall be repaired. Erosion shall be controlled so that soil and dust is not conveyed off site. Standing water on the site shall also be controlled by the applicant. (Non-compliance of these items are subject to fines as indicated under Bylaw 20-2022);
12. All outstanding taxes, if any, are paid to the Town of Taber prior to proceeding with development; and,
13. Prior to occupancy, the applicant will provide an Updated Real Property Report to the Town of Taber.

CARRIED UNANIMOUSLY

8) Utility Billing Refund for Community Garden Water Supply

D. Thibault introduced C. Eagan, Director of Planning, Engineering and Operations, who presented a utility bill reduction request brought forward by Administration for residents of [REDACTED] and [REDACTED].

ACTION ITEMS – CONT'D

8) Utility Billing Refund for Community Garden Water Supply – Cont'd

RES. 361/2023

MOVED by Councillor McLean that Council directs Administration to provide a water utility refund of \$200 for [REDACTED], and \$100 for [REDACTED], for water provided by the residences in support of the Community Garden users at Prairie Sunset Avenue, when the Town water supply was interrupted during the summer of 2023.

CARRIED UNANIMOUSLY

9) Response to Standing Item 293/2023 Water Loss Study

D. Thibault introduced C. Eagan, who presented the Project Statement that detailed the costs associated with completing a water loss study in the Town of Taber, as requested by Council at the September 25, 2023 Council Meeting.

RES. 362/2023

MOVED by Councillor Sorensen that Council directs Administration to proceed with the Water Loss Study, not to exceed \$5000 and to be funded from the 2023 Operating Reserves.

CARRIED

10) Standing Items - Council Requests

D. Thibault reviewed the current listing.

ACTION ITEMS – CONT'D

10) Standing Items – Council Requests – Cont'd

RES. 363/2023

MOVED by Councillor McLean that Council directs Administration to look at the cost of connecting the sidewalk on 60th Avenue, in front of the Taber Christian School, to connect with the sidewalk in the Park Place Cul-De-Sac.

CARRIED UNANIMOUSLY

MOVED by Councillor Remfert that the Traffic Committee look at the speed coming from Highway 864 to 56th Avenue, to the stop sign at the Lutheran Church.

Council reviewed the motion and past discussions regarding this issue.

Councillor Remfert withdrew his motion.

MOVED by Councillor Brewin that the Traffic Committee is required to make recommendations for or against their decisions to Council, on whether or not Council accepts their decision, with Council having the final say.

Council discussed the motion.

Councillor Brewin amended his motion.

MOVED by Councillor Brewin that the Traffic Committee is required to make recommendations for or against their decisions to Council, on whether or not Council accepts their decision, with Council having the final say, and to bring to the December meeting to investigate with recommendations from Administration.

The motion was not voted on at this time.

264/2023

Meeting Date
11/14/2023

ACTION ITEMS – CONT'D

10) Standing Items – Council Requests – Cont'd

RES. 364/2023

MOVED by Councillor Sorensen that Council directs Administration to investigate the cost and requirements of maintaining that area of the dog park.

CARRIED

It was noted that the motion brought forward by Councillor Brewin had not been voted on prior to the passing of RES. 364/2023.

RES. 365/2023

MOVED by Councillor Brewin that the Traffic Committee is required to make recommendations for or against their decisions to Council, on whether or not Council accepts their decision, with Council having the final say, and to bring to the December meeting to investigate with recommendations from Administration.

CARRIED UNANIMOUSLY

DELEGATIONS

None.

MEDIA INQUIRIES

None.

RES. 366/2023

MOVED by Councillor Bekkering that Council takes a 30-minute meal break, to reconvene at 6:00 PM.

CARRIED UNANIMOUSLY AT 5:35 PM

The Meeting reconvened at 6:14 PM.

MEDIA INQUIRIES – CONT'D

RES. 367/2023

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

- Advice, proposals, recommendations, analyses or policy options developed by or for a public body, in accordance with Advice from officials, Section 24(1)(a) of the *Freedom of Information and Protection of Privacy Act*; and,
- 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) the disclosure could reasonably be expected to harm significantly the negotiating position of the third party.

CARRIED UNANIMOUSLY AT 6:14 PM

CLOSED SESSION

- 1) Council Member Appointments**
That Council takes the meeting into Closed Session to prevent disclosure of advice, proposals, recommendations, analyses or policy options developed by or for a public body, in accordance with Advice from officials, Section 24(1)(a) of the *Freedom of Information and Protection of Privacy Act*.

Pursuant to Section 197(6) of the *Municipal Government Act*, there were the following members of Administration in attendance for Agenda Item 10.1) Council Member Appointments; D. Thibault, Chief Administrative Officer, and K. Van Ham, Administrative Services Manager.

- 2) Municipal District of Taber Council Appointments**
That Council takes the meeting into Closed Session to prevent disclosure of advice, proposals, recommendations, analyses or policy options developed by or for a public body, in accordance with Advice from officials, Section 24(1)(a) of the *Freedom of Information and Protection of Privacy Act*.

Pursuant to Section 197(6) of the *Municipal Government Act*, there were the following members of Administration in attendance for Agenda Item 10.2) Municipal District of Taber Council Appointments; D. Thibault, Chief Administrative Officer, and K. Van Ham, Administrative Services Manager.

- 3) Land Sale Offer**
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) the disclosure could reasonably be expected to harm significantly the negotiating position of the third party.

Pursuant to Section 197(6) of the *Municipal Government Act*, there were the following members of Administration in attendance for Agenda Item 10.3) Land Sale Offer; D. Thibault, Chief Administrative Officer, and A. Allred, Economic Development Manager.

OPEN SESSION

RES. 368/2023

MOVED by Councillor Sorensen that Council moves into Open Session.

CARRIED UNANIMOUSLY AT 6:59 PM

RES. 369/2023

MOVED by Councillor Firth that Council directs Administration to rescind RES. 353/2023, which states:

“MOVED by Councillor Firth that Council appoints Mayor Prokop, and Councillor Sorensen to the Chief Administrative Officer Performance Evaluation Committee, until the 2024 Council Organizational Meeting.

CARRIED UNANIMOUSLY”

And,

Council appoints Mayor Prokop, Councillor Sorensen, and Councillor Remfert to the Chief Administrative Officer Performance Evaluation Committee, until the 2024 Council Organizational Meeting.

CARRIED UNANIMOUSLY

OPEN SESSION – CONT'D

RES. 370/2023

MOVED by Councillor McLean that Council directs Administration to rescind RES. 354/2023, which states:

“MOVED by Councillor Brewin that Council appoints Councillor Brewin and Councillor McLean to the Development Authority (Municipal Planning Commission), and Mayor Prokop as alternate, until the 2024 Council Organizational Meeting.

CARRIED UNANIMOUSLY”

And,

Council appoints Councillor Brewin and Councillor McLean to the Development Authority (Municipal Planning Commission), until the 2024 Council Organizational Meeting.

CARRIED UNANIMOUSLY

OPEN SESSION – CONT'D

RES. 371/2023

MOVED by Councillor Remfert that Council directs Administration to rescind RES. 358/2023, which states:

“MOVED by Councillor Firth that Council appoints Councillor Brewin and Councillor Sorensen to the Taber Recreation Board, and Mayor Prokop as alternate, until the 2024 Organizational Meeting.

CARRIED UNANIMOUSLY”

And,

Council appoints Councillor Brewin and Councillor Sorensen to the Taber Recreation Board, until the 2024 Council Organizational Meeting.

CARRIED UNANIMOUSLY

OPEN SESSION – CONT'D

RES. 372/2023

MOVED by Councillor Sorensen that Council directs Administration to rescind RES. 362/2023, which states:

“MOVED by Councillor McLean that Council appoints Councillor Sorensen and Councillor McLean to the Joint Economic Development Committee, and Mayor Prokop as alternate, until the 2024 Council Organizational Meeting.

CARRIED UNANIMOUSLY”

And,

Council appoints Councillor Sorensen and Councillor McLean to the Joint Economic Development Committee, until the 2024 Council Organizational Meeting.

CARRIED UNANIMOUSLY

OPEN SESSION – CONT'D

RES. 373/2023

MOVED by Councillor Firth that Council:

1. Recognizes the Municipal District of Taber's appointments to the Joint Economic Development Committee as Councillor John Turcato and Councillor Brian Hildebrand.
2. Recognizes the Municipal District of Taber's appointments to the Intermunicipal Development Committee as Councillor Merrill Harris and Reeve Tamara Miyanaga; and,
3. On the basis of the recommendation of the Municipal District of Taber Council, appoints Municipal District of Taber representatives to Town boards as follows:
 - a. Town of Taber Recreation Board – Brian Hildebrand;
 - b. Town of Taber Arts & Heritage Committee – Merrill Harris, and Reeve Tamara Miyanaga as alternate; and,
 - c. Taber Municipal Library Board – Merrill Harris.

CARRIED UNANIMOUSLY

CLOSE OF MEETING

RES. 374/2023

MOVED by Councillor Brewin that this Regular Meeting of Council is hereby Closed.

CARRIED UNANIMOUSLY AT 7:03 PM

MAYOR

CHIEF ADMINISTRATIVE OFFICER

273/2023

Meeting Date
11/14/2023



Council Request for Decision

Meeting Date: November 27, 2023

Subject:

Proposed Fee Bylaw 19-2023

Recommendation:

1. That Council gives Second Reading to Fee Bylaw 19-2023 as amended to remove the statement in Schedule 'A' stating "Vendors having a valid Business License will be exempt from Farmer's Market Fees and adding the three infrastructure fees (45th Ave Cast Iron Sanitary Replacement \$ 3.08/month, Downtown Sanitary Pipe Relining and Cleaning \$0.90/month, Lagoon Sludge Removal \$3.64/month).
2. That Council gives Third and Final Reading to Fee Bylaw 19-2023 as amended to remove the statement in Schedule 'A' stating "Vendors having a valid Business License will be exempt from Farmer's Market Fees and adding the three infrastructure fees (45th Ave Cast Iron Sanitary Replacement \$ 3.08/month, Downtown Sanitary Pipe Relining and Cleaning \$0.90/month, Lagoon Sludge Removal \$3.64/month).

Background:

At the October 23, 2023 regular meeting of Council, the following motion was carried:

RES. 331/2023 MOVED by Councillor Bekkering that Council gives First Reading to Fee Bylaw 19-2023.

Administration is requesting the removal of the following:

Schedule A – Recreation Services
Programs

~~*Vendors having a valid Business license will be exempt from Farmer's Market Fees.~~

Administration has added the three infrastructure renewal fees as discussed with Council;

Schedule E – Utilities

45 Ave. Cast Iron & Sanitary Replacement	\$ 3.08/month
Downtown Sanitary Pipe Relining & Cleaning	\$ 0.90/month
Lagoon Sludge Removal (3 cells)	\$ 3.64/month

These changes have been incorporated into the attached proposed Fee Bylaw 19-2023.

Administration is looking for Second and Third Reading of Bylaw 19-2023 at this meeting.



Legislation / Authority:

MGA, Section 7(f) & (g)

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:

Service levels remain the same.

Justification:

To establish fees for services provided by the Town.

Alternative(s):

1. Council could choose not to accept the changes being put forward by Administration.
2. That Council does not give second and third reading to Fee Bylaw 19-2023 and requests further information.

Attachment(s): Proposed Fee Bylaw 19-2023

APPROVALS:

Originated By:

John Orwa

Chief Administrative Officer (CAO) or Designate: _____

TOWN OF TABER
BYLAW NO.19-2023

BEING A BYLAW OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE TO ESTABLISH SERVICE FEES WITHIN THE TOWN OF TABER.

WHEREAS the *Municipal Government Act* (Alberta, R.S.A. 2000, Chapter M-26, and amendments thereto) permits a Council to pass and enforce bylaws for municipal purposes respecting the safety, health and welfare of the people and the protection of people and property;

AND WHEREAS the *Municipal Government Act* (Alberta, R.S.A. 2000, Chapter M-26, and amendments thereto) permits a Council to pass and enforce bylaws for the municipal purposes respecting services provided by or on behalf of the municipality;

AND WHEREAS the *Municipal Government Act* (Alberta, R.S.A. 2000, Chapter M-26, and amendments thereto) permits a Council, by bylaw, may establish fees;

AND WHEREAS Council wants to adopt a Schedule of Fees;

AND WHEREAS Council deems it expedient from time to time to revise the Schedule of Fees for municipal services;

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 "Fee Bylaw".

2.0 DEFINITIONS

In this Bylaw:

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

TOWN OF TABER
BYLAW NO.19-2023

3.0 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.

4.0 RESCINDED OR AMENDED BYLAWS

Bylaw No. 18-2022 is hereby repealed in its entirety.

5.0 EFFECTIVE DATE

This Bylaw shall take effect on January 1, 2024.

- RES. 331/2023 Read a First Time this 23rd day of October, 2023
- RES. Read a second time this ----- day of -----, 2023
- RES. Read a third time and finally passed this ----- day of -----,2023

TOWN OF TABER

MAYOR

CHIEF ADMINISTRATIVE OFFICER (C.A.O)

TOWN OF TABER
BYLAW NO.19-2023

Schedule 'A'

Schedule of Fees for Recreation Services

(Fees include GST, except where exempt)

Aquafun

Fee Assistance Rates apply to qualified applicants. See policy.

Adult Drop In	\$ 7.50 \$ 7.00
Adult Drop In – Fee Assistance	\$ 3.75 \$ 3.50
Student Drop In	\$ 6.50 \$ 6.00
Student Drop In – Fee Assistance	\$ 3.25 \$ 3.00
Child Drop In	\$ 5.25 \$ 5.00
Child Drop In – Fee Assistance	\$ 2.75 \$ 2.50
Senior Drop In	\$ 6.50 \$ 6.00
Senior Drop In – Fee Assistance	\$ 3.25 \$ 3.00
Family Drop In	\$ 17.00 \$ 16.00
Family Drop In – Fee Assistance	\$ 8.50 \$ 8.00
Shower	\$ 2.75 \$ 2.50
Swim Club/hour	\$ 64.00 \$ 62.00
Full Day rental rate	\$ 1,146.75 \$ 1,113.25
Private rental reg.	\$ 244.25 \$ 237.00
Private rental youth	\$ 122.75 \$ 119.00
Holiday Pool Rentals	1.5 x Rate
Schools/hour	\$ 61.00 \$ 59.00
Winter Sponsored Toonie Swim/Hour	\$ 103.00 \$ 100.00
Viewing Area/hour	\$ 10.50 \$ 10.00
Viewing Area/hour (after hours)	\$ 51.50 \$ 50.00
Adult 10 use pass	\$ 65.00 \$ 63.00
Adult 10 use pass – Fee Assistance	\$ 32.50 \$ 31.50

TOWN OF TABER
BYLAW NO.19-2023

Adult 1 month pass	\$ 40.75 \$ 39.50
Adult 1 month pass – Fee Assistance	\$ 20.50 \$ 19.75
Adult 3 month pass	\$ 110.75 \$ 107.50
Adult 3 month pass – Fee Assistance	\$ 55.50 \$ 53.75
Adult 6 month pass	\$ 200.00 \$ 194.00
Adult 6 month pass – Fee Assistance	\$ 100.00 \$ 97.00
Adult 1 year pass	\$ 357.50 \$ 347.00
Adult 1 year pass – Fee Assistance	\$ 178.50 \$ 173.50
Adult Summer Splash Pass	\$ 74.00 \$ 71.75
Adult Summer Splash Pass – Fee Assistance	\$ 37.00 \$ 35.75
Student 10 use pass	\$ 56.00 \$ 54.00
Student 10 use pass – Fee Assistance	\$ 28.00 \$ 27.00
Student 1 month pass	\$ 34.25 \$ 33.25
Student 1 month pass – Fee Assistance	\$ 17.50 \$ 16.50
Student 3 month pass	\$ 93.75 \$ 91.00
Student 3 month pass – Fee Assistance	\$ 47.00 \$ 45.50
Student 6 month pass	\$ 169.25 \$ 164.25
Student 6 month pass – Fee Assistance	\$ 84.50 \$ 82.00
Student 1 year pass	\$ 302.50 \$ 293.50
Student 1 year pass – Fee Assistance	\$ 151.25 \$ 146.75
Student Summer Splash Pass	\$ 62.75 \$ 60.75
Student Summer Splash Pass – Fee Assistance	\$ 31.50 \$ 30.50
Child 10 use pass	\$ 47.00 \$ 45.00
Child 10 use pass – Fee Assistance	\$ 23.50 \$ 22.50
Child 1 month pass	\$ 28.25 \$ 27.25

TOWN OF TABER
BYLAW NO.19-2023

Child 1 month pass – Fee Assistance	\$ 14.00 \$ 13.50
Child 3 month pass	\$ 76.75 \$ 74.50
Child 3 month pass – Fee Assistance	\$ 38.75 \$ 37.50
Child 6 month pass	\$ 138.50 \$ 134.25
Child 6 month pass – Fee Assistance	\$ 69.25 \$ 67.00
Child 1 year pass	\$ 247.25 \$ 240.00
Child 1 year pass – Fee Assistance	\$ 123.75 \$ 120.00
Child Summer Splash Pass	\$ 51.25 \$ 49.75
Child Summer Splash Pass – Fee Assistance	\$ 25.50 \$ 24.75
Senior 10 use pass	\$ 56.00 \$ 54.00
Senior 10 use pass – Fee Assistance	\$ 28.00 \$ 27.00
Senior 1 month pass	\$ 34.25 \$ 33.25
Senior 1 month pass – Fee Assistance	\$ 17.00 \$ 16.50
Senior 3 month pass	\$ 93.75 \$ 91.00
Senior 3 month pass – Fee Assistance	\$ 47.00 \$ 45.50
Senior 6 month pass	\$ 169.25 \$ 164.25
Senior 6 month pass – Fee Assistance	\$ 84.50 \$ 82.00
Senior 1 year pass	\$ 302.50 \$ 293.50
Senior 1 year pass – Fee Assistance	\$ 151.25 \$ 146.75
Senior Summer Splash Pass	\$ 62.75 \$ 60.75
Senior Summer Splash Pass – Fee Assistance	\$ 31.50 \$ 30.50
Family 10 use pass	\$ 149.00 \$ 144.00
Family 10 use pass – Fee Assistance	\$ 74.50 \$ 72.00
Family 1 month pass	\$ 95.25 \$ 92.25
Family 1 month pass – Fee Assistance	\$ 47.50 \$ 46.00

TOWN OF TABER
BYLAW NO.19-2023

Family 3 month pass	\$ 259.25
	\$ 251.50
Family 3 month pass – Fee Assistance	\$ 129.75
	\$ 125.75
Family 6 month pass	\$ 468.75
	\$ 455.00
Family 6 month pass – Fee Assistance	\$ 234.50
	\$ 227.50
Family 1 year pass	\$ 838.00
	\$ 813.50
Family 1 year pass – Fee Assistance	\$ 419.00
	\$ 406.75
Family Summer Splash Pass	\$ 173.00
	\$ 167.75
Family Summer Splash Pass – Fee Assistance	\$ 86.50
	\$ 83.75
Private lessons 1/2 hour	\$ 30.00
	\$ 25.00
Preschool	\$ 52.00
	\$ 48.00
Preschool – Fee Assistance	\$ 26.00
	\$ 24.00
Swimmer	\$ 62.00
	\$ 58.00
Swimmer – Fee Assistance	\$ 31.00
	\$ 29.00
Adult Lessons	\$ 62.00
	\$ 58.00
Adult Lessons – Fee Assistance	\$ 31.00
	\$ 29.00
Hot Yoga (non-pass holder/session)	\$ 105.00
	\$ 100.00
Hot Yoga (non-pass holder/session) – Fee Assistance	\$ 52.50
	\$ 50.00
Hot Yoga (valid pass holder/session)	\$ 21.00
	\$ 20.00
Hot Yoga (valid pass holder/session) – Fee Assistance	\$ 10.50
	\$ 10.00
Rookie/Ranger/Star Patrol	\$ 85.00
Rookie/Ranger/Star Patrol – Fee Assistance	\$ 42.50
Bronze Medallion	\$ 162.00
	\$ 151.50
Bronze Medallion – Fee Assistance	\$ 81.00
	\$ 75.75
Bronze Cross	\$ 172.50
	\$ 164.25
Bronze Cross – Fee Assistance	\$ 85.25
	\$ 81.00

TOWN OF TABER
BYLAW NO.19-2023

National Lifeguard	\$ 363.00 \$ 362.50
National Lifeguard – Fee Assistance	\$ 181.50 \$ 181.25
Bronze Cross Recertification	\$ 30.75 \$ 29.25
Bronze Cross Recertification – Fee Assistance	\$ 15.25 \$ 14.50
National Lifeguard Recertification	\$ 70.25 \$ 66.75
National Lifeguard Recertification – Fee Assistance	\$ 35.00 \$ 33.25
Swim Instructor	\$ 355.00
Swim Instructor – Fee Assistance	\$ 177.50
Life Saving Instructor	\$ 355.00
Life Saving Instructor – Fee Assistance	\$ 177.50
Swim & Lifesaving Instructor	\$ 425.00
Swim & Lifesaving Instructor – Fee Assistance	\$ 212.50
Swim & Lifesaving Recertification	\$ 77.75 \$ 74.00
Swim & Lifesaving Recertification – Fee Assistance	\$ 39.00 \$ 37.00
Standard First Aid	\$ 165.00 \$ 157.00
Standard First Aid – Fee Assistance	\$ 82.50 \$ 78.50
Extra Life Guard Fee	\$ 30.00 \$ 24.25
Pool Party Package – Option A	\$ 123.00 \$ 119.25
Pool Party Package – Option B	\$ 133.25 \$ 129.25
Pool Party Package – Option C	\$ 211.00 \$ 204.75
Babysitting Course	\$ 66.00 \$ 61.50
Babysitting Course – Fee Assistance	\$ 33.00 \$ 30.75
Stay Safe Course	\$ 47.50 \$ 45.00
Stay Safe Course – Fee Assistance	\$ 23.75 \$ 22.50

TOWN OF TABER
BYLAW NO.19-2023

<u>Meeting Rooms</u>	Non Profit rental/hour	\$ 22.50 \$ 21.25	
	Non Profit rental/day	\$ 134.00 \$ 127.50	
	Regular	\$ 38.50 \$ 36.50	
	Regular rental/day	\$ 230.00 \$ 219.00	
	Overtime hourly rate	\$ 52.25 \$ 49.75	
<u>Auditorium</u>	Regular hourly rate	\$ 37.75 \$ 36.50	
	Day rate	\$ 555.25 \$ 539.00	
	Overtime hourly rate	\$ 51.25 \$ 49.75	
	Stage Only	\$ 22.50 \$ 21.25	
	Kitchen Only	\$ 36.50	
	Auditorium Party Package	\$ 118.00	
	Community Drop-in	\$ 2.00	
	Community Drop-in – Fee Assistance	\$ 1.00	
	Community Drop-in 10 Use (incl. noon shinny)	\$ 19.00	
	Community Drop-in 10 Use (incl. noon shinny) – Fee Assistance	\$ 9.50	
	Community Drop-in Month Pass	\$ 12.00	
	Community Drop-in Month Pass – Fee Assistance	\$ 6.00	
		Portable Sound System/day	\$ 73.25 \$ 69.75
		*Discretionary STAT Rental Rate	1.5 x Rate
<u>Parking Lots</u>	Community Centre Incl electricity/day	\$ 457.75	
	Admin. Building Incl electricity/day	\$ 144.50	
<u>Large Ice</u>	Youth prime time/hour	\$ 85.00 \$ 80.75	
	Youth non-prime time/hour	\$ 67.75 \$ 64.50	
	Adult prime time/hour	\$ 169.50 \$ 161.25	
	Adult non-prime time/hour	\$ 135.25 \$ 128.75	
	Local Schools/hour	\$ 33.75 \$ 32.00	

TOWN OF TABER
BYLAW NO.19-2023

Shinny 10 Use	\$ 36.00
Shinny 10 Use – Fee Assistance	\$ 18.00
Seasonal Shinny Fee	\$ 79.50
Seasonal Shinny Fee – Fee Assistance	\$ 39.75
Summer Ice Out/hour	\$ 51.00 \$ 48.50
Summer Ice Out/day	\$ 507.75 \$ 483.50
Noon Shinny	\$ 2.00
Noon Shinny – Fee Assistance	\$ 1.00
*Discretionary STAT Rental Rate	1.5 x Rate

Small Ice

Youth/hour	\$ 45.00 \$ 42.75
Adult/hour	\$ 56.00 \$ 53.25
Local Schools/hour	\$ 22.50 \$ 21.25
Summer Ice Out/hour	\$ 36.25 \$ 34.50
Summer Ice Out/day	\$ 363.75 \$ 346.25
Public Skate	\$ 2.00
Public Skate – Fee Assistance	\$ 1.00
Skating Party Package	\$ 129.25 \$ 123.00
*Discretionary STAT Rental Rate	1.5 x Rate

Ball Diamonds

Youth fee/day	\$ 95.50
Youth fee/league team	\$ 362.50
Rep team fee/league	\$ 362.50
Adult fee/day	\$ 190.25
Adult fee/league team	\$ 724.25
Non Resident fee/day	\$ 238.00
Non Resident fee/league team	\$ 905.25
Electricity fee/tournament	\$ 82.75

Soccer Pitches

Youth fee/team league	\$ 321.00
Adult fee/team league	\$ 513.50
Non-resident/team league	\$ 642.00
Youth/day	\$ 107.00
Adult/day	\$ 213.50
Non-resident/day	\$ 267.00

**TOWN OF TABER
BYLAW NO.19-2023**

<u>Football</u>	Youth fee/team league	\$ 601.50
	Adult fee/team league	\$ 962.00
	Non-resident/team league	\$ 1,202.25
	Youth/day	\$ 199.50
	Adult/day	\$ 398.25
	Non-resident/day	\$ 497.75
<u>Parks</u>	Gazebo incl electricity/day	\$ 25.75 \$ 24.50
	Bleachers	\$ 63.00 \$ 60.00
	Confederation Park Stage per hour (min. 2 hours)	\$ 22.00 \$ 20.75
	Confederation Park Stage incl electricity/day	\$ 82.50 \$ 77.50
	Summer Week Programs (29 hours)	\$ 117.00
	Summer Week Programs (29 hours) – Fee Assistance	\$ 58.50
<u>Programs</u>	Summer Day Camps (3 hr/day) Day Rate	\$ 15.00
	Summer Day Camps (3 hr/day) Day Rate – Fee Assistance	\$ 7.50
	Summer Day Camps (3 hr/day) Week Rate	\$ 65.00
	Summer Day Camps (3 hr/day) Week Rate – Fee Assistance	\$ 32.50
	Summer Games	\$ 20.00 \$ 15.50
	Cornfest Fun Run	\$ 30.00 - 45.00 \$ 27.00 - 42.50
	Cornfest Fun Run (Half Marathon)	\$ 50.00
	Halloween Party – poster	\$ 30.00 \$ 26.00
	Veteran Banner (Including Banner)	\$ 60.00
	Veteran Banner (banner not included)	\$ 30.00
	Farmer's Market – Week Rate	\$ 20.00
	Farmer's Market – Seasonal Rate	\$ 200.00
	Farmer's Market – Seasonal Additional Table	\$ 170.00
	Programs	Inst. Fees + facility cost + equipment + 20%
	Programs – Fee Assistance	50% of fee

TOWN OF TABER
BYLAW NO.19-2023

RV Park

RV Park (15 AMP)/ night

\$	26.00
----	-------

RV Park (30 AMP)/night

\$	31.00
----	-------

VerSet Camping – no power

\$	15.00
----	-------

Memorial Tree and Bench Program

Memorial Tree

\$	550.00
----	--------

\$	500.00
---------------	-------------------

Memorial Bench

\$	1,650.00
----	----------

\$	1,500.00
---------------	---------------------

Picnic Tables

\$	2,500.00
----	----------

DRAFT

TOWN OF TABER
BYLAW NO.19-2023

Schedule of Fees for Recreation Services and Events
 (Plus GST except where exempt)

Equipment

**Hourly Rate
Amount**

*Mower	\$ 75.00
*Skid Steer	\$ 75.00
*Tractor	\$ 75.00
*Weed Whipper	\$ 75.00
*1/2 Ton Truck	\$ 75.00

***Personnel Hours are included for one (1) operator**

****The following attachments are extra**

Aerator	20%
---------	-----

Personnel

Fulltime, part time or casual employees	\$35.00 (per hour)
Overtime Rates	2 x hourly rate
Other personnel costs for Town services including Police/Fire	Hourly rate

Deposits

Auditorium (Weddings, Alcohol Event or Higher Risk Events)	\$ 250.00
*Bleachers	\$ 250.00
*Soundsystem	\$ 100.00
*Discretionary- Higher Risk Special Events	\$ 2,500.00

TOWN OF TABER
BYLAW NO.19-2023

Schedule “B”

Schedule of Fees for Planning and Development Services

(Fees include GST, where applicable)

Development Permits

Residential Dwellings

Discretionary Use/ Waivers

(Development Permit Plus Discretionary Use Fee)

1 unit
Additional Units

Permitted Use	Fee
\$ 100	\$100 Plus \$200
\$ 50/unit	\$50/unit Plus \$200

Residential Other

Garages, Additions
Residential decks, basement development, driveways, fences (over height), pool, shed

\$ 100	\$100 Plus \$200
\$ 50	\$ 50 Plus \$200

Home Occupations

Class 1 Home Occupations
Class 2 Home Occupations

0	
	\$150

Signs

Portable
Portable (1 year renewal)
Portable (Community Events)
LED Signs
Freestanding, Fascia, Awning, and Canopy Signs

	\$50 Plus \$200
0	\$50
0	0
\$ 250	\$250 Plus \$200
\$ 100	\$100 Plus \$200

Commercial, Industrial, Institutional

Change of Use/Occupancy or Intensification of Use

Development (500m² or less)
Development (501m² to 1,999m²)
Development (2,000m² to 4,999m²)

Development more than 5,000m²
Parking when it is not a Primary Use

Temporary Patio (First Time)

Temporary Patio Renewal

\$ 100	\$100 Plus \$200
\$ 200	\$200 Plus \$200
\$ 350	\$350 Plus \$200
\$ 600	\$600 Plus \$150
\$ 1,000	\$1,000 Plus \$200
\$100.00	\$100 Plus \$200
\$100.00	\$100.00
\$25.00	\$25.00

**TOWN OF TABER
BYLAW NO.19-2023**

<u>Demolitions</u>	In-fill Demolition Permits	\$ 150	
	Demolition Permits	\$ 150	

<u>Extension of Development Permit</u>	One Year Extension of Development Permit	25% of Original Fee	25% of Original Fee
--	---	------------------------	------------------------

<u>Foundation Elevation Inspection Fee</u>		\$ 200	
--	--	--------	--

<u>Penalties</u>	Post Construction Waiver	N/A	\$ 600 Plus additional base fees
	Post Construction Development Permit	2 X Development Permit Fee Plus \$150	2 X Development Permit Fee Plus \$150
	Portable sign w/o permit		\$100 Plus permit fees

<u>Building Permits</u>	All	\$7 per \$1000 of calculated construction value	\$7 per \$1000 of calculated construction value
	Minimum Charge	\$125 Plus \$5.00 Safety Code Fee	

** Exceptions to permit value calculations such as moved-on homes and accessory buildings are calculated at \$0.25 per ft². Relocation of a Building on a crawlspace or basement are calculated at \$0.30 per ft².*

***The Town of Taber reserves the right to adjust the construction values provided by the applicant in order to reflect current market values.*

<u>Penalties</u>	***Building Permit – construction prior to permit issuance	2 X Building permit fee	2 X Building permit fee
------------------	---	----------------------------	----------------------------

**** Fees are doubled for any construction that proceeds prior to receipt of a building permit. Exceptions may be granted only for foundations and footings if a development permit is issued for the project and the building inspector is advised by the applicant of their intent to proceed.*

TOWN OF TABER
BYLAW NO.19-2023

Refundable Fees /
Deposits

<u>Complete Conditions of a Development Permit</u>	\$ 2,500
<u>Servicing</u>	\$ 10,000
<u>In-Fill Demolition</u>	\$ 2,500
<u>Demolition</u>	\$ 2,500
<u>Driveways, Sidewalks, Landscaping and Other improvements determined by the Development Authority</u>	\$ 2,500

The refund of the full or portion of the fee is dependent on fulfillment of conditions within the respective agreement.

DRAFT

TOWN OF TABER
BYLAW NO.19-2023

Planning Services

Encroachment Agreement Fees

	Amount
Minor encroachments less than 0.3m on public lands	\$ 150
Major encroachment more than 0.3m on public lands	\$ 300

Other

RPR Compliance Certificates	\$ 150
Updated Compliance Certificate (within 6 months)	\$ 75
Zoning Enquiries requiring written replies	\$75 first hour plus \$50 per additional hour
Zoning Letters (faxed confirmation only)	\$ 20
Standard Caveat Removal	\$ 25
Caveat Removal (requiring historic records research)	\$ 75
Special MPC Meeting fee (not a regularly scheduled date)	\$ 500
Subdivision and Development Appeal Hearings	\$ 350 (\$150 is refunded if appeal is upheld)
Servicing Agreements	\$ 150

Map Sales

Civic Zoning	\$20
	\$20

Planning Application Fees

LUB Amendments	\$ 1000
Area Structure Plan and Redevelopment Plan Amendments	\$ 2500
Intermunicipal Development Plan Amendment (MD of Taber fee may also apply)	\$ 2500
Municipal Development Plan Amendments	\$ 2500

Record Search Fees

Environmental Audits, etc.	\$ 75 first hour plus \$ 50 per additional hour
----------------------------	---

**TOWN OF TABER
BYLAW NO.19-2023**

Road and Lane
Closure Fee

Road and Lane Closure	\$1,000
-----------------------	---------

Servicing (Utility
Bylaw)

All sizes (temporary water service)	\$ 125
Development Levies	(Variable, consult with planning department)

Subdivision/
Condominium
Application Fees

Base Fees (refers to # of additional lots; MR and PUL blocks are not counted as lots)	\$600
One lot	\$600 Plus \$250 per additional lot
Additional Lots	\$40/unit
Condominium Conversion Fees	\$1000
Developments Agreements (2 or more lots)	\$250 per lot/unit
Endorsements fees	1 st Extension \$300 2 nd Extension \$400 3 rd Extension \$500
Subdivision Extension Fee	\$350 (\$150 is refunded if appeal is upheld)
Subdivision and Development Appeal Hearing Fees	\$2,000 Plus \$300/hectare
Initial CCC/FAC Inspection *	\$250/inspection (first one included in the initial fee)
CCC Inspection (where more than one is required)	\$250/inspection (first one is included in the initial fee)
FAC Inspection (where more than one is required)	\$250/inspection (first one is included in the initial fee)

*The approval and inspection fees will be calculated based on a flat rate of \$2,000 plus \$300 per hectare. This shall include the initial CCC and FAC Inspection.

**TOWN OF TABER
BYLAW NO.19-2023**

Business Licenses

	Amount
General Project Contractor	\$1,000 per Project
Residential Business: (Located inside Town boundaries)	\$100 per Year
Home Occupation: (No Customers to home)	\$150 per Year
Home Occupation: (Customers coming to home)	\$175 per Year
MD of Taber Business: (Located inside MD of Taber boundaries)	\$300 per Year
Non-Resident Business: (Located outside the Town/MD boundaries)	\$500 per Year
Hucksters, Pedlar & Food Trucks	\$250 per Unit per Year
Temporary Licenses	\$50 per Day \$100 per Week \$150 per Month

DRAFT

TOWN OF TABER
BYLAW NO.19-2023

Schedule "C"

Schedule of Fees for Corporate Services
(Fees include GST, where applicable)

Miscellaneous
Charges

Amount

Photocopies/Documents Preparation	\$0.25 per page
Tax Certificates	\$30.00
Tax Search, including Legal Land Description	\$10.00
Tax Search, if requested by owner of the property	N/C
FOIP Request Processing	per FOIP Regulation
NSF Fee/ Returned Cheque Fee	\$30.00

DRAFT

TOWN OF TABER
BYLAW NO.19-2023

Schedule “D”

Schedule of Fees for Engineering and Public Works Services
(Plus GST except where exempt)

Equipment

**Hourly Rate
Amount**

*Sweeper	\$ 200.00
*Mini-Excavator	\$ 125.00
*170 Excavator	\$ 145.00
*721B Loader	\$ 135.00
*721G Loader	\$ 145.00
**220 Excavator	\$ 160.00
*Grader	\$ 155.00
*Tandem Dump Truck	\$ 120.00
½ Ton Truck	\$ 75.00
*Vacuum Truck	\$ 150.00
*Jet-Hydro-Vac Truck	\$ 250.00
*Tool-Cat	\$ 95.00
*Aerial Lift Truck	\$ 275.00
*Sanding Truck	\$ 175.00

***Personnel Hours are included for one (1) operator**

****The following attachments are extra**

Hydraulic Tamper	10%
Hydraulic Breaker	20%
Twister Bucket	5%
Snow Blower – Tool-Cat	20%
Snow Blower – Loader	50%

Materials

Cost Amount

Stop Sign (60 x 60)	\$ 50.00
Yield Sign	\$ 70.00
Break Away	\$ 250.00
Galvanized Steel Pole (10 ft)	\$ 50.00
Concrete (bag)	\$ 6.00
Fill Dirt/cubic yard	\$ 4.00
Cold Mix Asphalt / Cubic Yard	\$ 25.00
Bagged Pothole Mix / Bag	\$ 30.00

Personnel

Fulltime, part time or casual employees	\$40.00 (per hour)
Summer Staff	\$25.00 (per hour)
Overtime Rates	2 x hourly rate

TOWN OF TABER
BYLAW NO.19-2023

Schedule “E”

Schedule of Fees for Utilities

(Fees are GST exempt, except where applicable)

Water Rates

Residential

Base Rate	\$27.91/month
Meter Rate	\$1.16/m ³

Multi-unit Structure

Base Rate	\$27.91/month for first unit
Base Rate	\$13.96/month each additional unit
Meter Rate	\$1.16/m ³

Commercial, Industrial, Institutional

Base Rate	\$29.61/month
Meter Rate	\$1.11/m ³

Multi-Unit Structure

Base Rate	\$29.61/month for first unit
Base Rate	\$14.80/month each additional unit
Meter Rate	\$1.11/m ³

Non-Resident

Base Rate	\$27.91/month
Meter Rate	\$1.95/m ³

Village of Barnwell

Meter Rate	\$0.1050/m ³
------------	-------------------------

Fire Protection Services

10" diameter
12" diameter

Base Rate	\$30.96/month
Base Rate	\$45.30/month

Bulk Water

	\$3.44/m ³
--	-----------------------

Utility Deposit

	\$150.00
--	----------

Turn On Fee

Working Hours	\$75.00
After Working Hours	\$150.00

Transfer to Taxes Fee

	\$20.00
--	---------

**TOWN OF TABER
BYLAW NO.19-2023**

Water Meters (GST not included)

5/8" Meter	\$620.00
3/4" Meter	\$696.00
1" Meter	\$865.00
1 1/2" Meter	\$1,516.00
2" Meter (only)	\$1,812.00

Oversized Meters (Section 5.13b)

3/4" to 1" Upgrade	\$169.00
3/4" to 1 1/2" Upgrade	\$820.00
3/4" to 2" Upgrade	\$1,116.00

Seasonal Lawn Irrigation Meter

Residential

Meter Rate	\$1.16/m ³
------------	-----------------------

Commercial, Industrial, Institutional

Meter Rate	\$1.11/m ³
------------	-----------------------

Water Meter Testing Cost

Cost to be determined from the Town's third-party testing agency upon request. Meter testing rates are likely to vary over time and will be dependent on meter size & freight costs.

Collection of Rates

The rates shall be due and payable when rendered and a penalty of 2% will be charged on all current amounts greater than five dollars (\$5.00), which are not paid by the due date.

Sanitary Sewer Rates

Residential

Base Rate	\$34.83/month \$31.47/month
*Meter Rate	\$1.15/m ³ \$1.04/m³

Multi-unit Structure

Base Rate	\$34.83/month for first unit \$31.47/month for first unit
Base Rate	\$17.41/month each additional unit \$15.74/month each additional unit
*Meter Rate	\$1.15m ³ \$1.04m³

TOWN OF TABER
BYLAW NO.19-2023

Commercial, Industrial, Institutional

Base Rate	\$40.37/month \$36.48/month
*Meter Rate	\$0.96/m ³ \$0.87/m³

Multi-Unit Structure

Base Rate	\$40.37/month for first unit \$36.48/month for first unit
Base Rate	\$20.18/month each additional unit \$18.24/month each additional unit
*Meter Rate	\$0.96/m ³ \$.087/m ³

Property Specific Industrial Sewer Rates

Lots 2 and 3, Block 1
Plan 4343JK

Base Rate	\$40.37/month \$36.48/month
*Meter Rate	\$1.30/m ³ \$1.18/m ³

For the above specified properties, the Town shall charge the Property Specific rate rather than the standard Commercial, Industrial, Institutional rate once the C.A.O. becomes aware of a significant decrease in water flows to those properties resulting from planned water conservation initiatives by the property owner.

Non-Resident

Base Rate	\$34.83/month \$31.47/month
*Meter Rate	\$1.71/m ³ \$1.55/m ³

**Based on the metered water consumption*

Hauled Wastewater Program

Hauled Wastewater disposal fee

Wastewater haulers monthly billing based on 100% of the wastewater hauler's tank capacity	\$5.01/m ³
---	-----------------------

TOWN OF TABER
BYLAW NO.19-2023

For the above hauled wastewater program only residential wastewater will be accepted no industrial/commercial wastewater. Companies that have special trucks can empty the wastewater from onsite drop-off site located on 80 Avenue south of the BNR Wastewater Treatment Facility. Companies that drop off wastewater must have a Town Business license. The company must provide the date, time and volume of wastewater dropped off within 48 hours of disposal.

Residential Summer Sewer Charges

For the months of May to September, annually, summer sewer charges will be calculated using the customer's utility account average of sewer charges, comprised of the Base Rate and meter rate for the months of October through December of the previous year and January through April of the current year.

The Customer account must be continuously active for all seven (7) months, October through April to qualify. If there is insufficient account history, the summer sewer charges will be based on the Base Rate and actual metered water consumption for each month.

The summer sewer rate is applied to the following residential code: *SR1 – Residential as defined in the Town of Taber Utility Bylaw.

Collection of Rates

The rates shall be due and payable when rendered and a penalty of 2% will be charged on all current amounts greater than five dollars (\$5.00), which are not paid by the due date.

Garbage

Residential

Garbage

Base Rate	\$ 23.49/month
	\$ 23.03/month
Additional 120L Waste Collection Cart	\$ 10.00/month

- Per Residential Dwelling Unit, includes use of residential automated 3 cart system as outline in Bylaw 3-2018.

**TOWN OF TABER
BYLAW NO.19-2023**

Commercial, Industrial, Institutional

Base Rate	\$22.80 per bin/month \$22.35 per bin/month
-----------	--

Pick-up Fee	\$60.14 per bin/month \$58.96 per bin/month
-------------	--

(all bins will be picked up twice weekly, if requested and volume of garbage warrants twice weekly pick-up)

- Includes use of one bin, payable by each utility customer, even if bin use is shared by other utility customers.
- Additional bin(s) fee will be applied in addition to and at same rate as first bin.

Recycling

<u>Residential</u>	Base Rate	\$ 4.09/month \$ 3.99/month
--------------------	-----------	--

<u>Commercial</u>	Base Rate	\$ 33.18/month \$ 32.33/month
-------------------	-----------	--

Collection of Rates

The rates shall be due and payable when rendered and a penalty of 2% will be charged on all current amounts greater than five dollars (\$5.00), which are not paid by the due date.

Storm Sewer Rates

<u>Residential</u>	*Base Rate	\$ 12.73/month \$ 11.42/month
--------------------	------------	--

<u>Commercial, Industrial, Institutional</u>	*Base Rate	\$ 14.68/month \$ 13.18/month
--	------------	--

Collection of Rates

The rates shall be due and payable when rendered and a penalty of 2% will be charged on all current amounts greater than five dollars (\$5.00), which are not paid by the due date.

*Seasonal lawn irrigation meters, and sewer exemption meters are exempt from storm sewer rates.

TOWN OF TABER
BYLAW NO.19-2023

Infrastructure Renewal Fees

Secondary Clarifier Rehab

Residential

*Base Rate	\$ 6.00/month
------------	---------------

Non-Residential

*Base Rate	\$ 7.50/month
------------	---------------

45th Ave. Cast Iron & Sanitary Replacement

Residential & Non- Residential

*Base Rate	\$ 3.08/month
------------	---------------

Downtown Sanitary Pipe Relining & Cleaning

Residential & Non-Residential

*Base Rate	\$ 0.90/month
------------	---------------

Lagoon Sludge Removal – 3 Cells

Residential & Non-Residential

*Base Rate	\$ 3.64/month
------------	---------------

DRAFT

TOWN OF TABER
BYLAW NO.19-2023

Schedule 'F'
Wastewater Over strength Surcharges
(Fees GST exempt)

In addition to those sewerage service charges assessed pursuant to **Schedule 'E'**, all consumers shall be liable to pay to the Town a surcharge when in excess of the following surcharge limits:

- a) The surge limits shall be:
 - (1) One thousand (1000) milligrams per litre of non-filterable residue.
 - (2) One thousand (1000) milligrams per litre of biochemical oxygen demand (BOD).
 - (3) Three hundred (300) milligrams per litre of grease.
 - (4) Two thousand (2000) milligrams per litre of chemical oxygen demand (BOD).
 - (5) Fifty (50) milligrams per litre of hydrocarbon of petroleum origin.
 - (6) One hundred (100) milligrams per litre of total Kjeldahl nitrogen (TKN)
 - (7) Twenty-five (25) milligrams per litre of total phosphorus.

- b) In determining sewage characteristics for surcharge purposes, samples shall be of at least one hour's accumulation when received in the automatic samplers, or of a composite of four separate grab samples collected within a one hour period where functional automatic samplers exist.

- c) Where a sewage sample characteristic of either BOD, suspended solids or grease is in excess of the surcharge limits as set forth in 503 (m), and the samples were collected according to Schedule 'E', Section 4 (Sanitary Sewer Rates) item b, the consumer discharging such sewage shall pay to the Town an accumulated surcharge at the end of each month.

- d) Only one surcharge limit violation shall be charged within any one twenty-four (24) hour period between the hours of 10:00 am to 10:00 am.

- e) Only one of the sewage sample characteristics of BOD, suspended solids or grease needs to be in excess of the surcharge limits to cause the levying of the surcharge. The surcharge will be same if one, two, or three of BOD, suspended solids and grease is in excess of the surcharge limit.

- f) All new industrial consumers and any new commercial consumers so designated by the CAO, locating in the Town will conform to the surcharge limits as outlined in this Schedule and shall be subject to the surcharge as described in this Schedule.
 - (1) For every kilogram of BOD beyond the limit outlined in this Schedule, a charge of 20 cents per kg.
 - (2) For every kilogram of COD beyond the limits outlined in this Schedule, 20 cents per kg.
 - (3) For every kilogram of non-filterable residue beyond the limits outlined in this Schedule, a charge of 10 cents per kg.
 - (4) For every kilogram of oil and grease beyond the limits outlined in this Schedule, a charge of 10 cents per kg.

TOWN OF TABER
BYLAW NO.19-2023

- (5) For every kilogram of hydrocarbon beyond the limits outlined in this Schedule, a charge of 10 cents per kg.
- (6) For every kilogram of TKN beyond the limits outlined in this Schedule, a charge of 10 cents per kg.
- (7) For every kilogram of Phosphorus beyond the limits outlined in this Schedule, a charge of 10 cents per kg.

The foregoing weight in kilograms is calculated on the following basis for each component:

$$\frac{(C_m - C_a) \times \text{Vol.}}{10^3}$$

Where: C_m = concentration of the component tested in mg/L

DRAFT

TOWN OF TABER
BYLAW NO.19-2023

Schedule “G”

Schedule of Fees for Cemetery Services
(Plus GST, except where exempt)

Cemetery

Grave Site Including Perpetual Care	\$ 850.00
Perpetual Care - On Previously Sold Graves	\$ 450.00
Perpetual Care - Columbarium	\$ 300.00
Open/Close - Traditional Burial	\$ 635.00 640.00
Open/Close - Burial of Cremated Remains	\$ 230.00
Open/Close - Non-Regular Day Traditional Burial (*Personnel hours are included for one (1) Operator and for two (2) hours of overtime rates)	\$ 970.00
Open/Close - Non-Regular Day Burial Cremated Remains (Personnel hours are included for two (2) operators and for one(1) hour of overtime rates)	\$ 720.00
Open/Close Disinterment - Traditional Burial	\$ 1,190.00
Open/Close Disinterment - Cremated Remains	\$ 325.00
Exchange/Transfer of Rights to Interment Space	\$ 100.00
Late Burial Notice	\$ 200.00

GST Exempt Fees

Monument Permits	\$ 75.00
------------------	----------

TOWN OF TABER
BYLAW NO.19-2023

Funeral Benefits

AISH Allowable Expenses – Grave Site @ 50%

\$	425.00
----	--------

AISH Allowable Expenses – Open & Close Regular Day

\$	635.00
----	--------

Alberta Human Services Allowable Expenses – Full Price for Single Cemetery Plot for Burial of Cremated Remains

\$	850.00
----	--------

Resale of Interment Space

A full refund of purchase price shall be given up to and including 30 days after purchase.

Full Refund

After 31 days, either 85% of original purchase price, or

85% of Original Purchase Price

35% of current selling price, whichever is the greater amount, may be refunded

35% of Current Selling Price

Personnel

Full Time, Part Time or Casual Employees

\$40.00 (Per Hour)

Summer Staff

\$25.00 (Per Hour)

Overtime Rates

2X Hourly Rate

TOWN OF TABER
BYLAW NO.19-2023

Schedule 'H'

Schedule of Fees for Police Services
 (Fees include GST, except where exempt)

Police Services

Collision Report	\$ 50.00
Fingerprinting	\$ 65.00
Fingerprinting if required for PIC	\$ 30.00
Police Information Check	\$ 65.00
Traffic Escorts (hourly car & officer) (First hour or any portion)	\$ 100.00
Video reproduction	\$ 100.00
MVC reconstruction report	\$ 1,500.00
False Alarm Response	\$ 75.00
Standby of Member – Event Security (per hour officer & car) Applies to security for profit events, concerts, sports, etc.	\$ 120.00
Mental Health – Patient Transport (first 3 hours – standby rate thereafter) Commences at time of detention under Section 10 of the <i>Mental Health Act</i>	\$ 250.00

TOWN OF TABER
BYLAW NO.19-2023

Schedule “I”

Schedule of Fees for Transfer Station
(Fees include GST, where applicable)

Waste

	Rate/tonne (unless otherwise specified)
Mixed Solid Waste (1)	\$ 135.00
Mixed Solid Waste (1) – Non-Resident	\$ 150.00
Untreated/ Unpainted Wood (2)	\$ 50.00
Compostable Materials (3)	\$ 0.00
Asphalt and Concrete (4)	\$ 50.00
Scrap Metal and White Goods (5)	\$ 0.00
Material Loading – Applied to loading of wood chips by Town equipment, and only if a loading waiver has been signed	\$ 20.00/load
Construction and Demolition Debris(6) **	\$ 150.00
After Hours Rate to Unlock Landfill Gate	\$ 200.00
Improper Disposal Surcharge – Applies to any load which has been improperly disposed or placed at an unapproved location. Waste facility staff may remove and dispose of such Waste at the expense of the Owner, who shall pay for such expenses on demand. Fee may be waived if the customer rectifies the problem.	\$ 150.00/load
Un-Tarped Load Surcharge – Applies to all loads that are not in enclosed containers, covered with a tarpaulin or firmly covered and secured in a manner such that no materials will leave the vehicle or trailer.	\$ 50.00/load
Non-Hazardous Waste Soil – soil that is not reasonably expected to undergo physical, chemical, or biological changes to such an extent as to produce substances that may cause an adverse effect but may cause an adverse effect but may be considered high salinity soil. A complete environmental report is required before acceptance of soil.	\$ 35.00 – 75.00

- (1) Residential, commercial, institutional mixed waste (Including Asphalt/Wooden Shingles)
- (2) Wood, tree stumps & branches over 4" diameter
- (3) Grass cuttings, Leaves & tree branches up to 4" diameter
- (4) Asphalt and concrete free of dirt or debris
- (5) Scrap metal, large appliances (ex. Washer, dryer, stove)

TOWN OF TABER
BYLAW NO.19-2023

- (6) Insulation, drywall, renovation materials (i.e. tiles, electrical materials, doors, windows, partitions, ceiling tiles, carpeting, plumbing fixtures), non-recyclable concrete, soil mixed with waste

** A Demolition Permit is required (An Environmental report is necessary to obtain this permit) which can be obtained from the Planning Department at the Administration Office.

** An "In-Fill" Demolition Permit is required (An Environmental report is necessary to obtain this permit) which can be obtained from the Planning Department at the Administration Office. All concrete, asphalt and soil must be transferred separately. If mixed, there will be a charge for the load.

** Any materials disposed of through the Transfer Station categories will also be subject to the appropriate rate(s).

All waste materials hauled to the Transfer Station must be sorted by the customer prior to arriving at the Scale, and unloaded to the appropriate waste disposal area (i.e. dry waste cell, burn pit, metals, compostable, tipping building, asphalt, concrete, etc.) as directed by the Transfer Station operators.

DRAFT

TOWN OF TABER
BYLAW NO.19-2023

Schedule 'J'

Schedule of Fees for Fire Services
(Fees include GST, except where exempt)

Fire Services
Offence

Open fire without fire permit	\$ 150.00
Discharge Fireworks without permit	\$ 150.00
Sell Fireworks without permit	\$ 500.00
Possess Fireworks without permit	\$ 100.00
Burn prohibited items	\$ 100.00
Provide false / incomplete / misleading information	\$ 100.00
Interfere with persons authorized by the law	\$ 500.00
Interfere with equipment apparatus	\$ 500.00
Damage or destroy fire services property	\$ 500.00
Falsely represent as Fire Service member	\$ 100.00
Enter boundaries established by Fire Services	\$ 100.00
Drive vehicle over fire equipment	\$ 200.00
Unauthorized use of a fire hydrant	\$ 100.00
Obstruction of Fire Safety Codes Officer by preventing access	\$ 250.00

Response to False Alarm-System installed and maintained in Accordance with the Alberta Fire Code:

First False Alarm	No Charge
Second False Alarm within six months	No Charge
Third False Alarm and additional within six months	\$100.00 each response

Fire Services
Item

Open Fire Permit - Commercial	No Charge
Open Fire Permit – Town of Taber Sponsored	No Charge
Fireworks Permit – Town of Taber Sponsored	No Charge
Fireworks Permit – Non Town of Taber Sponsored	\$ 25.00

TOWN OF TABER
BYLAW NO.19-2023

Motor Vehicle Collisions / Fires –
Engine or Rescue Units

<i>Current Ministry of Transportation Response Rate</i>

Motor Vehicle Collisions / Fires –
Command Units

<i>Current Ministry of Transportation Response Rate</i>

Alteration/Installation/Replacement or
Removal of Flammable Liquid Storage
Tank(s) or Piping

\$275.00/project
\$75.00/tank

Annual Operating License

**additional fees may be charged for non-compliance to permit terms.

DRAFT



Council Request for Decision

Meeting Date: November 27, 2023

Subject:

2024 Proposed Operating Budget

Recommendation:

Council discussion is requested.

Background:

Administration has incorporated a 5% increase in Net Tax Revenue, the Council approved increases for the Community Related Organizations as previously presented and the utility increases previously discussed with Council, in the proposed 2024 budget.

The utility increases include the three Infrastructure fees (45th Ave. Cast Replacement - \$3.08/month for 10yrs, Downtown Sanitary Pipe Relining & Cleaning \$0.90/month for 5yrs, Lagoon Sludge Removal \$3.64/month for 5yrs.)

The loan payments (principal and Interest) have also been added to the proposed 2024 budget to offset the fee revenue.

The Council discretionary fund has been left at \$25K

\$90,000 from operating reserves to fund the SE Area Structure Plan and Annexation has been incorporated in the proposed 2024 budget.

The contribution to capital reserves has been reduced by \$171,161 in the operating budget and as such the 2024 Capital projects have been reduced by the same amount. This will reduce the financial impact on taxpayers.

The health and dental benefits have been updated. This includes a 5% decrease in basic life, a 4.86% increase in AD&D, and a 6.38% increase in dental. The extended health shows the greatest impact with a 24.58% increase.

To balance the 2024 operating budget, Administration has funded the deficit of \$778,207 from Capital Reserves (stabilization fund).

Administration is looking for Council input and direction.



Legislation / Authority:

MGA Section 242

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:

Service levels to increase/decrease depending on budget approval.

Justification:

Provides the authorization for the municipality to operate in the next fiscal year

Alternative(s):

Council discussion

Attachment(s): 2024 Proposed Operating Budget

APPROVALS:

Originated By: John Orwa

Chief Administrative Officer (CAO) or Designate: _____

Town of Taber

2024 Operating Budget Summary

	2023	2024	Variance
Net taxes	10,930,587	11,445,371	514,784
Sales to other governments	23,800	8,800	(15,000)
Sales and user fees	11,408,083	11,772,150	364,067
Penalties and costs of taxes	190,000	190,000	-
Licenses and permits	320,564	323,064	2,500
Fines	381,000	305,000	(76,000)
Franchise fees	2,023,537	2,156,744	133,207
Investment income	158,013	157,613	(400)
Rentals	1,005,218	989,102	(16,116)
Other revenues	319,355	297,061	(22,294)
Government transfers	1,308,214	1,401,288	93,074
From reserves	754,956	898,207	143,251
Total Revenues	28,823,327	29,944,400	
Salaries, wages and benefits	12,840,672	13,644,461	803,789
Contracted and general services	5,894,918	6,150,864	255,946
Purchases from other governments	959,262	906,505	(52,757)
Materials, goods and supplies	4,164,579	4,285,882	121,303
Other expenditures	85,000	118,000	33,000
Amortization	5,264,818	5,165,245	(99,573)
Transfers to local boards and agencies	737,608	709,470	(28,138)
Bank charges and interest	13,478	13,478	-
Provisions for allowances	149,070	149,070	-
Interest on long-term debt	561,807	558,955	(2,852)
Repayment of long-term debt	1,354,202	1,516,545	162,343
To reserves	2,062,731	1,891,170	(171,561)
Total Expenses	34,088,145	35,109,645	
Net Total	(5,264,818)	(5,165,245)	
Amortization	5,264,818	5,165,245	
Net Surplus/Deficit	-	-	

Council Request for Decision

Meeting Date: November 27, 2023

Subject:

Resignation: Taber Municipal Library Board

Recommendation:

Council accepts the resignation of Sh’Nell Torrie from the Taber Municipal Library Board, with regret; and,

Council wishes Ms. Torrie the best in any future endeavours.

Background:

Administration has received the resignation of Sh’Nell Torrie from the Taber Municipal Library Board. Administration has already begun advertising the vacancy in the Taber Times.

This will leave 1 vacancy on this Board.

Legislation / Authority:

Library Board Bylaw 5-2020.

Strategic Plan Alignment:

Define and Practice Good Governance.

Financial Implication:

There is no projected financial implication at this time, but this could vary depending on direction from Council.

Service Level / Staff Resource Implication:

The resignation could affect the remainder of the board members by not being able to obtain quorum for the governance of this board.

Justification:

Acceptance of the resignation will allow Administration to continue advertising the vacancy.

Alternative(s):

1. Council could request additional information from Administration or the member of Council on the Library Board.



Attachment(s): Resignation Correspondence

APPROVALS:

Originated By:
Kerry Van Ham

Chief Administrative Officer (CAO) or Designate: _____

Van Ham, Kerry

Subject: FW: Letter received

Kind regards,



Kerry Van Ham
Administrative Services
Manager
FOIP Coordinator
Commissioner for Oaths
Pronouns: she/her

P: 403 223 5519
F: 403 223 5530
E: admin@taber.ca

Address: A - 4900 50th Street, Taber, AB,
T1G 1T1

Web: www.taber.ca

Social Media: @TownofTaber

Notice of Confidentiality - This message, including any attachments, contains confidential information intended for a specific individual and purpose, and is protected by law. If you are not the intended recipient, you should delete this message and are hereby notified that any disclosure, copying or distribution of this message, or the taking of any action based on it, is strictly prohibited. The recipient should check this email and any attachments for the presence of viruses. The sender accepts no liability for any damage caused by any virus transmitted by this email.

From: Sh'Nell Torrie
Sent: November 8, 2023 8:29 PM
To: Chris Vowles <cvowles@taberlibrary.ca>
Subject: Letter received

Hello Chris,

I did finally receive the letter this week from the town. I'm going to let my position expire as a board member. Serving as a board member has been a great growth opportunity for me and I've enjoyed serving the community in this small way. [REDACTED]

Thank you for teaching me some good lessons about managing personnel, the value of strong organizational skills, and making adjustments when needed to help the library and board run more smoothly.

--
Sh'Nell

Council Request for Decision

Meeting Date: November 27, 2023

Subject:

My City Care Waiver Request

Recommendation:

Council waives the MyCityCare facility rental fees for Taber Community Centre, Green room, and Grey room (in the amount of \$709.00), to be funded through the 2023 Community Grant Program.

Background:

Administration received a waiver request from Kelly Fehr on behalf of MyCityCare Taber, for rental fees for the Civic Centre Auditorium, Green and Grey rooms. MyCityCare provides community support through its various programs that provide under privileged individuals and families with the essentials of life. The group has completed a variety of service projects, including food collection for the Food Bank, clothing collection and supply, Health and Wellness programs, and assisting with sheltering the underprivileged.

On Friday, October 6th 2023, MyCityCare held a fundraising Concert originally intended to be held in the Parallel Church Taber parking lot with Brandon Lorenzo and George Canyon performing. Raised funds were to go towards programs such as Healthy Heros (which provides nourishing lunches in Taber's local schools), The Thankful Box/Easter Dinner Box (which provides specialized dinner boxes on both Easter and Thanksgiving), Night to Shine (provides a Grad-Like experience to people with special needs), and more. Due to inclement weather the event was forced to move indoors. The Taber Community Centre was used to hold the fundraiser, including the green and grey rooms.

MyCityCare request for Council is to have the facility rental fees waived for the use of the Auditorium, Green Room, and Grey Room. The cost of the rental was \$709.00 and the amount remaining in the 2023 Community Grant Program funds is \$749.18.

Legislation / Authority:

Municipal Government Act, Section 3

Strategic Plan Alignment:

Enhance Sense of Community



Financial Implication:

\$709.00 for the Auditorium, Green & Grey rooms rental.
Funding to come from the 2023 community Grant Program.

Service Level / Staff Resource Implication:

Service level will stay status quo.

Justification:

MyCityCare requested the waiver via letter to Mayor and Council (Attached).

Alternative(s):

1. Council approves a waiver in the amount of \$ ____ (fill in amount) with funds to come from the Community Grant Program.
2. Council accepts this as information.
3. Council declines the waiver request.

Attachment(s): MyCityCare Waiver Request Letter
Concert Special Event Request Form

APPROVALS:

Originated By:
Brian Martin

Chief Administrative Officer (CAO) or Designate: _____

November 3, 2023

Dear Mayor Prokop and Town Council:

MyCityCare Taber is requesting the waiving of fees from our October 6, 2023 fundraising concert featuring George Canyon in the Taber Civic Auditorium, Green Room and Grey Room. The purpose of the concert was to spread awareness of MyCityCare and its programming to the community as well as fundraise for our programs. Although we consider the concert to be a success and a great evening for members of our community the sales of tickets and funding that came in was less than expected, allowing us to only recoup the cost of the concert itself.

MyCityCare's vision is to love and impact our community by providing programs and events that help individual and families basic needs. We are incredibly grateful for the Town of Taber's support in the past and we thank you for your consideration of our request.

If you have any questions or concerns please feel free to contact me by any method listed below.

Sincerely,



Kelly Fehr
MyCityCare Taber Director

Phone

403-394-5912
587-418-4848

Web

taber@mycitycare.ca
www.parallelchurch.com

Address

5120 47 Ave Taber
Box 4920 Taber AB T1G 2E1



TOWN OF TABER SPECIAL EVENT APPLICATION

4900 A 50 Street
Taber, AB
T1G 1T1

Please Coordinate Arrangements through the Arts, Culture and
Events Coordinator located at the Community Centre
(403-223-6013)

Office Use Only

Submission Date:

Received By:

Folder Number:

APPLICANT INFORMATION

Organization Name: Spider Entertainment

Phone: 4038944824

Name of Event Organizer: Ken Holst

Phone: 4038944824

Mailing Address: 5216 48 Ave Taber

Postal Code: T1G 1S1

Email: ken@spiderentertainment.ca

Event Day On-Site Supervisor: Ken Holst

Cell-Phone: 403-894-4824

EVENT INFORMATION

Special Event Name: George Canyon In Concert My City Care Fundraiser

Special Event Date: Oct 6 2023

Private Event

Community Event

Location: 5120 47 Avenue

Event Start Time: 6 PM

Event Finish Time: 10PM

Set-up begin on: Oct 6, 2023 at 8

AM

PM

Takedown to end by: Oct 7 at 2

AM

PM

Number of Participants: 6

Number of Spectators: 600

The Town of Taber collects personal information, including name and contact information, for the purpose of providing programs, services and contacting customers in this regard. The Town of Taber is authorized to collect this personal information under section 33 of the Freedom of Information and Protection of Privacy Act and by section 3 of the Municipal Government Act.

EVENT DESCRIPTION

Outdoor Concert located in the Parallel Church Parking lot. 2 country acts performing with one other guitar player (no Band)

EVENT ATTRIBUTES

All event attributes are subject to the approval of the Town of Taber. Certain event attributes may require a separate permit from the Town, Alberta Health Services, and/or the Province of Alberta.

Will your event include any of the following?

Food and Non-alcoholic Beverages:

Yes No

If Yes, will they be sold or served?

Sold Served

- Contact Alberta Health Services for a Food Permit – 403.356.6566

Alcoholic Beverages:

Yes No

If Yes, will they be sold or served?

Sold Served

- Alcohol is only allowed on the Town of Taber select property, when a Special Event Permit has been issued and the alcohol is being provided by a company/organization that has appropriate licenses from the Province of Alberta. Please contact the Alberta Gaming & Liquor Commission at 1.800.272.8876

Is this event sponsored?

Yes No

If Yes, please specify:

There are corporate sponsors being looked for.

Tents and Canopies:

Are you requesting any 10x10 tents from the Town of Taber _____ Yes No _____ How many? _____

Do you plan to erect other tent(s) or any other canopies? Yes _____ No _____

If Yes, describe and give the quantity of tents and/or canopies along with the sizes of each:

3 10x10 tents over sound equipment and food

Stages, Bouncers, Tents, Portable Toilets, Dumpsters, Fences and Barricades, and other Structures:

Are you requesting any 10' wooden barricades from the Town? Yes _____ No _____ How many? 12

If you are planning to erect, install, or use any of these structures, please describe sizes and quantities of individual structures:

Promotional Signs or Banners:

Do you plan to use promotional signs or banners? Yes No

If Yes, identify method to display (note some signage requires a sign permit from the planning department):

Sponsor banners on the stage

Amplified Sound: (must comply with the Community Standards Bylaw)

Do you plan to use any device to amplify sound? Yes No

If Yes, please specify what type: Live Recorded

Electrical Access:

Will you require access to the Town of Taber's electrical power? Yes No

If Yes, please specify:

Location:

Purpose:

Amperage/voltage required:

Security:

Will your event require security? Yes No

If yes, please specify what security measures have been planned: (ex. Overnight security provided by event volunteers or hiring security company, etc.)

Hiring of Security

First Aid/Emergency Response Planning:

Please outline your plan for first aid services and emergency response/evacuation in case of an incident: (Feel free to attach a separate Emergency Response Plan if applicable)

First aid Medical tent on site

Will this event occur if inclement weather? Yes No

Waste Control

Have you made the necessary arrangements for Waste Control (add bathrooms, etc.)? Yes No

If yes, please explain further:

Porta Potties

Are you requesting any outdoor garbage cans from the Town of Taber Yes No How many? 10
Are you requesting any outdoor recycle cans from the Town of Taber Yes No How many? 10
Are you requesting any outdoor compost cans from the Town of Taber Yes No How many? 5
Are you requesting any outdoor large garbage bins from the Town of Taber Yes No How many?

Water Services:

Are you requesting the use of the potable water trailer from the Town of Taber Yes No *if yes, indicate on site plan
Does this event require access to water? Yes No

Fireworks and Pyrotechnic Displays:

Will your event feature any pyrotechnic devices? Yes No

Special Considerations (ex. Horse Drawn Carriage, Hay Rides, Petting Zoos, etc.): Yes No

If Yes, please explain details:

Road/Street Closure: Yes No

If Yes, name all the roads/streets requested for full or partial closure:

- Attach a map of road closure locations including where the barricades should be placed

Specify time frame involved in closures: from 4pm to 11pm

Are you requesting any outdoor 10' wooden barricades from the Town Yes No How many? 12
Are you requesting any pylons from the Town Yes No How many? 10

Parking:

Have you made the necessary parking arrangements? Yes No

If Yes, please explain details:

Street and neighboring businesses

The Town of Taber collects personal information, including name and contact information, for the purpose of providing programs, services and contacting customers in this regard. The Town of Taber is authorized to collect this personal information under section 33 of the Freedom of Information and Protection of Privacy Act and by section 3 of the Municipal Government Act.

Route Map:

If your event is a Run, Walk, Parade or other activity in which participants will be following a course, then you must attach a separate map of the proposed route. All proposed routes are subject to the Town of Taber approval and use of any roads must be approved by the Town. If you require a road closure, the cost incurred for this service is the responsibility of the applicant.

Additionally, the Town of Taber is not responsible for any costs associated with the denial of a proposed route.

Site Map:

Please provide a site map that indicates the precise location of all sources of amplified sound, tents and canopies, stages, inflatables, portable toilets, dumpsters, fences, barricades and other structures, proposed driving paths for all equipment and supply vehicles, location of alcohol, food and merchandise service. All site maps are subject to the approval of the Town of Taber

Insurance (for community events involving alcohol or high risk):

Valid certificate of insurance, showing a **minimum liability amount of \$2,000,000.00 and will include the Town of Taber as an additional insured** for the date(s) of the event. Large or high risk events i.e. pyrotechnics, extreme sports, etc. may be required to hold a \$5,000,000.00 liability insurance and will include the Town of Taber as an additional insured.

APPLICANT

Each party shall indemnify and save harmless the other party to the Agreement, its officers, agents and employees from and against all claims, demands, actions, losses, expenses, costs or damages of every nature and kind which the parties may incur or suffer as a result of the other parties actions.

Any personal information on this form is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of evaluating the proposed special event permit application. If you have any questions about the collection, use and protection of this information, please contact the Special Event Permit Coordinator at 403-223-5500.

Note: requesting any Town assets (barricades, pylons, tents, etc.) does not guarantee the equipment for your event. The requests will be considered on an individual basis dependent on availability of the equipment.

I do solemnly swear (or affirm) that I am 18 years of age or older and all answers given and statements made on this application are full and true to the best of my knowledge and beliefs. I have read the terms and conditions outlined in this document and the Town of Taber bylaws and agree to abide by them.

Signature of this document indicates your acknowledgement of the above requirements.

Ken Holst

Name of Applicant (please print)

Signature of Applicant

Please submit your completed Special Event Permit application to the Recreation Department by:

Email: ace@taber.ca	Mailing Address: A 4900 – 50 St, Taber, AB, T1G 1T1
-------------------------------	---

The Town of Taber collects personal information, including name and contact information, for the purpose of providing programs, services and contacting customers in this regard. The Town of Taber is authorized to collect this personal information under section 33 of the Freedom of Information and Protection of Privacy Act and by section 3 of the Municipal Government Act.



3D



CERTIFICATE OF LIABILITY INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer.
This certificate does not amend, extend or alter the coverage afforded by the policies below.

1. CERTIFICATE HOLDER - NAME AND MAILING ADDRESS		2. INSURED'S FULL NAME AND MAILING ADDRESS	
Town of Taber		Ken Holst o/a Spider Entertainment Group	
4900A - 50 Street		5216 48 Ave.	
Taber	AB	POSTAL CODE T1G 1T1	Taber Alberta POSTAL CODE T1G 1S1

3. DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS TO WHICH THIS CERTIFICATE APPLIES (but only with respect to the operations of the Named Insured)

Concert and Event Promoter

4. COVERAGES

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirements, terms or conditions of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE YYYY/MM/DD	EXPIRY DATE YYYY/MM/DD	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)		
				COVERAGE	DED.	AMOUNT OF INSURANCE
COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE OR <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND / OR COMPLETED OPERATIONS <input type="checkbox"/> EMPLOYER'S LIABILITY <input checked="" type="checkbox"/> CROSS LIABILITY <input type="checkbox"/> WAIVER OF SUBROGATION <input checked="" type="checkbox"/> TENANTS LEGAL LIABILITY <input type="checkbox"/> POLLUTION LIABILITY EXTENSION <input type="checkbox"/> <input type="checkbox"/>	Intact Insurance Co. - 50123RN52	2023/06/24	2024/06/24	COMMERCIAL GENERAL LIABILITY	\$1,000	
				BODILY INJURY AND PROPERTY DAMAGE LIABILITY - GENERAL AGGREGATE		
				BODILY INJURY AND PROPERTY DAMAGE LIABILITY - EACH OCCURRENCE		\$2,000,000
				PRODUCTS AND COMPLETED OPERATIONS AGGREGATE		\$2,000,000
				<input type="checkbox"/> PERSONAL INJURY LIABILITY OR		
				<input checked="" type="checkbox"/> PERSONAL AND ADVERTISING INJURY LIABILITY		\$2,000,000
				MEDICAL PAYMENTS		\$50,000
				TENANTS LEGAL LIABILITY		\$500,000
				POLLUTION LIABILITY EXTENSION		
<input checked="" type="checkbox"/> NON-OWNED AUTOMOBILES	Intact Insurance Co. - 50123RN52	2023/06/24	2024/06/24	NON-OWNED AUTOMOBILES		\$2,000,000
<input type="checkbox"/> HIRED AUTOMOBILES				HIRED AUTOMOBILES		
AUTOMOBILE LIABILITY <input type="checkbox"/> DESCRIBED AUTOMOBILES <input type="checkbox"/> ALL OWNED AUTOMOBILES <input type="checkbox"/> LEASED AUTOMOBILES ** ** ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE				BODILY INJURY AND PROPERTY DAMAGE COMBINED		
				BODILY INJURY (PER PERSON)		
				BODILY INJURY (PER ACCIDENT)		
				PROPERTY DAMAGE		
EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/>				EACH OCCURRENCE		
				AGGREGATE		
OTHER LIABILITY (SPECIFY) <input type="checkbox"/> <input type="checkbox"/>						

5. CANCELLATION

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavour to mail 15 days written notice on the Automobile policy and 30 days notice on the Commercial General Liability policy, to the certificate holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the

6. BROKERAGE/AGENCY FULL NAME AND MAILING ADDRESS		7. ADDITIONAL INSURED NAME AND MAILING ADDRESS (Commercial General Liability- but only with respect to the operations of the Named Insured)	
Saunders Insurance Ltd 5216 48 Av		Town of Taber 4900A - 50 Street	
Taber	AB	POSTAL CODE T1G 1S1	
BROKER CLIENT ID:		Taber	AB POSTAL CODE T1G 1T1

8. CERTIFICATE AUTHORIZATION

ISSUER Saunders Insurance Ltd	CONTACT NUMBER(S) TYPE Main NO. (403) 223-4434 TYPE Fax NO. (403) 223-1769
AUTHORIZED REPRESENTATIVE Mitch Holst	TYPE NO. TYPE NO.
SIGNATURE OF AUTHORIZED REPRESENTATIVE	DATE September 14, 2023 EMAIL ADDRESS mitch@saunders-insurance.com

Council Request for Decision

Meeting Date: November 27, 2023

Subject:

Information For Council

Recommendation:

No motion is required at this time.

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. At the October 23rd Council Meeting – Motion 347/2023 was made by Councillor Sorensen that Council directs Administration to investigate the Extended Producer Responsibility (EPR) Program and the possibility of the Town of Taber joining that program. – Administration has been following the discussions of EPR since 2021 when Alberta Recycling Management Authority (ARMA) reached out to all of their members regarding it, attended all webinars related and is currently in the process of registering to be part of the program (Deadline is December 31st). Attached is information about the program for Council's review.

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):

Council could seek clarification on any matter from administration.

Council could discuss, in depth, any other matters raised by communication and take-action through either resolution or bylaw.

Attachment(s): EPR Information

APPROVALS:

Originated By:

Brittany Gilbertson

Chief Administrative Officer (CAO) or Designate: _____

EPR or Extended Producer Responsibility – Shifts the physical and financial burden of collecting, sorting, processing and recycling waste to the producer and away from local governments and taxpayers.

Which means that municipalities like Taber that are currently operating curbside recycling programs will no longer be responsible for the financial costs of those programs and, in some instances, will not operate them at all. The producers of the recyclable products will step in and cover the costs and operations of recycling.

British Columbia and Ontario have successful EPR programs; it creates more circularity in products able to be recycled and products available for producers to reuse in the development of new products.

Extended Producer Responsibility Oversight

Working with the Government of Alberta, we're helping to support a government-made EPR framework that will help us and our partners to do even more to reduce waste and make our province a more attractive place for investors.



Single-use Products, Packaging, and Paper Products (PPP)

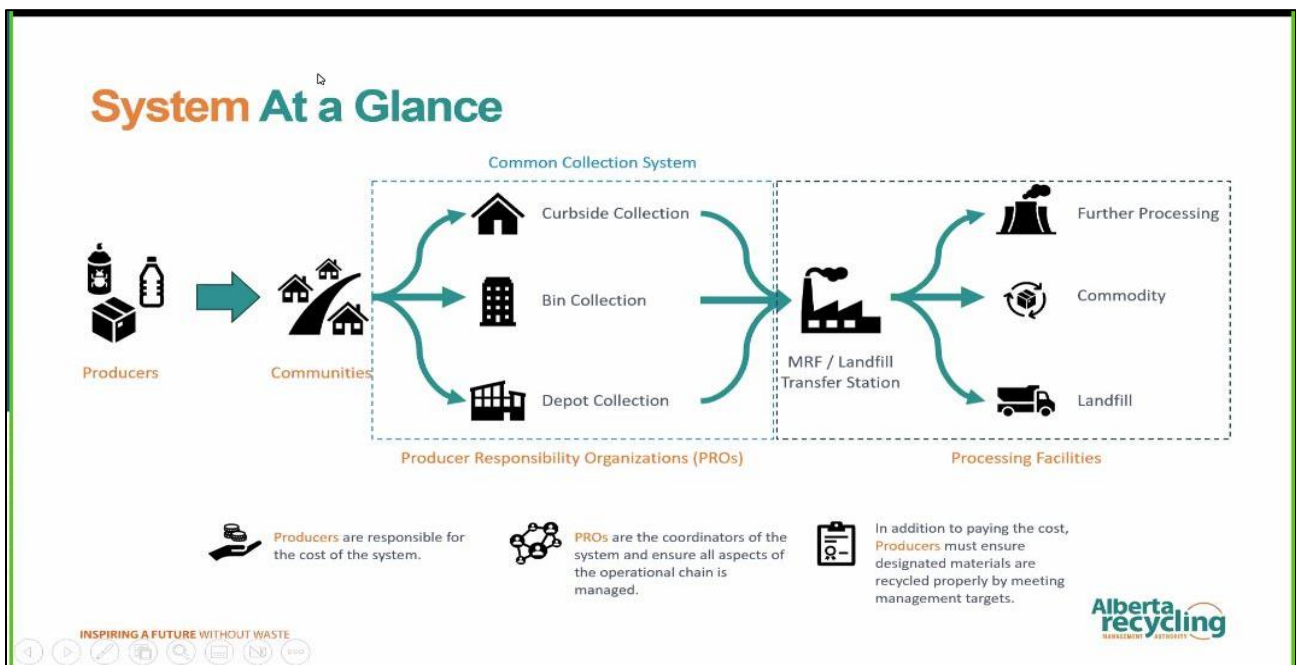
Includes materials from the residential sector such as:

- newspapers, packaging, cardboard, printed paper and magazines;
- plastics (both rigid and flexible)
- metal and glass

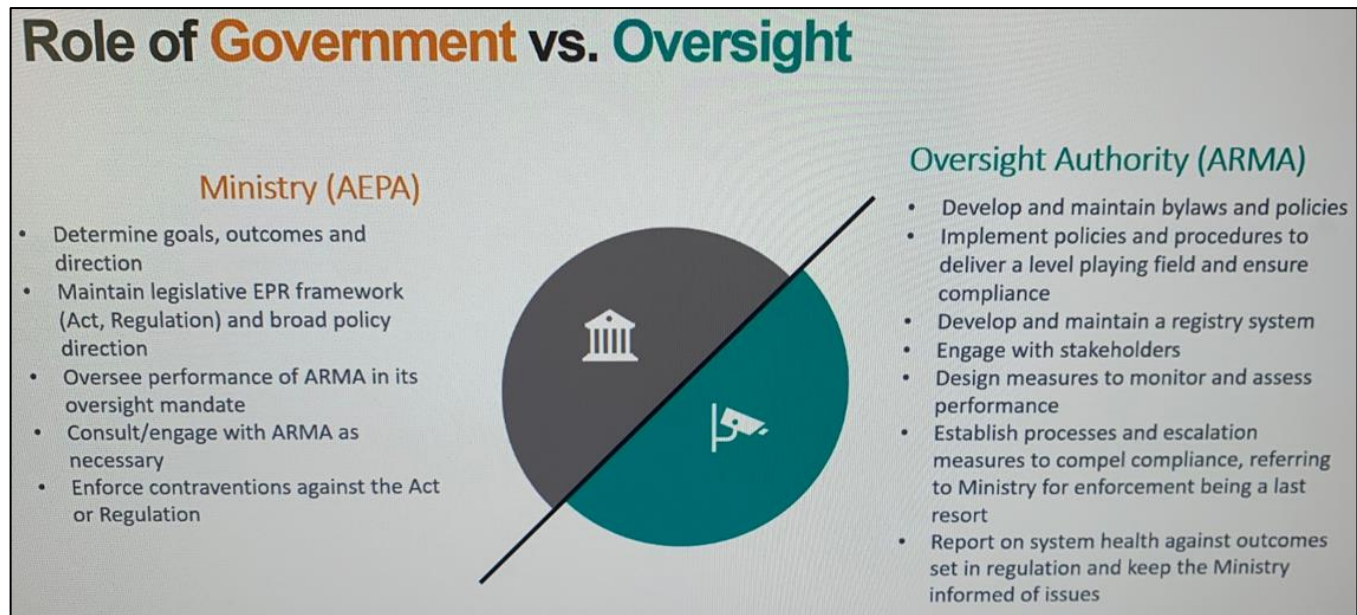
Hazardous and Special Products (HSP)

HSP products include:

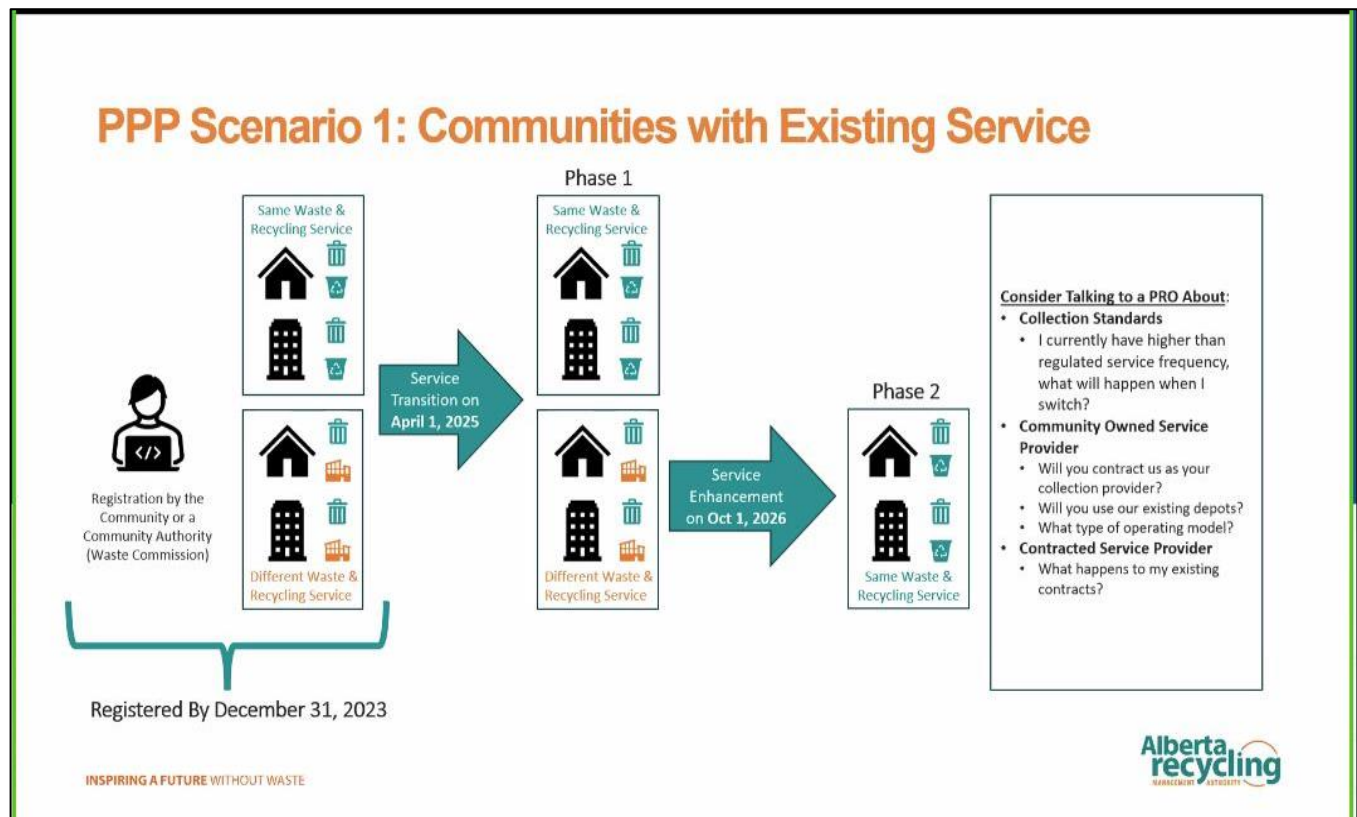
- consumer-sized solid, liquid, and gaseous products that are flammable, corrosive, and toxic
- batteries
- pesticides



Government Agencies Responsible



Timeline Proposed by ARMA & Circular Materials:



Taber’s Program Currently:

We have curbside recycling services for residents, commercial collection for select businesses and depots for recycling (Paper, Plastic, and Cardboard). There is also a depot at the Transfer Station where we offer recycling for Household Hazardous Chemicals among other items that is governed by ARMA (HHW, Paint, e-waste, Tires, Used Motor Oils, Batteries and Fluorescent Tubes). We also have financial operating costs for this recycling included in our operating budgets. These should be lessened by the switch to EPR, and at the same time expand the items that we are able to recycle and take out of the waste stream. The recycling program is handled through Public Works Administration and contractors; the fee charged to residents in 2022 on their utility bill was \$3.99 per account per month and Commercial was \$32.33 per account per month. The cost currently is subsidized by the garbage rates.

Recycling Costs	GFL - Res	GFL - Comm	DBS-HHW
January	\$ 16,175.90	\$ 16,616.35	\$ 1,310.81
February	\$ 16,025.62	\$ 16,741.78	\$ 2,432.12
March	\$ 18,348.77	\$ 16,905.14	\$ -
April	\$ 16,448.18	\$ 17,057.60	\$ 2,546.30
May	\$ 16,316.82	\$ 17,074.54	\$ 1,459.35
June	\$ 16,870.33	\$ 17,095.62	\$ 3,785.64
July	\$ 16,752.35	\$ 17,135.83	\$ -
August	\$ 16,871.82	\$ 17,201.40	\$ 1,815.03
September	\$ 15,879.83	\$ 17,276.22	\$ 119.06
October	\$ 16,064.85	\$ 17,350.32	\$ 1,810.60
November	\$ 16,431.89	\$ 17,413.16	\$ -
December	\$ 16,223.60	\$ 17,413.16	\$ 2,437.08
Sub -Totals	\$ 198,409.96	\$ 205,281.12	\$ 17,715.99
Total Operating Cost For 2022	\$		421,407.07
Total Revenue from Utility Bills 2022	\$		290,600.64

*Most of our revenue is tied to Garbage and subsidizes recycling

Council Request for Decision

Meeting Date: November 27, 2023

Subject:

Response to Standing Item 348/2023 Walmart Sidewalk

Recommendation:

Council receives this report for information and directs administration to bring the project forward for consideration in the 2025 Capital Project planning process.

Background:

At the October 25, 2023 Council meeting, the following resolution was made:

“MOVED by Councillor McLean that Council directs Administration to look at the cost of extending the sidewalk to complete on 46th Avenue.”

Administration has explored options and created the attached Project Statement and drawing outlining the basics of a project to complete the planning, design, and implementation of the sidewalk.

Legislation / Authority:

Municipal Government Act

Strategic Plan Alignment:

Develop Community & Promote Growth

Financial Implication:

There is no financial implication unless the project is approved to proceed.

Service Level / Staff Resource Implication:

None, unless the project is approved at which time Public Works and Finance staff time will be required to complete the project.

Justification:

Council requested information.



Alternative(s):

1. Council could request additional information from Administration.
2. Council provides approval for the project to proceed in the 2024 building season with funding to come from Capital Reserves.

Attachment(s): Plan view of the proposed sidewalk location.
Project Statement




APPROVALS:

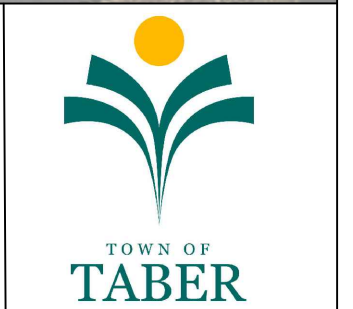
Originated By:
Ramin Lahiji

Chief Administrative Officer (CAO) or Designate: _____



TITLE: PROPOSED SIDEWALK NORTH OF WALMART	
DRAWN BY: R.L.	SCALE: NTS
DATE: NOV 2023	UNITS: METER

LEGEND:	
EXISTING CULVERTS	
PROPOSED 2 WHEELCHAIR RAMPS	
PROPOSED 100 METERS OF 2.2 m MONO SIDEWALK	



Proposed Sidewalk North of Walmart Project Statement

Nov 07, 2023.

Project Statement

Install approximately 100 meters of Sidewalk and 2 wheelchair ramps by for a budget not to exceed \$65K.

Project Objectives

At the end of the project, what results will we have?

Primary Objectives:

1. A new sidewalk starting west of Dairy Queen entrance and finishing east of Boston Pizza entrance.

Secondary Objectives:

- 1.

What value will be gained?

1. Sidewalks improve a neighborhood's walkability and benefit local businesses.

What constraints do we face?

1. A project and budget are not currently approved in the Capital Plan.

What requirements must be met?

1. City of Lethbridge standard.



Council Request for Decision

Meeting Date: November 27, 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):**
- Recreation & Planning Department Report
 - Economic Development Report
 - CAO Department Report
 - Engineering & Public Works Department Report
 - Treatment Facilities Department Report
 - Facilities Management Department Report
 - Administrative Services Department Report
 - Finance Department Report

APPROVALS:

Originated By:
Brittany Gilbertson




Chief Administrative Officer (CAO) or Designate: _____



DEPARTMENT REPORT





October 2023

DEPARTMENT: Recreation

Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="305 575 505 642">IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul data-bbox="643 352 1468 634" style="list-style-type: none"> • 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 monthly operation meetings • Monthly communication with the ATM lessee regarding the schedule at the community centre • Keeping event pages on the Town website up-to-date • Monthly submissions to the Taber Cornhusk Chronicles continues
 <p data-bbox="305 898 505 966">DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<ul data-bbox="643 676 1451 957" style="list-style-type: none"> • Department continues to research grants for current and future projects • Swim Lessons Fall Session began • Parallel Church Park 75% completed • Community Grant Application deadline on Oct 15 and applications were prepped to go to the November 2 Recreation Board Meeting • Department had a table in the Senior Expo event and enjoyed promoting programs and facilities to the seniors in attendance • Collaborated with other departments to have a public consultation for the proposed Taber Trout Pond Master Plan
 <p data-bbox="305 1222 505 1289">DEFINE & PRACTICE GOOD GOVERNANCE</p>	<ul data-bbox="643 999 1347 1318" style="list-style-type: none"> • Held all safety required staff meetings and inspections • Seeing to continued facility maintenance in all facilities • Park winterizations/shutdowns continued • New Recreation Operator I started and training began • Promoted Large Ice/ Small Ice Bookings for October • Field maintenance for the football season continues • Small ice opened Oct 2 with free public skating starting Oct 7th • Administrations working on operational/capital budgets • Arena Assistant position has been posted • Held the monthly Taber Arts and Heritage meeting – October 17
 <p data-bbox="305 1608 505 1675">ENHANCE SENSE OF COMMUNITY</p>	<ul data-bbox="643 1344 1487 1533" style="list-style-type: none"> • Facilitated or collaborated with the following community events: 3 large church events, Senior Expo, 2 markets, Wrestling, and Pheasant Festival • Department held the Community Halloween Party which was held Oct 31st @ the Community Centre and was very well attended • Worked on the Veteran Banner Project and had the banners hung November 1 which sold out with 9-new banners and 66 rehung banners

October 2023

DEPARTMENT: Planning

Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="305 516 505 583">IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul data-bbox="634 296 1487 516" style="list-style-type: none"> • Preparation of RFD's for Council meetings • Finished up text amendment for the Land Use Bylaw • Finished up a Land Use Bylaw amendment to redistrict a property • Attended site inspections in relation to continuing work at development sites • Continued to foster communication with other Town of Taber Departments • Continued discussions about the need for a Southeast Area Structure plan in relation to ongoing and anticipated development in the area
 <p data-bbox="305 1083 505 1150">DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<ul data-bbox="634 621 1487 1398" style="list-style-type: none"> • Answered a variety of calls from residents and businesses, providing information and guidance on the Land Use Bylaw, Development Permits, Business Licensing, and other miscellaneous request • Issued 2 Compliance Certificates in October, and 57 so far in 2023 • Issued 22 Development Permits in October, and 138 so far in 2023 • Issued 1 Portable Sign Permit in October, and 9 so far in 2023 • Development Value for Taber biased on the value indicated on building permits issued for October 2023 is \$251,388.51 • Took 2 Direct Control Applications to council for approval and had public hearings for each • Currently working on a total of 5 Subdivision Applications which are at various stages of the process: 0 subdivisions were endorsed once subdivision conditions were met. 0 subdivisions were sent to Land Titles for registration in October, and 1 application is in circulation for internal and external review, and 0 subdivision applications were approved with conditions • Discussed the requirements for subdividing properties with a few people • 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 • Working on a Bylaw Amendment for redistricting a property and a one for a textual amendment • Working on several Servicing Agreements to facilitate Residential and Commercial Infill Developments
 <p data-bbox="305 1661 505 1728">DEFINE & PRACTICE GOOD GOVERNANCE</p>	<ul data-bbox="634 1440 1487 1650" style="list-style-type: none"> • Facilitated Municipal Planning Commission meeting on October 16th, 2023 • 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
 <p data-bbox="305 1986 505 2053">ENHANCE SENSE OF COMMUNITY</p>	<ul data-bbox="634 1766 1487 1818" style="list-style-type: none"> • Working with multiple developers to improve commercial development in the community





TOWN OF
TABER

ACTIVITY REPORT

October 2023

DEPARTMENT: Economic Development

Strategic Plan Alignment	Associated Projects & Tasks
 <p>IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul style="list-style-type: none"> • Attended Canada’s Premier Food Corridor Meeting with Prairies Can President and all represented parties. • Attended Vauxhall Council (virtually) to answer AAIP questions. • Hosted Employer Info Session on AAIP in Cardston. • Met with Provincial AAIP reps to discuss program successes and challenges. • Hosted Employer Info Session on AAIP in Milk River • Attended provincial round-table on AAIP with other community reps. • Met with Medicine Hat AAIP team to collaborate and work on best practices together. • Together with the Community Engagement Committee, we have organised a monthly newsletter for newcomers in all our regions. • Continued to work on unpaid business licenses for this year.
 <p>DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<ul style="list-style-type: none"> • Issued 5 Business Licenses, a mixture of resident licenses, temporary licenses, and home occupations. • Continued work on the Residential Tax Incentive Bylaw, which was presented and approved in October. • Finalised land sale agreement with Council and processed paperwork. • Worked on details for Tourism Development Grant for tourism & marketing master plan, submitted. • Met with Southgrow rep who is preparing value proposition slides for Invest Alberta. • Met with CPFC Business Development rep to build relationship and start building networks across the region’s businesses. • Met with CPFC Investment Attraction rep to discuss Taber’s value proposition and how it fits into the region. • Amy attended Medicine Hat Economic Growth Forum. • Collaborated with Public Works for servicing options for Eureka both short and long term. • Started working on NRED Grant plan (Downtown Revitalization). • Worked with community groups to plan newcomer meet & greet, organised service groups to share what they do and put together packages for attendees. • Met with various business owners regarding opening new businesses, expanding local businesses or moving their business here. • Held Community Engagement Session for AAIP. • Confirmed all details for AAIP applications to meet the criteria and composed the Community Support Letters required for applications. • Helped new businesses with questions about zoning, workforce, AAIP programs, grants, employer resources and processes.





 <p>DEFINE & PRACTICE GOOD GOVERNANCE</p>	<ul style="list-style-type: none"> • We received the following inquiries about the AAIP programs – 68 phone calls, 89 emails, 72 in person visits and 11 other. • Put together files and details for the next round of AAIP approvals, interviewed candidates over zoom and checked qualifications. • Completed SILP Grant Interim Status Report. • Attended Regional Council Governance Session. • Held 4 Committee Approval meetings. • Worked on 2024 Economic Development Budget Planning. • Processed applications for the Investment Incentive. • Shannon attended Fire Extinguisher Training. • Researched the new AAIP information including the Economic Mobility Pathways Pilot, now included in the Rural Renewal Stream.
 <p>ENHANCE SENSE OF COMMUNITY</p>	<ul style="list-style-type: none"> • Booked vendors, collaborated on marketing, and sent work orders for All I Want for Christmas market. • Attended Pheasant Festival final planning meeting. • Attended Winterfest planning meeting, issued work orders for event. • Hosted Pheasant Festival Hunter’s Lunch



ACTIVITY REPORT

October 2023

DEPARTMENT: CAO

Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="297 680 500 747">IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul data-bbox="621 462 1380 630" style="list-style-type: none"> • Attended various committee, commission, & board meetings. • Monthly directors meeting. • Held bi-weekly meetings with staff. • Meetings with other Municipal partners. • Chaired a recreation meeting
 <p data-bbox="297 1003 500 1071">DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<ul data-bbox="621 785 1469 987" style="list-style-type: none"> • Participated in Trout Pond meeting. • Participated in various land sale discussions. • Meetings with multiple developers. • Meetings with Grant writing consultants • Participated in Southern Regional Storm Water Drainage Committee meeting.
 <p data-bbox="297 1327 500 1394">DEFINE & PRACTICE GOOD GOVERNANCE</p>	<ul data-bbox="621 1108 1421 1381" style="list-style-type: none"> • Reviewed and/or approved various applications, RFD's, bylaws, policies, procedures. • Council meeting & agenda preparation meetings. • CUPE Labor Management meeting (LMM). • 2024 Management agreement discussions • Discussions with Legal • Participated in the Safety inspection at Public Works • Participated in a regional Council governance training session
 <p data-bbox="297 1671 500 1738">ENHANCE SENSE OF COMMUNITY</p>	<ul data-bbox="621 1453 1242 1474" style="list-style-type: none"> • Attended the Halloween event at the Civic Centre






TOWN OF
TABER

ACTIVITY REPORT

October 2023

DEPARTMENT: Public Works

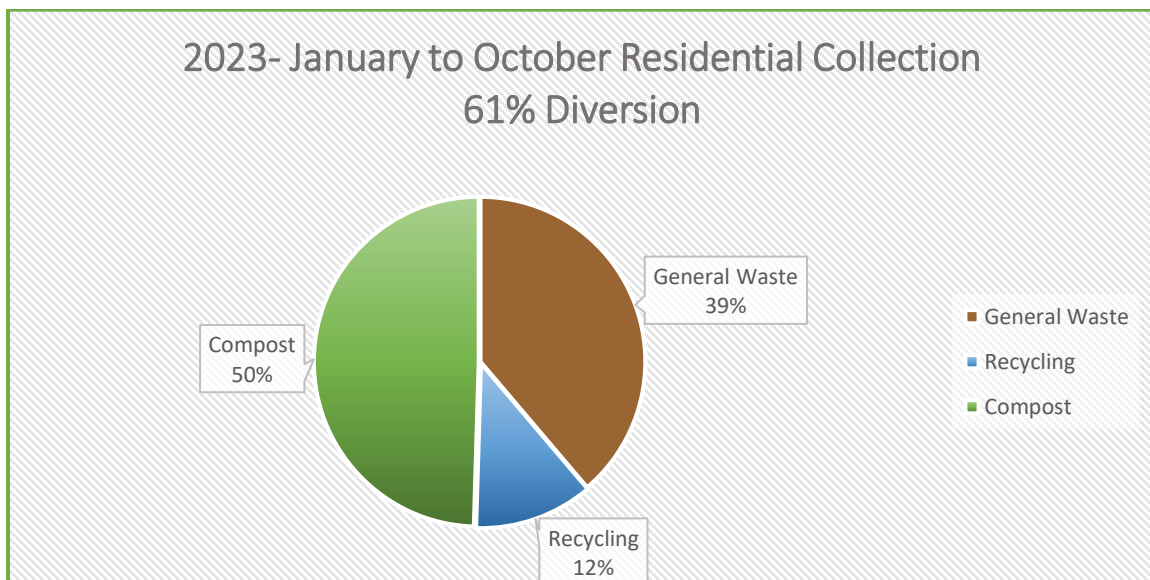
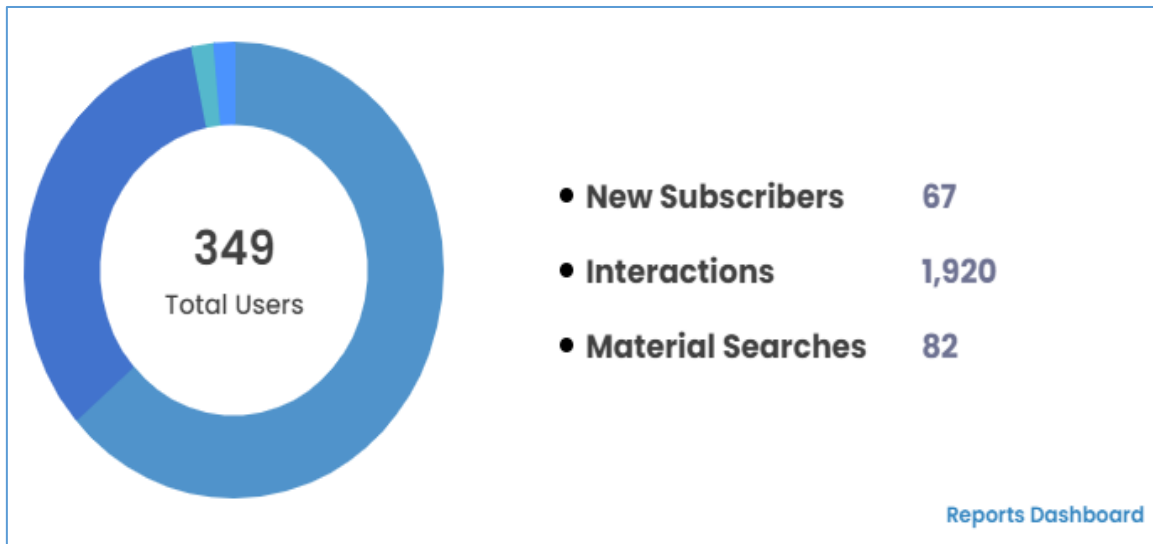
Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="297 737 500 806">IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul data-bbox="618 457 1487 856" style="list-style-type: none"> • Received telephone, email & online service requests from residents & staff, investigated and completed all work orders pertaining to those requests. • Held monthly safety meetings and attended various administration organizational meetings. • Received & completed locates for Alberta One-Call/Utility Safety partners. • Collaborated with Communications on Social Media posts regarding snow removal and the compost collection switching to bi-weekly for the winter. • Provided comments on various planning permits.
 <p data-bbox="297 1203 500 1272">DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<ul data-bbox="618 898 1435 1325" style="list-style-type: none"> • New services to 5531 47 Ave. • Placed new fence in Cemetery. • Built a new entrance to 6920 64 St. • Multiple traffic counts were preformed. • The phase two of Wetlands construction is done. • Attended meetings regarding Raw Water Supply Upgrade for Preliminary Approval. • Attend meetings with planning department. • Ordered replacement Christmas lights for Communities in Bloom through our vendor, which they purchased for the Cenotaph tree and Police Station Gazebo and tree. • Completed Town wide Sidewalk inspection.
 <p data-bbox="297 1640 500 1709">DEFINE & PRACTICE GOOD GOVERNANCE</p>	<ul data-bbox="618 1388 1492 1766" style="list-style-type: none"> • Worked on and submitted Capital and Operating budgets and projects for 2024. • Attended webinars and prepped for registration in the Extended Producer Responsibility program with Alberta Recycling Management Authority. • Inspected and recorded all the culverts around Town. • Reopened the burn pit at the Transfer Station once the Province wide Fire ban was lifted, worked on getting all of the wood cleaned up. • Compiled Asset information and location to enter into the Town's GIS website ORRSC. • South Reservoir at the Water Treatment plant was completed. • Design a temporary road for 62 St



ENHANCE
SENSE OF
COMMUNITY

- Completed Inspections & checks at Public Works Shop, Transfer Station & Lift Stations.
- Excavated and backfilled graves as requested by the Administrative Department.
- Researched options for battery and glass recycling to add to services at the Transfer Station.

- Recycle Coach App Report



- Based off a weight calculation – Please note that recyclable materials weigh substantially less than Compost and general waste.







TOWN OF
TABER

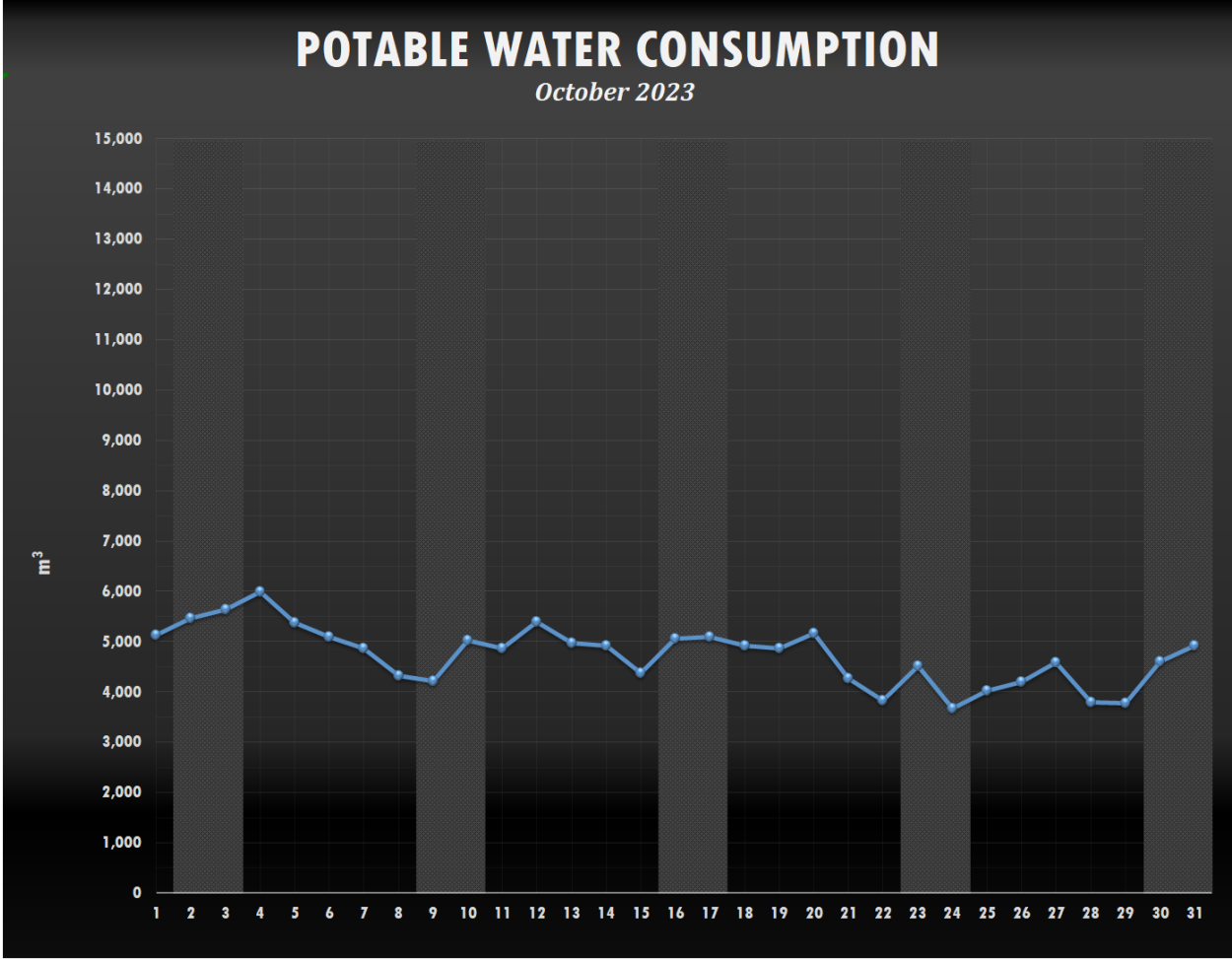
ACTIVITY REPORT

October 2023

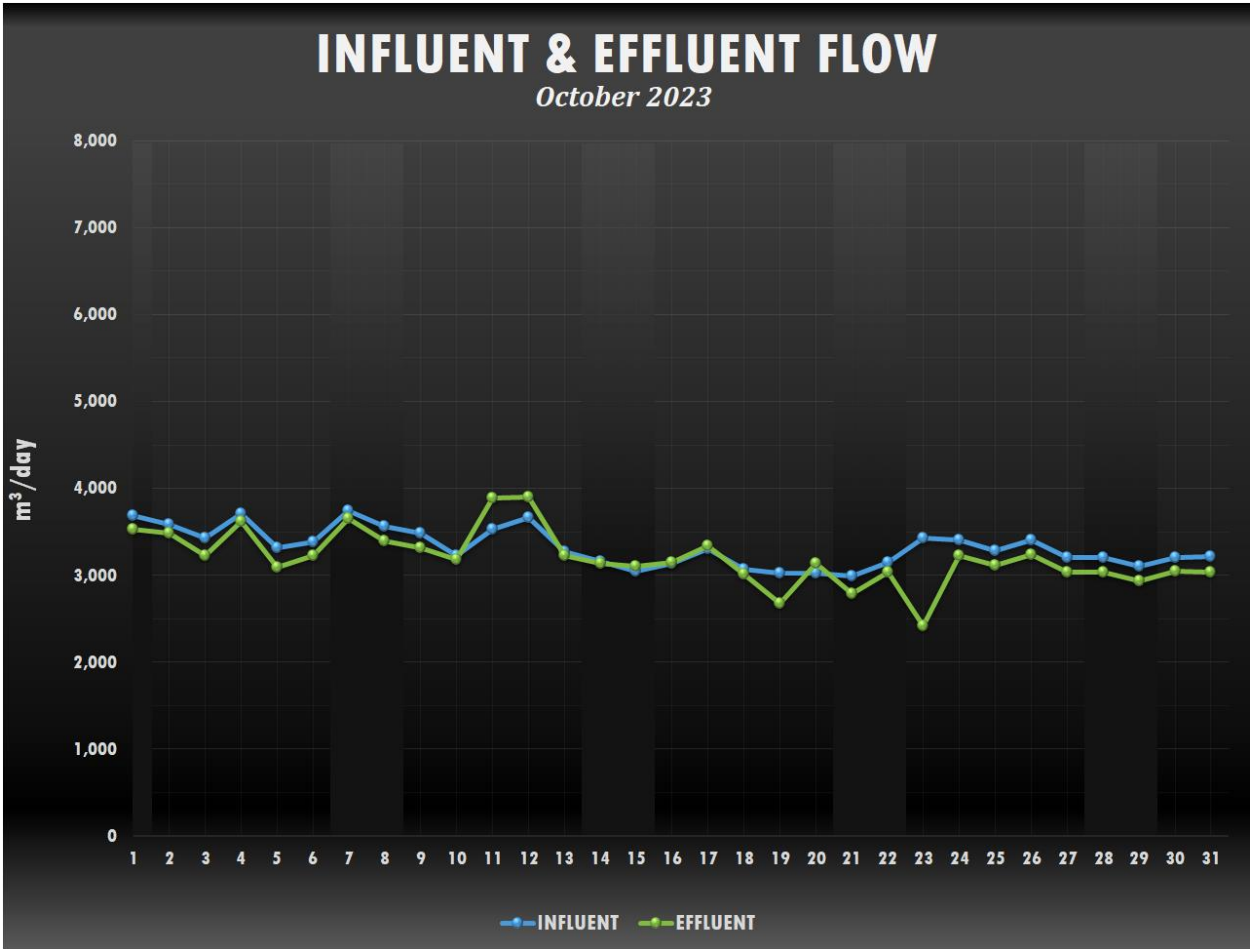
DEPARTMENT: Water & Wastewater Treatment Facilities

Strategic Plan Alignment	Associated Projects & Tasks
 <p>IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul style="list-style-type: none"> • Municipal Safety Meeting • Municipal Operations Meetings • Lantic Operations Meetings • Lantic Maintenance Meetings • Lantic boiler and filtration upgrade meetings
 <p>DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<ul style="list-style-type: none"> • High Lift Pump 401 replacement at the Water Treatment Plant is in progress • 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
 <p>DEFINE & PRACTICE GOOD GOVERNANCE</p>	<ul style="list-style-type: none"> • We strive to minimize our impact on the environment by consistently meeting and exceeding the guidelines set out by Alberta Environment • We are following our Covid-19 Pandemic Emergency Response Plan • Two operators attended a Pumps and Motors course
 <p>ENHANCE SENSE OF COMMUNITY</p>	<ul style="list-style-type: none"> • 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

October 2023

DEPARTMENT: Facilities Management

Strategic Plan Alignment	Associated Projects & Tasks
 <p>IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul style="list-style-type: none"> • Held monthly safety meeting. • Held monthly facility maintenance staff meeting. • Received work orders, emails and telephone call service requests from staff, building users and lease holders, investigated and completed work orders as required. • Received emails/calls from potential partners for new technology, energy efficient opportunities and potential grants.
 <p>DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<ul style="list-style-type: none"> • Provided reviews of proposed building expansions or renovations to Town owned facilities as required. • Apply for and manage building related grants. • Wastewater Lagoon Solar Generation; piling done, racking done, panel installation done. Electrical 90% complete. Projected completion estimated end of 2023. • Clean Energy Improvement Program; Full application successfully submitted October 2023. Early indications are Summer 2024 for community rollout. • Asset Management migration to PSD Citywide complete; working on deliverables and grant extension approved for all deliverables November, 2023. • Continued construction on the Administration Building Upgrades. Project completion estimated November 2023. • Chin Low Level Pumping Project: Department continued mutual assistance to treatment for operations. • Aquafun Centre Locker Replacements: Lockers received, department coordinating installation with Recreation. • Continued planning work for 2024 Capital and Operating budgets.
 <p>DEFINE & PRACTICE GOOD GOVERNANCE</p>	<ul style="list-style-type: none"> • Continued progress on 2023 operational tasks and annual works. • Regular preventative maintenance for all Town owned buildings, 89 work order requests at various Town own buildings. • Year end operational project and task planning. • Seasonal furnace checks and inspections including exhaust fans. • Winterization of seasonal town facilities. • Pheasant Festival related tasks. • Prepared RFD's for Council meetings. • Plumbing repairs at various town owned facilities. • Electrical repairs at various town owned facilities. • Various troubleshooting and repairs at all three treatment facilities. • Various troubleshooting and repairs at the Aquafun Centre, Arenas and Curling Club as it relates to process.



ENHANCE
SENSE OF
COMMUNITY

- Programming Administration Building exterior colored lighting according to schedule.
- Adjust flags at all Town flag poles as requested.
- Replaced damaged flags as required.

New Tickets

89 ↑ 11

Your Tickets

1 ↑ 1

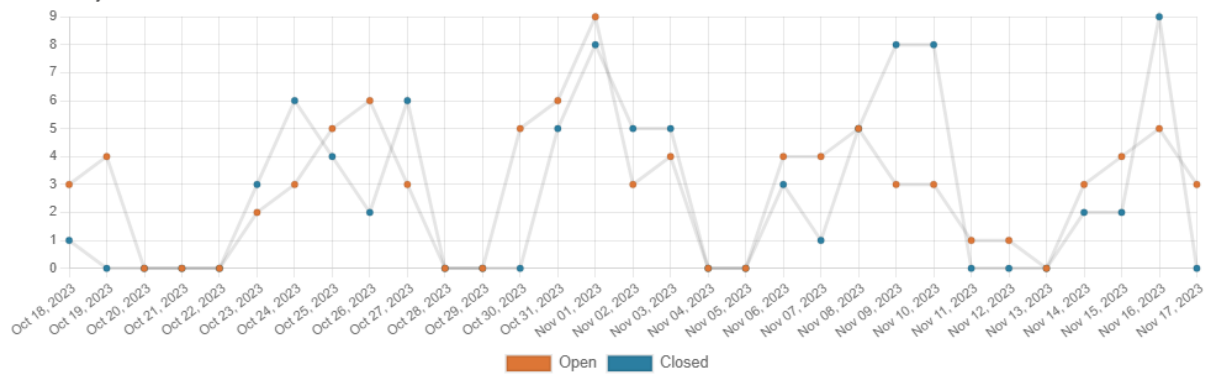
Open Tickets

22 ↑ 15

Unassigned Tickets

4 ↑ 3

Ticket History








DEPARTMENT REPORT

October 2023

DEPARTMENT: Administrative Services

Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="297 680 495 747">DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<ul data-bbox="639 457 1437 632" style="list-style-type: none"> • Lease signing of Parkside Manor • Discussed various facility requirements: Parkside Manor, Curling Club, Cemetery • Liaising, approving and follow-up on various facility project requests: Cemetery Row K Development and area
 <p data-bbox="297 1003 495 1071">IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul data-bbox="639 781 1490 1024" style="list-style-type: none"> • Budget discussions • Held weekly meetings with staff • Responded to various cemetery inquiries and requests • Liaising with consultants for cemetery software • Reviewed, created and edited multiple RFDs, communications / contracts, bylaws, policies/procedures, and correspondence from other departments
 <p data-bbox="297 1541 495 1608">DEFINE & PRACTICE GOOD GOVERNANCE</p>	<ul data-bbox="639 1104 1474 1850" style="list-style-type: none"> • Attended Alberta Municipal Clerk's Conference (Virtual) • Refreshed Access and Privacy Fundamentals courses Government of Alberta • Regional Council Governance Update Session arrangements and coordination • Follow up of election material (Financial Disclosure Statements) • Oversaw follow up and signing of agreements and documents • Created the agenda, attended the meeting for the CUPE Executive and Town of Taber Management meeting • 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) • Attended Council Agenda Setting Meeting • Oversaw Council agenda creation, minutes documents, after-Council action items, other documentation required for meetings, attended agenda review meetings • Attended the after-Council review meeting • Kept updated on eCompliance program for Health and Safety



ENHANCE
SENSE OF
COMMUNITY

- Photographs and social media release for Poppy Ceremony
- Fire Extinguisher Training
- RSVP'd for Council to various events
- Fielded various department requests from citizens and internal clients






TOWN OF
TABER

DEPARTMENT REPORT

DEPARTMENT: Administrative Services

(Communications and Projects Coordinator)

Strategic Plan Alignment	Associated Projects & Tasks
 <p>DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<ul style="list-style-type: none"> • Assisting with newsletter creation for newcomers in collaboration with the AAIP Program.
 <p>IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul style="list-style-type: none"> • Carrying out initiatives as outlined in the 2021-2023 Communications Plan • Fielded various questions from the public as transferred to communications • Regularly approving the Town's regular ads to the Taber Times • Released October Corn Husk Chronicles • Drafting November 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) • Applied for and won the International MarCom award for ostrich response.
 <p>DEFINE & PRACTICE GOOD GOVERNANCE</p>	<ul style="list-style-type: none"> • Conducted third Coffee with Council iteration for 2023. • Organizing public engagement for Trout Pond Recreation Area Master Plan. • Planning open houses for Trout Pond Master Plan to coincide with final Coffee with Council for the year. • Completed two University of Alberta courses for Advanced Certificate of Leadership. • Assisted department with Regional Governance Training setup. • Attended Regional Governance Training.



ENHANCE
SENSE OF
COMMUNITY

- Preparing messaging and digital materials for 2023 Holiday Market in collaboration with Economic Development.
- Finalized communications for Veterans Banners project.
- Preparing communications for gingerbread permit contest for the Planning Department.

DEPARTMENT REPORT

Taber Memorial Gardens



Statistics Provided from: October 1, 2023 to October 31, 2023	
SERVICE PROVIDED	STATISTICS
Burials	6
Pre-Planning Purchases	3
Columbarium Transactions	2
Monument Permits	6
Disinter/Reinter	0
Transfer of Burial Rights	0
Public Concerns	0
Grave Searches from the Public	5
Grave Searches from Monument Companies	4
Inquiries from other Municipalities	0



ACTIVITY REPORT

October 2023

DEPARTMENT: Finance

Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="297 680 496 747">IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul style="list-style-type: none"> • Upgrade multiple systems and firmware. • Continue 2023 Annual Computer Replacement. • Complete the Recycle Coach App implementation.
 <p data-bbox="297 1037 496 1104">DEFINE & PRACTICE GOOD GOVERNANCE</p>	<ul style="list-style-type: none"> • Complete the IT KPI Report. • Renew multiple licenses and subscriptions. • Daily Procurement Activities • Purchase Orders Issued as per Council Approved Capital Budget: <ul style="list-style-type: none"> • Row K Development – Signage • Preparation of Capital Budget • Preparation of Operating Budget • Preparation to incorporate Asset Retirement Obligations into our 2023 year-end Financial Statements. • Attended Various Meetings • Daily Financial Activities

Council Request for Decision

Meeting Date: November 27, 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:
Brittany Gilbertson

Chief Administrative Officer (CAO) or Designate: _____

Council Request for Decision

Meeting Date: November 27, 2023

Subject:

Standing Items - 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 Councillors 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:
Brittany Gilbertson

Chief Administrative Officer (CAO) or Designate: _____

Council Date	Resolution #	Resolution	Assigned To	Completed?
September 25, 2023	294/2023	MOVED by Councillor Sorensen that Administration reviews and consults on Bylaw 17-2023, which included Schedule “D”, and the fines.	Traffic Committee	<i>In Progress</i>
October 23, 2023	346/2023	MOVED by Councillor Firth that Council directs Administration to review the building permit requirements, and bring back to Council any recommendations to streamline the building process, and to possibly create a checklist for guidelines for what is required if you would like to develop in the Town of Taber.	Planning	<i>In Progress</i>
October 23, 2023	347/2023	MOVED by Councillor Sorensen that Council directs Administration to investigate the Extended Producer Responsibility Program (EPR), and the possibility of the Town of Taber joining that Program.	Public Works	<i>In Progress</i>
October 23, 2023	348/2023	MOVED by Councillor McLean that Council directs Administration to look at the cost of extending the sidewalk to complete on 46 th Avenue.	Public Works	<i>In Progress</i>
November 14, 2023	363/2023	MOVED by Councillor McLean that Council directs Administration to look at the cost of connecting the sidewalk on 60 th Avenue, in front of the Taber Christian School, to connect with the sidewalk in the Park Place Cul-De-Sac.	Public Works	<i>In Progress</i>
November 14, 2023	364/2023	MOVED by Councillor Sorensen that Council directs Administration to investigate the cost and requirements of maintaining that area of the dog park.	Recreation	<i>In Progress</i>
November 14, 2023	365/2023	MOVED by Councillor Brewin that the Traffic Committee is required to make recommendations for or against their decisions to Council, on whether or not Council accepts their decision, with Council having the final say, and to bring to the December meeting to investigate with recommendations from Administration.	Public Works	<i>In Progress</i>

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