



AGENDA

REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, DECEMBER 18, 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 Special Meeting of Council: November 16, 2023	X
ITEM No.4.2 Minutes of Regular Meeting of Council: November 27, 2023	X
5. BUSINESS ARISING FROM THE MINUTES	
6. BYLAWS	
ITEM No.6.1 Proposed Fee Bylaw 20-2023	X
7. ACTION ITEMS	
ITEM No.7.1 2024 Capital Budget	X
ITEM No.7.2 2024 Proposed Operating Budget	X
ITEM No.7.3 Public Auction Reserve Bid and Conditions of Sale	X
ITEM No.7.4 Letter of Support - Alberta Childcare Space Creation	X
ITEM No.7.5 Information For Council	
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	
ITEM No.8.1 Delegation: Veteran Banner Donation Presentation to Royal Canadian Legion (Branch 20)	X
ITEM No.8.2 Delegation: Naamiya Hoekstra, Request for Funding Support	X
9. MEDIA INQUIRIES	



10. CLOSED SESSION

X

- ITEM No.10.1 Proposed Lease Termination Extension Discussion
Council takes the meeting in Closed Session to prevent disclosure of criteria developed for the purpose of contractual negotiations on behalf of a public body, and considerations that relate to those negotiations, in accordance with Section 24: Advice from officials, of the *Freedom of Information and Protection of Privacy Act* (FOIPP)
- ITEM No.10.2 Board Appointment: Subdivision and Development Appeal Board
Closed Session to prevent disclosure of applicant personal information that is evaluative for the purpose of determining the applicant's suitability, in accordance with Section 19(1) of the *Freedom of Information and Protection of Privacy Act*.
- ITEM No.10.3 Board Appointment: Development Authority (Municipal Planning 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.10.4 Board Appointment: Taber Municipal Library Board
Closed Session to prevent disclosure of applicant personal information that is evaluative for the purpose of determining the applicant's suitability, in accordance with Section 19(1) of the *Freedom of Information and Protection of Privacy Act*.
- ITEM No.10.5 Meadows Report - Douglas Bergen
Closed Session to prevent disclosure of plans relating to the management of personnel or the administration of a public body that have not yet been implemented, in accordance with Section 24(1) of the *Freedom of Information and Protection of Privacy Act*.
- ITEM No.10.6 Discussion with Council
Council takes the meeting into Closed Session to prevent disclosure of consultations or deliberations involving officers or employees of a public body, in accordance with Advice from Officials, Section 24(1)(b), of the *Freedom of Information and Protection of Privacy Act*.

11. OPEN SESSION

X

12. CLOSE OF MEETING

X



Council Request for Decision

Meeting Date: December 18, 2023

Subject:

Minutes of Special Meeting of Council: November 16, 2023

Recommendation:

Council adopts the Minutes of the Special Meeting of Council held on November 16, 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 Special Meeting of Council held on November 16, 2023, as amended.

Attachment(s): November 16, 2023 Special Meeting of Council Draft Minutes

APPROVALS:

Originated By:
Brittany Gilbertson

Chief Administrative Officer (CAO) or Designate: _____

MINUTES OF THE SPECIAL MEETING OF THE COUNCIL OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON THURSDAY, NOVEMBER 16, 2023, AT 4:30 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
Graham Abela
Chris Eagan
Steve Munshaw
John Orwa
Kerry Van Ham

CALL TO ORDER

Mayor Prokop called the Special Meeting to Order at 4:40 PM.

ADOPTION OF THE AGENDA

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

ADOPTION OF THE AGENDA – CONT'D

RES. 375/2023

MOVED by Councillor Bekkering that Council adopts the Agenda, as amended, to add a Closed Session Agenda Item: Salaries and Benefits, after Action Items Agenda Item 7, affecting subsequent numbering of the remaining Agenda Items.

CARRIED UNANIMOUSLY

PUBLIC HEARINGS

None.

ADOPTION OF THE MINUTES

None.

BUSINESS ARISING FROM THE MINUTES

None.

BYLAWS

None.

ACTION ITEMS

1) 2024 Operating Budget Discussion

D. Thibault introduced J. MacDonald, Chair of the Taber Municipal Police Commission, and G. Abela, Chief of Police, who presented the Taber Municipal Police Commission budget request to Council.

ACTION ITEMS – CONT'D

1) 2024 Operating Budget Discussion – Cont'd

RES. 376/2023

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

- Information, including the proposed plans, policies or projects of a public body, the disclosure of a pending policy or budgetary decision, in accordance with Section 24(1): Advice from officials of the *Freedom of Information and Protection of Privacy Act*.

CARRIED UNANIMOUSLY AT 4:54 PM

CLOSED SESSION

1) Salaries and Benefits Discussion

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

Pursuant to Section 197(6) of the Municipal Government Act, there was the following member of Administration in attendance for Agenda Item 10.1) Salaries and Benefits Discussion; D. Thibault, Chief Administrative Officer, J. Orwa, Director of Corporate Services and Chief Financial Officer, S. Munshaw, Fire Chief, and C. Eagan, Director of Planning, Engineering and Operations.

OPEN SESSION

Council reconvened into Open Session at 6:35 PM.

OPEN SESSION – CONT'D

The Meeting continued with Agenda Item 7.1: 2024 Operating Budget Discussion.

ACTION ITEMS

1) 2024 Operating Budget Discussion – Cont'd

The Directors from each department presented their 2024 Proposed Operating Budget requests.

No motion was made at this time.

DELEGATIONS

None.

MEDIA INQUIRIES

None.

CLOSE OF MEETING

RES. 377/2023

MOVED by Councillor McLean that this Special Meeting of Council is hereby Closed.

CARRIED UNANIMOUSLY AT 7:43 PM

MAYOR

CHIEF ADMINISTRATIVE OFFICER

277/2023

Meeting Date
11/16/2023



Council Request for Decision

Meeting Date: December 18, 2023

Subject:

Minutes of Regular Meeting of Council: November 27, 2023

Recommendation:

Council adopts the Minutes of the Regular Meeting of Council held on November 27, 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 27, 2023, as amended.



Attachment(s): November 27, 2023 Draft Council 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 MONDAY, NOVEMBER 27, 2023, AT 3:30 PM.

Mayor

Andrew Prokop

Councillors

Garth Bekkering
Carly Firth
Monica McLean
Daniel Remfert
Joanne Sorensen

Absent

Jack Brewin

Chief Administrative Officer

Derrin Thibault

Staff

Lisa DeBona
Chris Eagan
John Orwa
Kerry Van Ham

CALL TO ORDER

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

ADOPTION OF THE AGENDA

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

ADOPTION OF THE AGENDA – CONT'D

RES. 378/2023

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

CARRIED UNANIMOUSLY

PUBLIC HEARINGS

None.

ADOPTION OF THE MINUTES

1) Minutes of Regular Meeting of Council: November 14, 2023

RES. 379/2023

MOVED by Councillor Firth that Council adopts the Minutes of the Regular Meeting of Council held on November 14, 2023, as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

None.

BYLAWS

1) Proposed Fee Bylaw 19-2023

D. Thibault presented the Proposed Fee Bylaw 19-2023.

BYLAWS – CONT'D

1) Proposed Fee Bylaw 19-2023 – Cont'd

RES. 380/2023

MOVED by Councillor Sorensen 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 Avenue Cast Iron Sanitary Replacement \$3.08/month, Downtown Sanitary Pipe Relining and Cleaning \$0.90/month, and Lagoon Sludge Removal \$3.64/month).

CARRIED

RES. 381/2023

MOVED by Councillor Remfert 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 Avenue Cast Iron Sanitary Replacement \$3.08/month, Downtown Sanitary Pipe Relining and Cleaning \$0.90/month, and Lagoon Sludge Removal \$3.64/month).

CARRIED

ACTION ITEMS

1) 2024 Proposed Operating Budget

D. Thibault introduced J. Orwa, Director of Corporate Services and Chief Financial Officer, who presented the Proposed 2024 Operating Budget.

No motion was made at this time.

2) Resignation: Taber Municipal Library Board

D. Thibault introduced K. Van Ham, Administrative Services Manager, who presented the resignation of Ms. Sh’Nell Torrie from the Taber Municipal Library Board to Council.

RES. 382/2023

MOVED by Councillor McLean that 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 endeavors.

CARRIED UNANIMOUSLY

3) My City Care Waiver Request

D. Thibault presented a waiver request from MyCityCare Parallel Church, for the rental fees of the Taber Community Centre, Green Room, and Grey Room that had been paid for a fundraising concert that was held on October 6, 2023.

RES. 383/2023

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

CARRIED UNANIMOUSLY

ACTION ITEMS – CONT'D

4) Information for Council

L. DeBona, Waste Services and Administrative Manager, stated that at the October 23, 2023 Regular Meeting of Council the following resolution was made:

“RES. 347/2023

MOVED 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.

CARRIED UNANIMOUSLY”

L. DeBona presented the steps that Administration had taken to become involved in the Extended Producer Responsibility Program.

No motion was made at this time.

4) Response to Standing Item 348/2023: Walmart Sidewalk

C. Eagan, Director of Planning, Engineering and Operations, stated that at the October 25, 2023 Regular Meeting of Council the following resolution was passed:

“RES. 348/2023

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

CARRIED UNANIMOUSLY”

C. Eagan presented the Project Statement to Council.

ACTION ITEMS – CONT'D

4) Response to Standing Item 348/2023: Walmart Sidewalk

RES. 384/2023

MOVED by Councillor McLean that Council receives this report for information; and,

Directs Administration to bring the project forward for consideration in the 2025 Capital Project planning process.

CARRIED UNANIMOUSLY

5) Department Reports

D. Thibault presented the Department Reports for Council to review.

No motion was made at this time.

6) Mayor and Councillor Reports (Verbal)

Mayor and Council provided details of their monthly activity.

No motion was made at this time.

7) Standing Items - Council Requests

D. Thibault reviewed the current listing.

MOVED by Councillor McLean that Council directs Administration to allow for a Strategic Planning Session to happen at one of our Council Meetings for the month of January, and also going forward that we can have it more than quarterly.

Councillor Sorensen requested an amendment, to review our current Strategic Plan.

Councillor McLean accepted the amendment.

ACTION ITEMS – CONT'D

7) Standing Items – Council Requests – Cont'd

D. Thibault requested a specific time frame stated in the motion, rather than stating more than quarterly.

RES. 385/2023

MOVED by Councillor McLean that Council directs Administration to allow for a Strategic Planning Session to happen at one of the Council Meetings for the month of January, and also going forward that we can have it every second month, to review the current Strategic Plan.

CARRIED UNANIMOUSLY

DELEGATIONS

None.

MEDIA INQUIRIES

None.

MEDIA INQUIRIES – CONT'D

RES. 386/2023

MOVED by Councillor Firth that Council moves into Closed Session to prevent the 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*; 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 4:22 PM

CLOSED SESSION

- 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*.**

Pursuant to Section 197(6) of the *Municipal Government Act*, there were the following members of Administration and the public in attendance for Agenda Item 10.1) Board Appointment: Taber Municipal Police Commission; D. Thibault, Chief Administrative Officer, K. Van Ham, Administrative Services Manager, and J. MacDonald, Chair of the Taber Municipal Police Commission.

- 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.**

Pursuant to Section 197(6) of the *Municipal Government Act*, there were the following members of Administration in attendance for Agenda Item 10.2) Land Sale Offer; D. Thibault, Chief Administrative Officer, and C. Eagan, Director of Planning, Engineering, and Operations.

OPEN SESSION

RES. 387/2023

MOVED by Councillor Sorensen that Council moves into Open Session.

CARRIED UNANIMOUSLY AT 6:13 PM

OPEN SESSION – CONT'D

RES. 388/2023

MOVED by Councillor Bekkering that Council appoints Shaun Kinniburgh to the Taber Municipal Police Commission, for a three (3) year term, starting January 1, 2024, and ending December 31, 2026.

CARRIED UNANIMOUSLY

RES. 389/2023

MOVED by Councillor Bekkering that Council re-appoints Wendi Chisholm to the Taber Municipal Police Commission, for a three (3) year term, starting January 1, 2024, and ending December 31, 2026.

CARRIED UNANIMOUSLY

RES. 390/2023

MOVED by Councillor Bekkering that Council re-appoints James Barry Clements to the Taber Municipal Police Commission, for a three (3) year term, starting January 1, 2024, and ending December 31, 2026.

CARRIED UNANIMOUSLY

CLOSE OF MEETING

RES. 391/2023

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

CARRIED UNANIMOUSLY AT 6:14 PM

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Council Request for Decision

Meeting Date: December 18, 2023

Subject:

Proposed Fee Bylaw 20-2023

Recommendation:

1. That Council gives First Reading to Fee Bylaw 20-2023, as presented.
2. That Council gives Second Reading to Fee Bylaw 20-2023, as presented.
3. That Council unanimously agrees to proceed with Third and Final reading to Fee Bylaw 20-2023, as presented.
4. That Council gives third and final reading to Fee Bylaw 20-2023, as presented.

Background:

At the November 27, 2023, regular meeting of Council, the following motion was carried:

MOVED by Councillor Remfert 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 Avenue Cast Iron Sanitary Replacement \$3.08/month, Downtown Sanitary Pipe Relining and Cleaning \$0.90/month, Lagoon Sludge Removal \$3.64/month).

The proposed Fee Bylaw 20-2023 has the 45 Ave. Cast Iron & Sanitary Replacement project removed and the 41 Ave. (51st-53st) Cast Iron & Sanitary Replacement project added, as highlighted on page 22 of the attached fee bylaw.

Administration has also removed the infrastructure fee for the Secondary Clarifier Rehab in 2024. The Town has collected enough in 2023 to offset the 2024 payments. The Town collected the fees in 2023 but had no repayment until 2024. The infrastructure fee for the clarifier project will resume in 2025. The fees in 2025 will be at a lower rate because we borrowed less than originally anticipated due to grant funding from Alberta Municipal Water/Wastewater Partnership (AMWWP).

Administration is requesting that Council gives three readings to Fee Bylaw 20-2023, 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:

If the Capital project is amended, the Fee Bylaw showing the fees for the borrowing of that project needs to be changed accordingly.

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 20-2023 and requests further information.

Attachment(s): Proposed Fee Bylaw 20-2023

APPROVALS:

Originated By: John Orwa

Chief Administrative Officer (CAO) or Designate: _____

TOWN OF TABER
BYLAW NO. 20-2023

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. 20-2023

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. 19-2023 is hereby repealed in its entirety.

5.0 EFFECTIVE DATE

This Bylaw shall take effect on January 1, 2024.

RES. XXX/2023 Read a First Time this ____ day of _____, 2023

RES. XXX/2023 Read a second time this ____ day of _____, 2023

RES. XXX/2023 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. 20-2023

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
Adult Drop In – Fee Assistance	\$ 3.75
Student Drop In	\$ 6.50
Student Drop In – Fee Assistance	\$ 3.25
Child Drop In	\$ 5.25
Child Drop In – Fee Assistance	\$ 2.75
Senior Drop In	\$ 6.50
Senior Drop In – Fee Assistance	\$ 3.25
Family Drop In	\$ 17.00
Family Drop In – Fee Assistance	\$ 8.50
Shower	\$ 2.75
Swim Club/hour	\$ 64.00
Full Day rental rate	\$ 1,146.75
Private rental reg.	\$ 244.25
Private rental youth	\$ 122.75
Holiday Pool Rentals	1.5 x Rate
Schools/hour	\$ 61.00
Winter Sponsored Toonie Swim/Hour	\$ 103.00
Viewing Area/hour	\$ 10.50
Viewing Area/hour (after hours)	\$ 51.50
Adult 10 use pass	\$ 65.00
Adult 10 use pass – Fee Assistance	\$ 32.50
Adult 1 month pass	\$ 40.75
Adult 1 month pass – Fee Assistance	\$ 20.50
Adult 3 month pass	\$ 110.75
Adult 3 month pass – Fee Assistance	\$ 55.50
Adult 6 month pass	\$ 200.00
Adult 6 month pass – Fee Assistance	\$ 100.00
Adult 1 year pass	\$ 357.50
Adult 1 year pass – Fee Assistance	\$ 178.50
Adult Summer Splash Pass	\$ 74.00
Adult Summer Splash Pass – Fee Assistance	\$ 37.00
Student 10 use pass	\$ 56.00
Student 10 use pass – Fee Assistance	\$ 28.00
Student 1 month pass	\$ 34.25

TOWN OF TABER
BYLAW NO. 20-2023

Student 1 month pass – Fee Assistance	\$ 17.50
Student 3 month pass	\$ 93.75
Student 3 month pass – Fee Assistance	\$ 47.00
Student 6 month pass	\$ 169.25
Student 6 month pass – Fee Assistance	\$ 84.50
Student 1 year pass	\$ 302.50
Student 1 year pass – Fee Assistance	\$ 151.25
Student Summer Splash Pass	\$ 62.75
Student Summer Splash Pass – Fee Assistance	\$ 31.50
Child 10 use pass	\$ 47.00
Child 10 use pass – Fee Assistance	\$ 23.50
Child 1 month pass	\$ 28.25
Child 1 month pass – Fee Assistance	\$ 14.00
Child 3 month pass	\$ 76.75
Child 3 month pass – Fee Assistance	\$ 38.75
Child 6 month pass	\$ 138.50
Child 6 month pass – Fee Assistance	\$ 69.25
Child 1 year pass	\$ 247.25
Child 1 year pass – Fee Assistance	\$ 123.75
Child Summer Splash Pass	\$ 51.25
Child Summer Splash Pass – Fee Assistance	\$ 25.50
Senior 10 use pass	\$ 56.00
Senior 10 use pass – Fee Assistance	\$ 28.00
Senior 1 month pass	\$ 34.25
Senior 1 month pass – Fee Assistance	\$ 17.00
Senior 3 month pass	\$ 93.75
Senior 3 month pass – Fee Assistance	\$ 47.00
Senior 6 month pass	\$ 169.25
Senior 6 month pass – Fee Assistance	\$ 84.50
Senior 1 year pass	\$ 302.50
Senior 1 year pass – Fee Assistance	\$ 151.25
Senior Summer Splash Pass	\$ 62.75
Senior Summer Splash Pass – Fee Assistance	\$ 31.50
Family 10 use pass	\$ 149.00
Family 10 use pass – Fee Assistance	\$ 74.50
Family 1 month pass	\$ 95.25

TOWN OF TABER
BYLAW NO. 20-2023

Family 1 month pass – Fee Assistance	\$ 47.50
Family 3 month pass	\$ 259.25
Family 3 month pass – Fee Assistance	\$ 129.75
Family 6 month pass	\$ 468.75
Family 6 month pass – Fee Assistance	\$ 234.50
Family 1 year pass	\$ 838.00
Family 1 year pass – Fee Assistance	\$ 419.00
Family Summer Splash Pass	\$ 173.00
Family Summer Splash Pass – Fee Assistance	\$ 86.50
Private lessons 1/2 hour	\$ 30.00
Preschool	\$ 52.00
Preschool – Fee Assistance	\$ 26.00
Swimmer	\$ 62.00
Swimmer – Fee Assistance	\$ 31.00
Adult Lessons	\$ 62.00
Adult Lessons – Fee Assistance	\$ 31.00
Hot Yoga (non-pass holder/session)	\$ 105.00
Hot Yoga (non-pass holder/session) – Fee Assistance	\$ 52.50
Hot Yoga (valid pass holder/session)	\$ 21.00
Hot Yoga (valid pass holder/session) – Fee Assistance	\$ 10.50
Rookie/Ranger/Star Patrol	\$ 85.00
Rookie/Ranger/Star Patrol – Fee Assistance	\$ 42.50
Bronze Medallion	\$ 162.00
Bronze Medallion – Fee Assistance	\$ 81.00
Bronze Cross	\$ 172.50
Bronze Cross – Fee Assistance	\$ 85.25
National Lifeguard	\$ 363.00
National Lifeguard – Fee Assistance	\$ 181.50
Bronze Cross Recertification	\$ 30.75
Bronze Cross Recertification – Fee Assistance	\$ 15.25
National Lifeguard Recertification	\$ 70.25
National Lifeguard Recertification – Fee Assistance	\$ 35.00
Swim Instructor	\$ 355.00
Swim Instructor – Fee Assistance	\$ 177.50
Life Saving Instructor	\$ 355.00
Life Saving Instructor – Fee Assistance	\$ 177.50

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Swim & Lifesaving Instructor	\$ 425.00
Swim & Lifesaving Instructor – Fee Assistance	\$ 212.50
Swim & Lifesaving Recertification	\$ 77.75
Swim & Lifesaving Recertification – Fee Assistance	\$ 39.00
Standard First Aid	\$ 165.00
Standard First Aid – Fee Assistance	\$ 82.50
Extra Life Guard Fee	\$ 30.00
Pool Party Package – Option A	\$ 123.00
Pool Party Package – Option B	\$ 133.25
Pool Party Package – Option C	\$ 211.00
Babysitting Course	\$ 66.00
Babysitting Course – Fee Assistance	\$ 33.00
Stay Safe Course	\$ 47.50
Stay Safe Course – Fee Assistance	\$ 23.75

Meeting Rooms

Non Profit rental/hour	\$ 22.50
Non Profit rental/day	\$ 134.00
Regular	\$ 38.50
Regular rental/day	\$ 230.00
Overtime hourly rate	\$ 52.25

Auditorium

Regular hourly rate	\$ 37.75
Day rate	\$ 555.25
Overtime hourly rate	\$ 51.25
Stage Only	\$ 22.50
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
*Discretionary STAT Rental Rate	1.5 x Rate

Parking Lots

Community Centre Incl electricity/day	\$ 457.75
Admin. Building Incl electricity/day	\$ 144.50

TOWN OF TABER
BYLAW NO. 20-2023

<u>Large Ice</u>	Youth prime time/hour	\$ 85.00
	Youth non-prime time/hour	\$ 67.75
	Adult prime time/hour	\$ 169.50
	Adult non-prime time/hour	\$ 135.25
	Local Schools/hour	\$ 33.75
	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
	Summer Ice Out/day	\$ 507.75
	Noon Shinny	\$ 2.00
	Noon Shinny – Fee Assistance	\$ 1.00
	*Discretionary STAT Rental Rate	1.5 x Rate

<u>Small Ice</u>	Youth/hour	\$ 45.00
	Adult/hour	\$ 56.00
	Local Schools/hour	\$ 22.50
	Summer Ice Out/hour	\$ 36.25
	Summer Ice Out/day	\$ 363.75
	Public Skate	\$ 2.00
	Public Skate – Fee Assistance	\$ 1.00
	Skating Party Package	\$ 129.25
	*Discretionary STAT Rental Rate	1.5 x Rate

<u>Ball Diamonds</u>	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

<u>Soccer Pitches</u>	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

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<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
	Bleachers	\$ 63.00
	Confederation Park Stage per hour (min. 2 hours)	\$ 22.00
	Confederation Park Stage incl electricity/day	\$ 82.50
	Summer Games	\$ 20.00
	Cornfest Fun Run	\$ 30.00 - 45.00
	Halloween Party – poster	\$ 30.00
	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
	<u>RV Park</u>	RV Park (15 AMP)/ night
RV Park (30 AMP)/night		\$ 31.00
VerSet Camping – no power		\$ 15.00
<u>Memorial Tree and Bench Program</u>	Memorial Tree	\$ 550.00
	Memorial Bench	\$ 1,650.00
	Picnic Tables	\$ 2,500.00

TOWN OF TABER
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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%
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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. 20-2023

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	Discretionary 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

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<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
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*** *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
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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.

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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	\$20
Zoning	\$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
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**TOWN OF TABER
BYLAW NO. 20-2023**

Road and Lane
Closure Fee

Road and Lane Closure	\$1,000
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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)	
One lot	\$600
Additional Lots	\$600 Plus \$250 per additional lot
Condominium Conversion Fees	\$40/unit
Developments Agreements (2 or more lots)	\$1000
Endorsements fees	\$250 per lot/unit
Subdivision Extension Fee	1 st Extension \$300 2 nd Extension \$400 3 rd Extension \$500
Subdivision and Development Appeal Hearing Fees	\$350 (\$150 is refunded if appeal is upheld)
Initial CCC/FAC Inspection *	\$2,000 Plus \$300/hectare
CCC Inspection (where more than one is required)	\$250/inspection (first one 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. 20-2023

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

TOWN OF TABER
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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

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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. 20-2023

Schedule “E”
Schedule of Fees for Utilities
(Fees are GST exempt, except where applicable)

Water Rates

<u>Residential</u>	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

<u>Commercial, Industrial, Institutional</u>	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

<u>Non-Resident</u>	Base Rate	\$27.91/month
	Meter Rate	\$1.95/m ³

<u>Village of Barnwell</u>	Meter Rate	\$0.1050/m ³
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<u>Fire Protection Services</u>	10” diameter	Base Rate	\$30.96/month
	12” diameter	Base Rate	\$45.30/month

<u>Bulk Water</u>		\$3.44/m ³
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<u>Utility Deposit</u>		\$150.00
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<u>Turn On Fee</u>	Working Hours	\$75.00
	After Working Hours	\$150.00

<u>Transfer to Taxes Fee</u>		\$20.00
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**TOWN OF TABER
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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
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Commercial, Industrial, Institutional

Meter Rate	\$1.11/m ³
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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
*Meter Rate	\$1.15/m ³

Multi-unit Structure

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

Commercial, Industrial, Institutional

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

Multi-Unit Structure

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

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Property Specific Industrial Sewer Rates

Lots 2 and 3, Block 1
 Plan 4343JK

Base Rate	\$40.37/month
*Meter Rate	\$1.30/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
*Meter Rate	\$1.71/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
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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.

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Garbage

Residential

Garbage

Base Rate	\$ 23.49/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.

Commercial, Industrial, Institutional

Base Rate	\$22.80 per bin/month
Pick-up Fee	\$60.14 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
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<u>Commercial</u>	Base Rate	\$ 33.18/month
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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
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<u>Commercial, Industrial, Institutional</u>	*Base Rate	\$ 14.68/month
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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.

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Infrastructure Renewal Fees

Secondary Clarifier Rehab

Residential

*Base Rate	\$6.00/month
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Non-Residential

*Base Rate	\$7.50/month
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45th Ave 41st Ave (51st-53rd Street) Cast Iron & Sanitary Replacement

Residential & Non- Residential

*Base Rate	\$ 3.08/month
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Downtown Sanitary Pipe Relining & Cleaning

Residential & Non-Residential

*Base Rate	\$ 0.90/month
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Lagoon Sludge Removal – 3 Cells

Residential & Non-Residential

*Base Rate	\$ 3.64/month
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TOWN OF TABER
BYLAW NO. 20-2023

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.

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- (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

TOWN OF TABER
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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	\$ 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
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Funeral Benefits

AISH Allowable Expenses – Grave Site @ 50%
 AISH Allowable Expenses – Open & Close Regular Day
 Alberta Human Services Allowable Expenses – Full Price for Single Cemetery Plot for Burial of Cremated Remains

	\$ 425.00
	\$ 635.00
	\$ 850.00

Resale of Interment Space

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

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

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

	Full Refund
	85% of Original Purchase Price
	35% of Current Selling Price

Personnel

Full Time, Part Time or Casual Employees

Summer Staff

Overtime Rates

	\$40.00 (Per Hour)
	\$25.00 (Per Hour)
	2X Hourly Rate

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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
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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 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. 20-2023

- (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.

TOWN OF TABER
BYLAW NO. 20-2023

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
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>

TOWN OF TABER
BYLAW NO. 20-2023

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

\$275.00/project

Annual Operating License

\$75.00/tank

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

Council Request for Decision

Meeting Date: December 18, 2023

Subject:

2024 Capital Budget

Recommendation:

1. That Council rescind Resolution 355/2023.
2. That Council approves the 2024 Capital budget with the 45 Ave. Cast Iron and Sanitary Replacement project, amended to be the 41 Ave (51st-53st) Cast Iron and Sanitary Replacement project.

Background:

At the November 13, 2023 regular meeting of Council, the following motion was passed;

“RES. 355/2023 MOVED by Councillor Sorensen that Council approves the 2024 Capital budget, as presented”.

The presented budget included the 45th Ave Cast Iron & Sanitary Replacement.

One element of the project scope was to replace the cast iron water supply piping which is well past its scheduled “end of life”.

After Council approval, Engineering and Public Works conducted exploration work on site to confirm the physical location and the attributes of the buried pipe. This work confirmed one block of the cast iron pipe had been replaced in the last 15 years.

Administration recommends relocating the work to 41 Ave (between 51st and 53st), as both blocks have been confirmed to be cast iron water pipe.

Administration is looking for Council to rescind Res.355/2023 and make a new motion to approve the 2024 Capital budget with the 41 Ave (between 51st and 53st) Cast iron and Sanitary Replacement.

The approved project needs to be specific for the debenture application and the borrowing advertisement purposes. The Fee Bylaw will also need to be amended to reflect the change.

Legislation / Authority:

Section 245 and 246 of the MGA



Strategic Plan Alignment:

Define and Practice Good Governance

Financial Implication:

No change to the previously approved amount

Service Level / Staff Resource Implication:

Service levels remain the same.

Justification:

Council approval is required to adjust the location of the project work.

Alternative(s):

Council directs administration to investigate a change of scope to the previously approved 45th Ave Cast Iron and Sanitary Replacement project and directs Administration to come back to Council at a future meeting with the scope change and details.

Attachment(s): 2024 Approved Capita Budget
Potable Master Plan Info
2024 Capital Budget with 41 Ave. Cast Iron Replacement

APPROVALS:

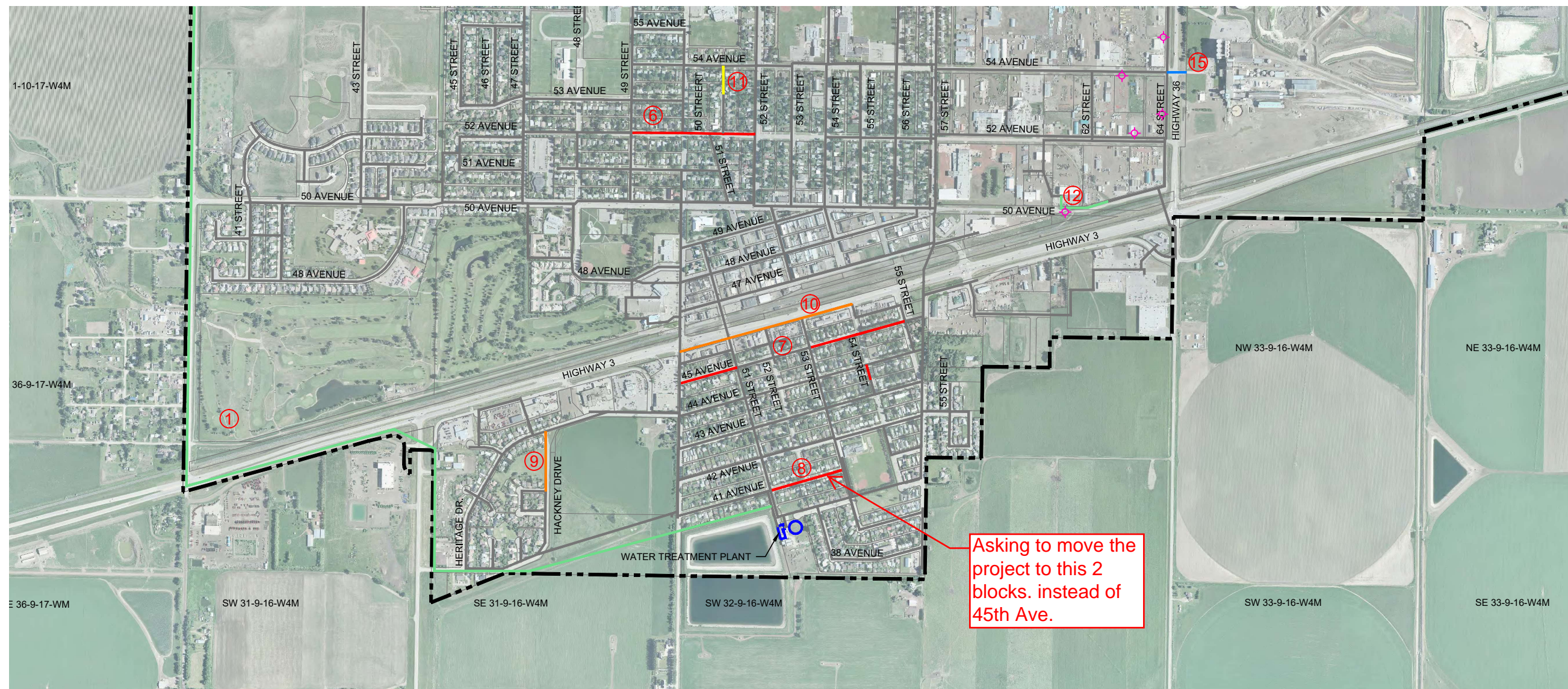
Originated By: John Orwa

Chief Administrative Officer (CAO) or Designate: _____

2024 Approved Capital Projects

	Department	Total Budget	Reserves	MSI	FGT	AMWWP	Other Sources	LTD
Information Technology								
2024 Project - Diamond Upgrade	IT	\$ 10,000	\$ 10,000					
2024 Project - Annual Computer Replacement	IT	\$ 162,200	\$ 162,200					
2024 Project - Downtown WiFi Improvement	IT	\$ 25,000	\$ 25,000					
2024 Project - Server Upgrades	IT	\$ 60,000	\$ 60,000					
Police								
2024 Project - Front Entrance Security Refurbish	Police	\$ 75,000	\$ 75,000					
2024 Project - Radio/Voice Recorder	Police	\$ 90,000	\$ 90,000					
2024 Project - Radio Console	Police	\$ 140,000	\$ 140,000					
2024 Project - Annual Car Replacement	Police	\$ 75,000	\$ 75,000					
Fire								
2024 Project - Rescue Pumper	Fire	\$ 1,100,000	\$ 249,000	\$ 851,000				
Engineering and Public Works								
2024 Project - 44 St & 51 Ave. Intersection Improvements (Res.87/2023)	Roads & Walks	\$ 125,000			\$ 125,000			
2024 Project - Asphalt Milling & Overlay Program	Roads & Walks	\$ 200,000			\$ 200,000			
2024 Project - Surface Works (Sidewalk Replacement	Roads & Walks	\$ 200,000			\$ 200,000			
2024 Project - Traffic Line Painter - Dual Gun	Roads & Walks	\$ 25,000	\$ 25,000					
2024 Project - Zero Turn Mower	Stormwater	\$ 30,000	\$ 30,000					
2024 Project - South Regional Storm Drainage Commitment - Phase 1	Stormwater	\$ 242,970	\$ 242,970					
2024 Project - 45th Ave Cast Iron & Sanitary Replacement	Water Sup & Dist.	\$ 1,550,000	\$ 575,000					\$ 975,000
2024 Project - Lagoon Sludge Removal- 3 Cells	WW Treat & Disp	\$ 650,000						\$ 650,000
2024 Project - Downtown Sanitary Pipe Relining & Cleaning	WW Treat & Disp	\$ 160,000						\$ 160,000
Recreation								
2024 Project - UTV Replacement	Arena	\$ 45,000	\$ 45,000					
2024 Project - Hot Water Pressure Washer	Parks	\$ 7,000	\$ 7,000					
2024 Project - Skate Park Cement	Parks	\$ 40,000	\$ 40,000					
2024 Project - Flat Deck Trailer	Parks	\$ 10,000	\$ 10,000					
2024 Project - Auditorium Table & Chair Replacements	Auditorium	\$ 30,000	\$ 30,000					
Total Proposed 2024 Capital Projects		5,052,170.00	\$ 1,891,170	\$ 851,000	\$ 525,000	\$ -	\$ -	\$ 1,785,000

Approved Nov.14,2023 RES.355/2023



Asking to move the project to this 2 blocks. instead of 45th Ave.

LEGEND

- TOWN BOUNDARY
- ABANDONED WATER LINE
- EXISTING WATER LINE
- PROPOSED FIRE HYDRANT
- 150mm WATER LINE
- 200mm WATER LINE
- 250mm WATER LINE
- 300mm WATER LINE
- 450mm WATER LINE
- CAST IRON UPGRADES

PROJECTS FOR FUTURE GROWTH

- WEST LOOPING
- CAST IRON REPLACEMENT PROJECTS**
- 52 AVENUE & 51 STREET
- 54 STREET & 45 AVENUE
- 41 AVENUE

PROJECTS FOR INFRASTRUCTURE UPGRADES

- HERITAGE WATER LOOP
- 46 AVENUE WATER LOOP
- 51 STREET CUL-DE-SAC WATER LOOP
- 50 AVENUE INDUSTRIAL LOOP
- ROGERS SUGAR SERVICE UPGRADE

		TOWN OF TABER POTABLE WATER DISTRIBUTION MASTER PLAN SOUTH TABER PROPOSED WATER DISTRIBUTION UPGRADES	
SCALE: 1:15 000	DATE: DECEMBER 2015	JOB: 1415-020-00	FIGURE: 3.10

2024 Capital Projects

	Department	Total Budget	Reserves	MSI	FGT	AMWWP	Other Sources	LTD
Information Technology								
2024 Project - Diamond Upgrade	IT	\$ 10,000	\$ 10,000					
2024 Project - Annual Computer Replacement	IT	\$ 162,200	\$ 162,200					
2024 Project - Downtown WiFi Improvement	IT	\$ 25,000	\$ 25,000					
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Fire								
2024 Project - Rescue Pumper	Fire	\$ 1,100,000	\$ 249,000	\$ 851,000				
Engineering and Public Works								
2024 Project - 44 St & 51 Ave. Intersection Improvements (Res.87/2023)	Roads & Walks	\$ 125,000			\$ 125,000			
2024 Project - Asphalt Milling & Overlay Program	Roads & Walks	\$ 200,000			\$ 200,000			
2024 Project - Surface Works (Sidewalk Replacement)	Roads & Walks	\$ 200,000			\$ 200,000			
2024 Project - Traffic Line Painter - Dual Gun	Roads & Walks	\$ 25,000	\$ 25,000					
2024 Project - Zero Turn Mower	Stormwater	\$ 30,000	\$ 30,000					
2024 Project - South Regional Storm Drainage Commitment - Phase 1	Stormwater	\$ 242,970	\$ 242,970					
2024 Project - 41st Ave (51 St-53 St)Cast Iron & Sanitary Replacement	Water Sup & Dist.	\$ 1,550,000	\$ 575,000					\$ 975,000
2024 Project - Lagoon Sludge Removal- 3 Cells	WW Treat & Disp	\$ 650,000						\$ 650,000
2024 Project - Downtown Sanitary Pipe Relining & Cleaning	WW Treat & Disp	\$ 160,000						\$ 160,000
Recreation								
2024 Project - UTV Replacement	Arena	\$ 45,000	\$ 45,000					
2024 Project - Hot Water Pressure Washer	Parks	\$ 7,000	\$ 7,000					
2024 Project - Skate Park Cement	Parks	\$ 40,000	\$ 40,000					
2024 Project - Flat Deck Trailer	Parks	\$ 10,000	\$ 10,000					
2024 Project - Auditorium Table & Chair Replacements	Auditorium	\$ 30,000	\$ 30,000					
Total Proposed 2024 Capital Projects		5,052,170.00	\$ 1,891,170	\$ 851,000	\$ 525,000	\$ -	\$ -	\$ 1,785,000



Council Request for Decision

Meeting Date: December 18, 2023

Subject:

2024 Proposed Operating Budget

Recommendation:

1. That Council approves the 2024 Proposed Operating Budget as presented.
2. That Council endorses the 2025 -2027 three year rolling budget as presented.

Background:

At the November 27, regular meeting of Council a proposed summary budget was presented for discussion. Administration has made some changes to the budget and is looking for Council to approve the attached 2024 Operating budget, as presented.

There was an increase in tipping fees revenue in the amount of \$360,000 for non-hazardous sugar beet soil disposal at the Town landfill site, for Lantic.

There was a reduction of \$6,208 in rental revenue, to account for taxes that are included in the lease payment.

Management has settled on a 3% increase in 2024 which is a total of \$30k with no step increase until the new salary model (grid) is approved in the new year.

Progressive West Consulting (PWC) has agreed to continue as our grant writer as well as the Joint Professional Economic Development Resource that will be shared with the MD, as per the motion below;

At the June 12, 2023 regular meeting of Council, the following motion was passed;

“MOVED by Councilor Bekkering that Council directs Administration to add \$25,000 to the 2023 Operating Budget from Operating Reserves and to approve the addition of \$50,000 to the 2024 & \$50,000 to the 2025 Operating Budgets in support of the hiring of a professional Economic Development resource, to be shared 50% of the time between the MD & Town of Taber for a 3-year term position.”



The \$25,000 for 2023 was not utilized. The \$50,000 for 2024 and 2025 has been increased to \$60,000 each year with the grant writing service line being reduced from \$50,000 to \$40,000 producing a net zero effect on the budget.

To balance the 2024 operating budget, Administration has funded the deficit of \$605,842 from Capital Reserves (stabilization fund). This is a reduction of \$172,365 from the previously presented budget.

Administration is looking for Council discussion and approval of the 2024 Operating budget.

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):

1. That Council does not approve the 2024 Operating Budget as presented and requests additional information.
2. That Council approves the 2024 Operating Budget with the following amendments:
_____.



Attachment(s): Town of Taber Operating Budget Summary

APPROVALS:

Originated By: John Orwa

Chief Administrative Officer (CAO) or Designate: _____

Town of Taber Operating Budget Summary

	2024	2025	2026	2027
Net taxes	11,445,371	11,799,621	12,164,224	12,173,451
Sales to other governments	8,800	8,800	8,800	8,800
Sales and user fees	12,055,118	12,385,585	12,756,835	12,862,318
Penalties and costs of taxes	190,000	190,000	190,000	190,000
Licenses and permits	323,064	325,064	325,064	325,064
Fines	305,000	305,000	305,000	305,000
Franchise fees	2,156,744	2,156,744	2,156,744	2,156,744
Investment income	157,613	157,200	21,775	156,336
Rentals	982,894	1,973,201	1,975,424	1,771,359
Other revenues	297,061	282,275	260,493	254,774
Government transfers	1,401,288	1,343,252	1,343,252	1,289,299
From reserves	725,841	30,000	30,000	25,000
Total Revenues	30,048,794	30,956,742	31,537,611	31,518,145
Salaries, wages and benefits	13,650,178	13,892,808	14,045,825	14,180,201
Contracted and general services	6,250,864	6,462,119	6,363,897	6,140,168
Purchases from other governments	906,505	913,116	929,961	876,584
Materials, goods and supplies	4,255,882	4,300,394	4,268,995	4,188,252
Other expenditures	118,000	85,000	85,000	85,000
Amortization	5,165,245	5,165,245	5,165,245	5,165,245
Transfers to local boards and agencies	739,470	763,757	751,773	726,516
Bank charges and interest	13,478	13,478	13,478	12,478
Provisions for allowances	149,070	149,070	149,070	149,070
Interest on long-term debt	557,011	505,774	452,566	403,021
Repayment of long-term debt	1,517,166	1,555,104	1,594,663	1,514,540
To reserves	1,891,170	1,890,757	1,890,332	1,889,893
Total Expenses	35,214,039	35,696,622	35,710,805	35,330,968
Net Total	(5,165,245)	(4,739,880)	(4,173,194)	(3,812,823)
Amortization	5,165,245	5,165,245	5,165,245	5,165,245
Surplus/Deficit	-	425,365	992,051	1,352,422



Council Request for Decision

Meeting Date: December 18, 2023

Subject:

Public Auction Reserve Bid and Conditions of Sale

Recommendation:

That Council approves the following conditions pertaining to the February 26, 2024 public auction tax recovery sale of property tax accounts 4353150 and 4550170.

1. Attached values for each roll number to be set as the reserve bid (these being the values as provided by Benchmark Assessments for the 2023 tax year.); and
2. Terms of the sale are 10% cash deposit, balance within forty-five (45) working days.

Background:

Due to delinquent property taxes, tax accounts 4353150 and 4550170, are now scheduled to proceed to the next step of the Tax Recovery Process, tax sale by public auction as per section 418(1) of the MGA.

Legislation / Authority:

MGA Section 418 & 419

Strategic Plan Alignment:

Define and Practice Good Governance

Financial Implication:

Any costs incurred as part of the tax recovery process are added to the tax accounts and are recovered through the sale of the property, if the property is not sold, the Town may become the owner of the property.

Service Level / Staff Resource Implication:

No change in service levels



Justification:

As per MGA section 419 “Council must set

1. For each parcel of land to be offered for sale at a public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel, and
2. Any conditions that apply to the sale”.

Alternative(s):

1. That council approves the recommended assessed values for each roll number (these being the values as provided by Benchmark Assessment Consultants, for the 2023 tax year.) as the reserve bid and approves the amended terms of the sale.

Attachment(s): Reserve Bids

APPROVALS:

Originated By: John Orwa

Chief Administrative Officer (CAO) or Designate: _____

2024 Tax Sale Properties

Values provided by Benchmark Assessment Consultants

<u>Roll Number</u>	<u>Assessment Classification</u>	<u>Reserve Bid (Current Market Value)</u>
4353150	Residential	\$ 86,000
4550170	Non-Residential	\$ 858,000

Council Request for Decision

Meeting Date: December 18, 2024

Subject:

Letter of Support – Alphabet Daycare

Recommendation:

Council authorizes administration & the Mayor to create and sign a letter of support for Alphabet Daycare.

Background:

Administration has received a request for a letter of support (attached) for the establishment of Alphabet Daycare in Taber.

In terms of Daycare spaces in the Taber region, we have a 6% coverage rate for children under 6. That is 1 spot in daycares for 16 kids. The Alberta standard is to have at least a 33% coverage rate or 1 spot for every 3 kids. The addition of a Daycare facility will allow the community to continue growing.

Alphabet Daycare hopes to open in the early new year in Taber.

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

Legislation / Authority:

MGA Section 3

Strategic Plan Alignment:

Develop Community & Promote Growth

Financial Implication:

None

Service Level / Staff Resource Implication:

None



Justification:

To increase the number of daycare spaces in Taber to meet the current and future needs of the community.

Alternative(s):

1. Council could request further information from Alphabet Daycare.
2. Council can accept the letter for information only.

Attachment(s): Example Letter of Support

APPROVALS:

Originated By:
Amy Allred

Chief Administrative Officer (CAO) or Designate: _____

Child Care Space Creation
Child Care and Youth Services Division
3rd Floor, Forestry Building
9920 - 108 Street
Edmonton, AB T5K 2M4

(Date)

To Whom it May Concern

This letter is to express our full support for Nishan sandhu to open a new branch of their child care center in Taber AB .

Taber is encountering a lack of child care spaces. This is reflected by the long waitlists being held by the few existing daycares in town. Parents who have full time jobs need more choices and resources for child care support in the community. On top of that, Taber is an expanding town with a few new residential zones in construction. This will greatly increase the population in the community in the near future and intensify the urgent needs for quality child care.

Nishan Sandhu has a good standing with Child Care Licensing. With 3 daycares operating in Central Alberta, they are a well-experienced organisation when it comes to quality child care. By opening a new branch in Taber , Nishan sandhu & his team can answer the needs for child care in the community. Meanwhile, Nishan sandhu is proposing to open up at least 150 child care spaces. That will create a minimum of 20 full time job positions, meaning a better job opportunity for early childhood educators living in town.

Over the years of operation, Nishan sandhu has built a good reputation with remarkable comments from families. The new branch in Taber will surely benefit from the personnel and professional support that have been established in Red Deer. Taber has already proposed and offered a piece of land for to build the daycare premise. We genuinely hope that Alphabet Daycare can become a facility for family support in town.

We are sincerely asking the assessment team of Alberta Child Care Space Creation to take this daycare proposal in Taber into serious consideration. Our town is urgently needing more spaces for quality child care. We have approached Nishan sandhu because of their continuous success and good standing in the child care industry. We are strongly convinced that Nishan sandhu is the right candidate to answer the child care needs of Taber and become a part of the development of Taber in the near future

Please do not hesitate to contact me for any further information.

Sincerely,

(Name)

(Title)

Council Request for Decision

Meeting Date: December 18, 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. On September 6 & November 27, 2023, administration conducted meetings with the ball diamond user group to discuss a DRAFT Service Level Agreement/Memo of Understanding between the group and the Town's Parks & Recreation Department. The town prepared a draft agreement for discussion that outlined a shared maintenance duties for the maintenance of the Town owned ball diamonds. This is a type of agreement that many municipalities have with their ball diamond user groups. These agreements focus on the more extensive maintenance (irrigation, lawn maintenance, facility repairs, funding) belonging to the Town or City, and the more technical sport specific maintenance (adjusting pitcher mounds, installing bases, edge grooming) to the user groups as they are the sport specific experts.

The first meeting was received well, with the groups being apprehensive but were willing to engage in the discussion around creating a joint agreement. Administration emphasised that if the group wanted high quality playing surfaces the user groups were needed to contribute their expertise to fine details that would improve the Town's playing surfaces. The group agreed to make a SharePoint where the users could input service requests and share working ideas dealing with the maintenance of the fields.

The second meeting was intended to compile the ideas that would be included in the agreement as far as the division of responsibilities. Administration would update the agreement and present it back to the user groups for their approval. The result of the meeting was that the user groups voted down following through with any agreement, voicing the lack of volunteer numbers and time required, therefore they didn't want to provide any



input or maintenance assistance. The town will continue to operate and maintain current service levels.

2. Attached for Council's information is the updated status graph for all current 2023 Capital projects as well as those that have been carried forward. Those highlighted in Green are completed and will be removed from the next update report.

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): Capital Project Status Report

APPROVALS:

Originated By:

Brittany Gilbertson

Chief Administrative Officer (CAO) or Designate: _____

CAPITAL PROJECTS

CAPITAL YEAR	DEPARTMENT	DESCRIPTION	APPROVED BUDGET	GRANT FUNDED	% COMPLETE	COMMENTS
2022/23	Information Technology	Annual Computer Replacement	\$ 194,900.00		75%	Working on workstation replacements continuously throughout the year.
2023	Facilities Management	Asset Management Systems	\$ 100,000.00	50%	100%	Complete, Final grant deliverables submitted
2023	Police	Encryption of Radio Signals	\$ 40,000.00			Sourcing best options
2023	Police	Annual Car Replacement	\$ 67,500.00		100%	Project completed
2020	Police	E-Ticketing	\$ 17,500.00		75%	Soft launch occurring, following Provincial Authority
2022	Police	Next Gen 911	\$ 250,000.00	100%	20%	Provincial Authority delay
2022	Police	Intoxilyzer	\$ 25,000.00			Provincial Authority delay
2022	Public Works	Transportation Master Plan	\$ 150,000.00	100%	95%	Final review and discrepancy correction phase
2015	Stormwater	East Ind Storm System - Wetlands	\$ 7,499,200.00	90%	90%	Waiting on Alberta Transportation Crossing for completion. Project finish now Spring of 2024
2022	Stormwater	Regional Stormwater Master Plan	\$ 200,000.00	100%	85%	Engineered report in progress
2023	Water Sup & Dist.	Water System Climate Resiliency Plan	\$ 80,000.00	100%	15%	Engineered report in progress
2023	Water Sup & Dist.	Water Meter Replacement Program	\$ 30,000.00		100%	Completed
2022	Water Sup & Dist.	Raw Water Pump Station (Engineering Only)	\$ 400,000.00	100%	75%	Engineering underway, SMRID delays
2023	WW Treat & Disp	Downtown Sanitary Pipe Relining	\$ 160,000.00	100%	100%	Project completed, under budget at \$116,055.00
2023	WW Treat & Disp	Secondary Clarifier Rehab	\$ 3,000,000.00	36%	40%	Equipment ordered, waiting on contractor to install.
2023	WW Treat & Disp	Lower Lagoon Sludge Removal Project	\$ 70,000.00		100%	Project completed, under budget at \$53,789.70
2021	Facilities Management	WW Lagoons Solar PV System	\$ 1,606,316.00		95%	Waiting on contractor for minor electrical and commissioning, project to be finished January 2024
2023	Cemetery	Row K Development (South)	\$ 100,000.00		100%	Project has been completed.
2023	Parks	Downtown 47 Ave Park Development & Murals	\$ 551,653.00	75%	30%	Murals finished, funding reallocation approved for new Park project
2023	Parks	Irrigation Updates	\$ 35,000.00		90%	Waiting on delivery of pump to finish, carry forward to 2024

CAPITAL PROJECTS

CAPITAL YEAR	DEPARTMENT	DESCRIPTION	APPROVED BUDGET	GRANT FUNDED	% COMPLETE	COMMENTS
2022	Parks	Trout Pond Storage Shed	\$ 15,000.00			<i>Re-evaluating</i>
2021	Parks	Prairie Lake Estates Playground	\$ 20,000.00		100%	<i>Project has been completed.</i>
2022	Parks	Tennis Court Upgrade	\$ 100,000.00	100%	50%	<i>Contract awarded, construction delayed by contractor until Spring 2024</i>
2022	Aquafun	Aquafun Centre Locker Replacement	\$ 104,521.20	100%	100%	<i>Project has been completed at budget.</i>
2023	Sportsfields	Baseball Infield Renewal	\$ 50,000.00			<i>on Hold, in consultation with user groups.</i>
2021	Sportsfields	Rock Sign at KMMSC	\$ 7,500.00		90%	<i>Rock has been delivered, waiting on placement</i>



Council Request for Decision

Meeting Date: December 18, 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): HR Department Report
Recreation Department Report
CAO Report
Finance Department Report
Economic Development Department Report
Engineering & Public Works Department Report
Treatment Facilities Department Report
Facilities Management Department Report
Fire Department Report
Administrative Services Department Report

APPROVALS:

Originated By:
Brittany Gilbertson

Chief Administrative Officer (CAO) or Designate: _____






TOWN OF
TABER

ACTIVITY REPORT

October & November 2023

DEPARTMENT: Human Resources

Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="297 709 500 779">IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul data-bbox="618 457 1487 835" style="list-style-type: none"> • Help management and employees solve eCompliance issues of access and functions. • New employee H&S orientations • Updated all health and safety bulletin boards in all departments/areas. • Assisting departments with the implementation of the new CUPE Contract. • Assisting employees with questions regarding benefits & pension. • Supporting staff at all levels regarding employee relations and HR related subjects • Preparation and follow up for the Labour Management Meetings. • New Employee Orientations.
 <p data-bbox="297 1115 500 1184">DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<ul data-bbox="618 844 1487 1222" style="list-style-type: none"> • Completed Fire extinguisher training for Administration employees. • Instructed First Aid course for Town of Taber employees. • Completed COR Auditor training. • Arranged training courses for all JHSC members. • Posted several positions, as well as maintained open until filled position postings. • Booked interviews for various departments and positions. • Coordinated meetings for employees joining and leaving the Town. • Preparing interview questions for various posted positions. • Exploring internal & external training opportunities for various departments.
 <p data-bbox="297 1535 500 1604">DEFINE & PRACTICE GOOD GOVERNANCE</p>	<ul data-bbox="618 1264 1487 1671" style="list-style-type: none"> • Continued to train managers and employees to use standardized incident report and to assign, complete and sign off action items or perform investigations. • Started internal COR Audit and completed all document review, interviews, and site observations. • Reviewed first aid course instruction requirements with current agency and researching other agencies to best suit the needs of all departments. • Continued to update and revise Health and Safety Directives and SWP to ensure legislative compliance and best practices. • Updating policies & procedures for best practices and legislative requirements. Collaborating with our consultant from UpSourced HR on a few of these updates.



ENHANCE
SENSE OF
COMMUNITY

- Attending Safety meetings and worksites to observe and participate in safety enhancements.
- Assist employees and management with any health and safety questions or concerns.
- Implemented a health and safety incentive program for all Town of Taber departments to encourage and promote a positive safety culture.
- Working with WCB regarding existing claims.
- Working with Sun Life & AMSC (Alberta Municipalities)
- Working with payroll and finance on several projects.
- Assisting employees with their concerns and questions.

DEPARTMENT REPORT

November 2023

DEPARTMENT: Recreation





Strategic Plan Alignment	Associated Projects & Tasks
 <p>IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul 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>DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<ul style="list-style-type: none"> • Department continues to research grants for current and future projects • Parallel Church Park project continues, garbage receptacles, picnic tables, and benches have been ordered • Recreation Board met and completed the Community Grant Program for 2024 events • Fall lessons wrapped up • Administration informed all Community Grant Recipients of the Recreation Board’s decisions • Taber Trout Pond Master Plan Public Consultation/Survey held
 <p>DEFINE & PRACTICE GOOD GOVERNANCE</p>	<ul style="list-style-type: none"> • Department began project tracking for 2024 projects • Held all safety required staff meetings and inspections • Seeing to continued facility maintenance in all facilities • Ken McDonald Memorial Sports Centre had the last football bookings and were closed for the season • Closed the KMMSC and Trout Pond Campgrounds November 1st as per Bylaw • Filled Arena Assistant Position • Posted for the Temporary Operator I position • 1 Casual Lifeguard position filled • Administrations working on operational • Held the monthly Taber Arts and Heritage meeting – November 21 • Held the monthly Recreation Board meeting – November 2 • Met with the Baseball/Softball users November 27th to the upcoming season maintenance
 <p>ENHANCE SENSE OF COMMUNITY</p>	<ul style="list-style-type: none"> • Facilitated or collaborated with the following community events: Safe Haven Walk, Stand-up Comedy Night, Rugby Fundraiser, Rowan Beckie Memorial U13 Tournament, Remembrance Day Ceremony, Football Yearend Banquet, Winter Festival, Jingle Christmas Market, FCSS Youth Conference, and the Diwali Festival • Department began planning out the 2024 Town of Taber Events • Completed the Veteran Banner Project • WHAM! Volleyball started their season with November Tryouts and will continue to call the Community Centre as home for the 2023/24 Club Season • IGA sponsored FREE swim on Nov 17



ACTIVITY REPORT

November 2023

DEPARTMENT: CAO



Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="297 678 500 751">IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul data-bbox="621 457 1453 667" style="list-style-type: none"> • Attended various committee, commission, & board meetings. • Monthly directors meeting. • Held bi-weekly meetings with individual staff. • Meetings with other Municipal partners. • Chaired a recreation meeting. • Met with regional CAO's (Leth. County, MD of Taber & Coaldale)
 <p data-bbox="297 1001 500 1075">DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<ul data-bbox="621 781 1372 991" 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 a virtual Town Hall meeting with MP Shields • Participated in JDEC meeting. (Joint Ec. Dev. Committee)
 <p data-bbox="297 1337 500 1411">DEFINE & PRACTICE GOOD GOVERNANCE</p>	<ul data-bbox="621 1104 1421 1314" 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 • Staff performance evaluations underway
 <p data-bbox="297 1669 500 1743">ENHANCE SENSE OF COMMUNITY</p>	<ul data-bbox="621 1449 1307 1480" style="list-style-type: none"> • Attended Trout Pond Master Plan public engagements.



ACTIVITY REPORT

November 2023

DEPARTMENT: Finance

Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="297 678 500 751">IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul data-bbox="618 457 1192 590" style="list-style-type: none"> • Upgrade multiple systems and firmware. • Continue 2023 Annual Computer Replacement. • Upgrade End of Life Operating Systems. •
 <p data-bbox="297 1041 500 1115">DEFINE & PRACTICE GOOD GOVERNANCE</p>	<ul data-bbox="618 781 1479 1150" style="list-style-type: none"> • Complete the IT KPI Report. • Renew multiple licenses and subscriptions. • Daily Procurement Activities • 2024 Capital Project Preparation in relation to purchasing requirements. • 2024 Blanket Purchase Order Preparation • Preparation for Final 2024 Operating/Capital Budget • Attended GFOA Conference • Attended various meetings. • Preparation for Interim Audit • Daily Finance Activities






TOWN OF
TABER

ACTIVITY REPORT

November 2023

DEPARTMENT: Economic Development

Strategic Plan Alignment	Associated Projects & Tasks
 <p>IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul style="list-style-type: none"> • Attended JEDC Meeting. • Attended provincial round-table on AAIP with other community reps. • Attended Chamber Executive Meeting. • Hosted online AAIP Employer info session. • Attended Community Futures board meeting. • Hosted Employer Lunch & Learn with Guest Speaker sharing on best practices for integrating newcomers to the workplace. • Attended Invest Alberta webinar on new Site Selection tools.
 <p>DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<ul style="list-style-type: none"> • Issued 6 Business Licenses, a mixture of resident licenses, temporary licenses, and home occupations. • Finalized ad for Invest Alberta magazine. • Talked with 4 companies interested in land in Eureka. • Worked on a land sale offer with Council & the developer. • Continued work on setting up process and marketing the Residential Tax Incentive Bylaw. • Organised new business visits with the Chamber & Community Futures. • Continued working on NRED Grant plan (Downtown Revitalization). • 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 – 42 phone calls, 79 emails, 80 in person visits and 24 other. • Put together files and details for the next round of AAIP approvals, interviewed candidates over zoom and checked qualifications. • Held 4 Committee Approval meetings. • Worked on 2024 Economic Development Budget Planning. • Amy & Rylan attended Workplace Health & Safety Audit Interviews.



ENHANCE
SENSE OF
COMMUNITY

- Finalized plans and vendors for the All I Want for Christmas Market.
- Attended Winterfest Meeting & organised work orders.
- Collaborated with community groups to host the first Newcomer Meet & Greet, with short presentations from various groups and networking.
- Started planning Taber's Table 2024






TOWN OF
TABER

ACTIVITY REPORT

November 2023

DEPARTMENT: Public Works

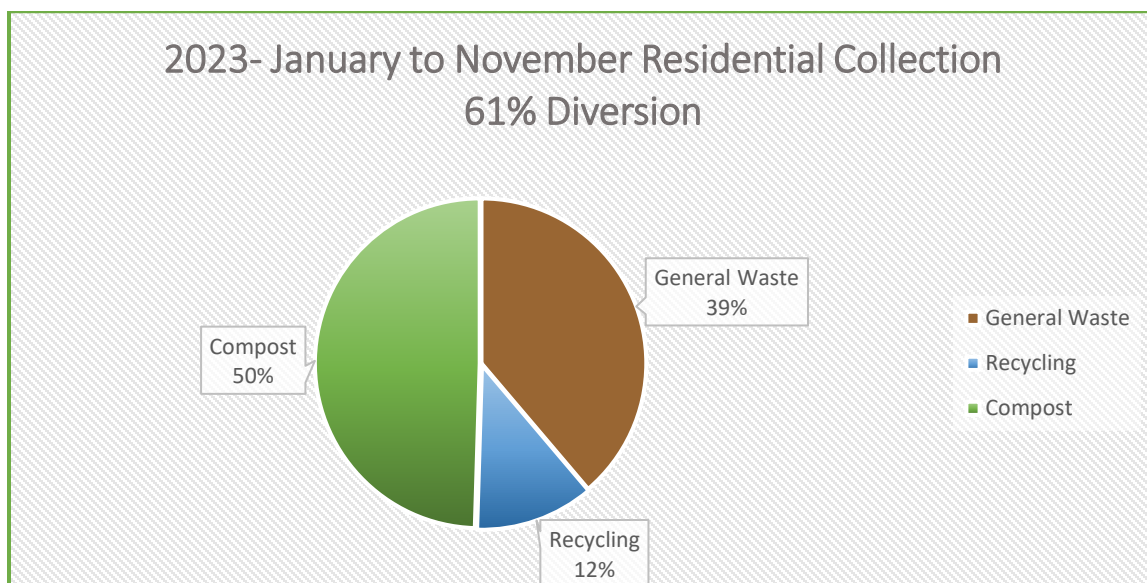
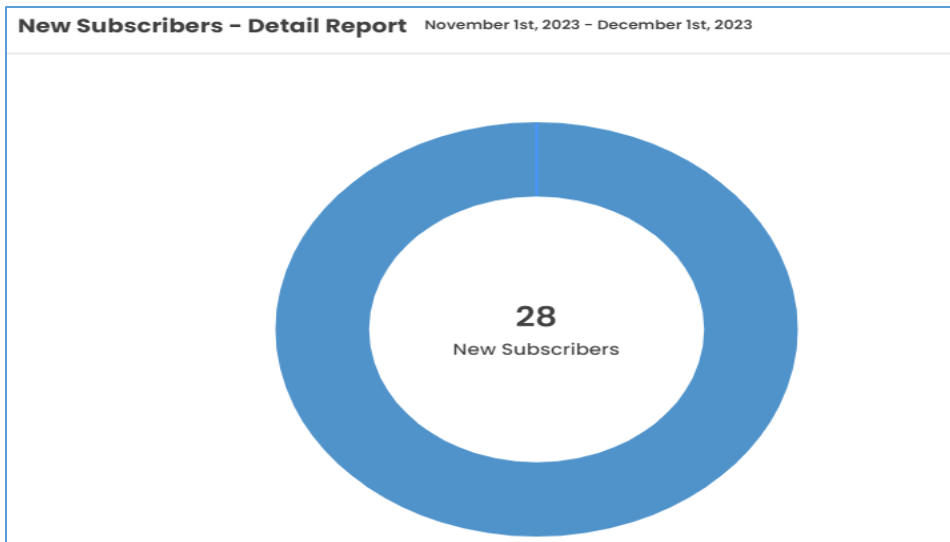
Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="297 720 500 789">IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul data-bbox="618 457 1487 821" style="list-style-type: none"> • Received telephone, email & online service requests from residents & staff, investigated and completed 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 the recycling app and how to download it and register for residents. • Provided comments on various planning permits.
 <p data-bbox="297 1115 500 1184">DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<ul data-bbox="618 865 1487 1241" style="list-style-type: none"> • Removed all of the veteran banners and returned to the recreation department. • Placed Christmas Decorations on the streetlights downtown. • Set-up Christmas Displays for Communities in Bloom in Confederation Park, Aquafun Center and the Police Station. • Re-strung the tree at the Cenotaph and the Police Station with new lights for Communities In Bloom. • Started the winter Tree trimming program of Town trees on Boulevards around Town. • Attend meetings with planning department. • Worked on the evaluation of Street lighting throughout Town.
 <p data-bbox="297 1480 500 1549">DEFINE & PRACTICE GOOD GOVERNANCE</p>	<ul data-bbox="618 1251 1487 1486" style="list-style-type: none"> • Attended webinars and prepped for registration in the Extended Producer Responsibility program with Alberta Recycling Management Authority. • Compiled Asset information and location to enter into the Town's GIS website ORRSC. • Staff attended Training courses in Calgary. • Worked on Master Plans for Storm water, Transportation and water systems.



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

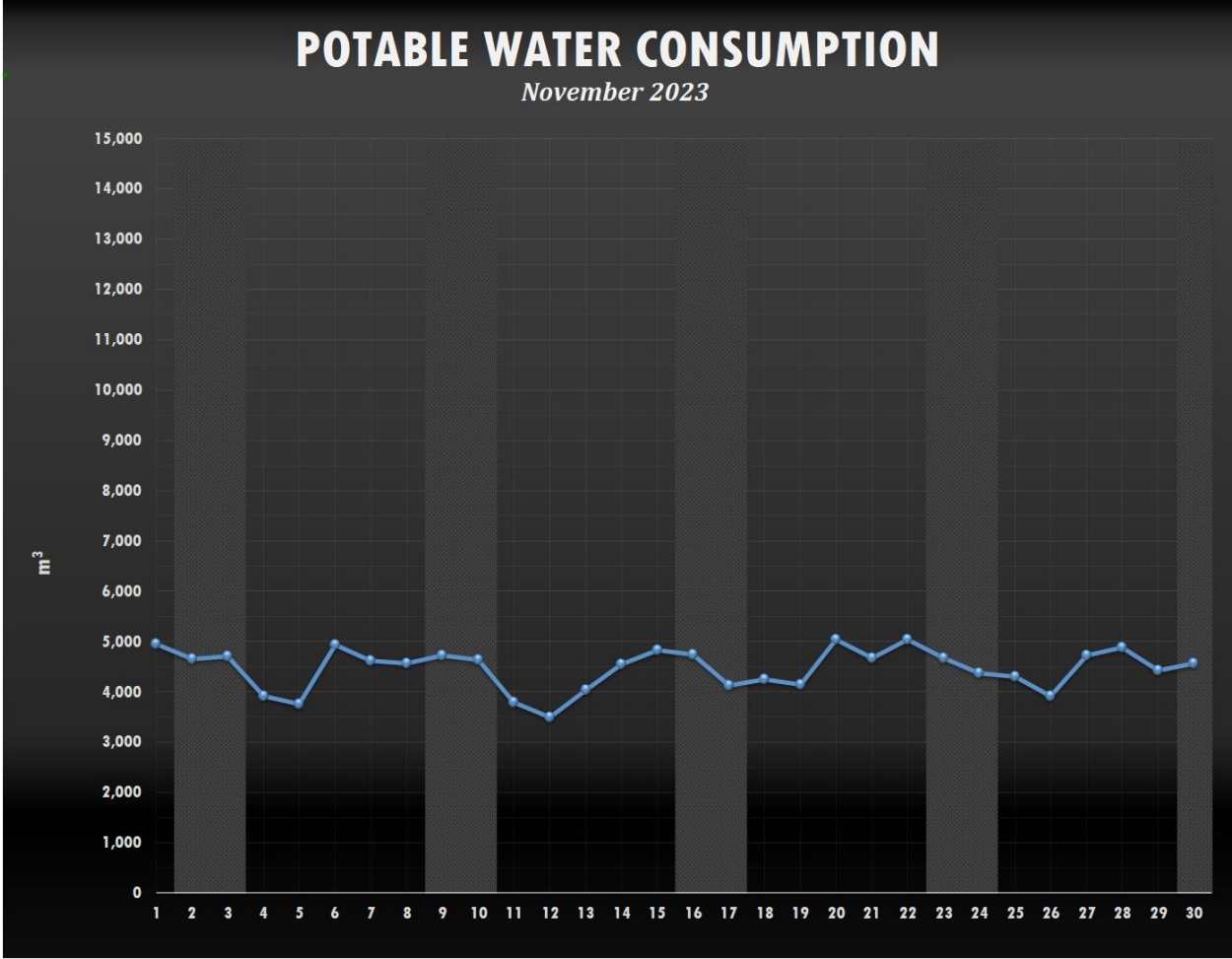
ACTIVITY REPORT

November 2023

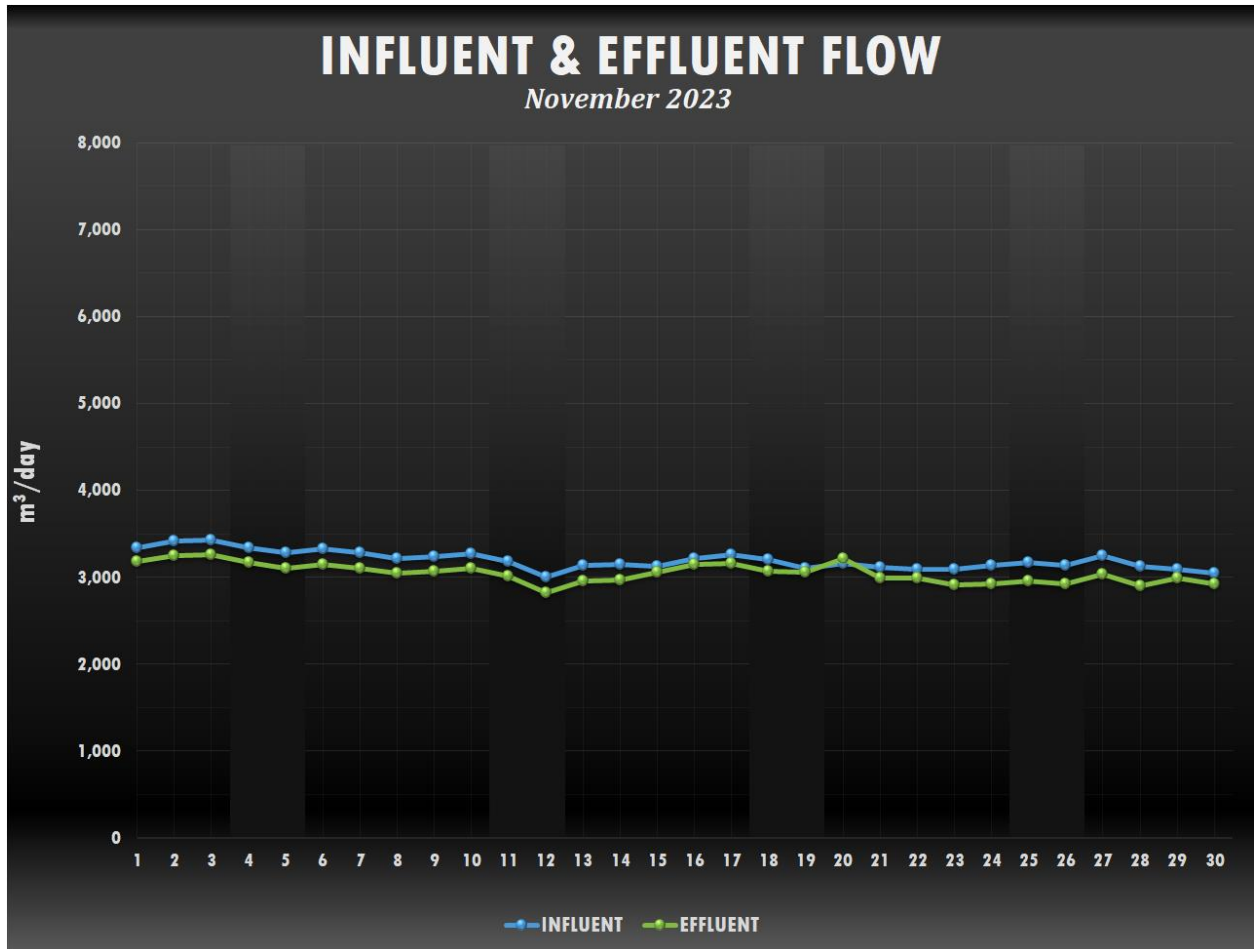
DEPARTMENT: Water & Wastewater Treatment Facilities

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 Water Week Conference
 <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
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ACTIVITY REPORT

November 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 95% complete. Projected completion and commissioning estimated January 2024. • 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; all deliverables submitted to FCM for MAMP grant. • Continued construction on the Administration Building Upgrades. Project completion estimated December 2023. • Chin Low Level Pumping Project: Department continued mutual assistance to treatment for operations. • Aquafun Centre Locker Replacements: Lockers received, installed and project complete. • Started planning work for TPS Front Entryway Refurbish. • Planning work complete 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, 73 work order requests at various Town own buildings. • Year end operational projects and task planning. • Seasonal furnace checks and inspections including exhaust fans. • Generator inspections and preventative maintenance on all Town owned generators. • Winter Festival Christmas Display and CIB lighting around town. • 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.

	<ul style="list-style-type: none"> • Various troubleshooting and repairs at the Aquafun Centre, Arenas and Curling Club as it relates to process. • Re-key or door access adjustments for departments as requested.
 <p>ENHANCE SENSE OF COMMUNITY</p>	<ul style="list-style-type: none"> • Programming Administration Building exterior colored lighting according to schedule. • Adjust flags at all Town flag poles as requested. • Replaced damaged flags as required.

<p>New Tickets</p> <p>73 ↓-16</p>	<p>Your Tickets</p> <p>0 ↓-1</p>	<p>Open Tickets</p> <p>20 ↑12</p>	<p>Unassigned Tickets</p> <p>8 ↑8</p>
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ACTIVITY REPORT

November 2023

DEPARTMENT: FIRE

Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="297 680 500 747">IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul data-bbox="618 459 1489 579" style="list-style-type: none"> • Continue to Post on Facebook, keeping the community involved; TFD is now on Instagram as well • Started the fall recruit intake.
 <p data-bbox="297 1003 500 1071">DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<ul data-bbox="618 783 1474 1073" style="list-style-type: none"> • Fire Chief Chair: Core Competency Committee Working with the Alberta Fire Chief Association to build the Provincial Toolbox standardizing the fire service in Alberta, this term is 2021-2023. please visit: @ abfirechiefs.ca • AC West continues work with the Alberta Fire Training Officers • Fire Chief sits on the Government and stakeholders committee with the Alberta Fire Chiefs Association
 <p data-bbox="297 1549 500 1617">DEFINE & PRACTICE GOOD GOVERNANCE</p>	<p data-bbox="618 1106 797 1140">Fire Training:</p> <p data-bbox="618 1150 1419 1184">This time indicates the training of the Fire Department in the month.</p> <ul data-bbox="618 1194 1489 1524" style="list-style-type: none"> • Past month – 399.5 hours of firefighter training • Past 12 months – 4671 hours of firefighter training • 6 members successfully completed NFPA 1041 Fire Instructor I certification testing. • 5 fire officers completed their 3-day Blue Card Incident Command in-person certification. • Fire Extinguisher training and recruitment visit for 6 young women from the Taber Youth Employment Program <p data-bbox="618 1577 824 1610">Fire Prevention:</p> <ul data-bbox="618 1621 1382 1843" style="list-style-type: none"> • Fire inspections 22 • Smoke alarm installation 16 exchanges • Fire investigations 1 • Flammable Liquid Storage Tank inspections: 0 • Flammable Liquid Storage Tanks Operating Licenses are 100% complete for 2023.



ENHANCE
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COMMUNITY

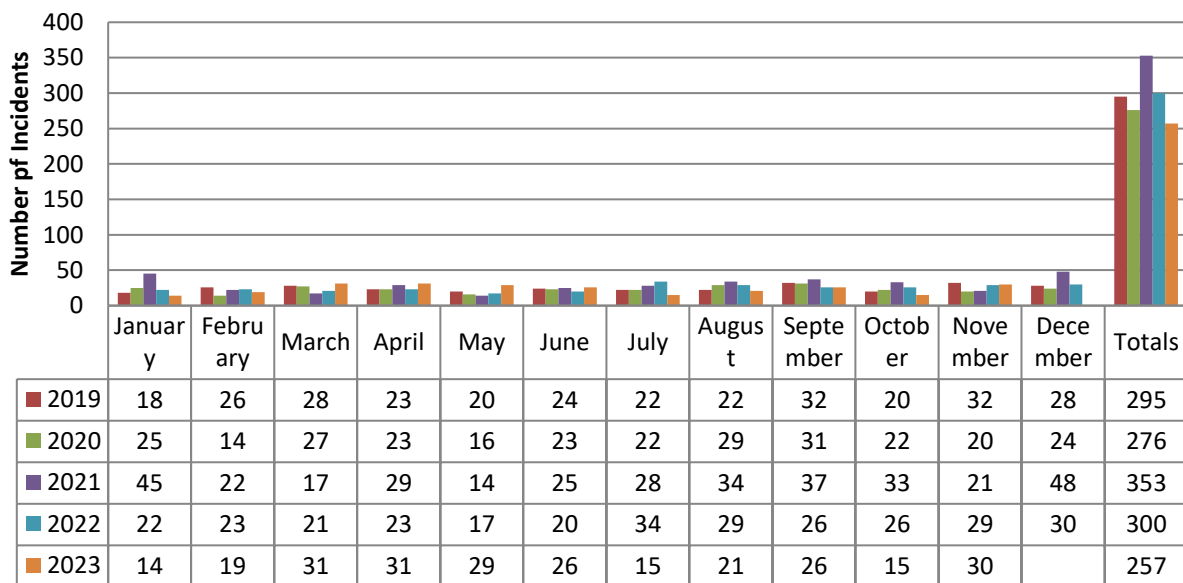
- **2005** hours volunteer service over the last 12 months outside of training and call responses
- 10 Classroom Visits of 167 Students
- 2 School Assemblies
- Fire Prevention Week Open House 200+ attending
- 2 members attended the Senior Expo by FCSS
- 8 members volunteered for Medical Stand-by at the High School Rodeo
- Attended Remembrance Day organizational meeting
- Attended Walk Against Family Violence event
- Smile Cookies
- Winterfest

Year to date LAST year – **270** calls. Total Calls for **November – 30 Calls.**

Year to date THIS year - **257** calls

Total call volume over the last 4 years: **1246** Calls

Comparison of year by month with totals 2019-2023



CALLS BY TYPE

Structure Fire – 1	Public Assist – 7	MVC – 2
Rubbish/Grass Fire – 0	Hazmat – 1	Alarm Call – 14
MFR – 5	Mutual Aid – 0	Vehicle Fire – 0






TOWN OF
TABER

DEPARTMENT REPORT

November 2023

DEPARTMENT: Administrative Services

Strategic Plan Alignment	Associated Projects & Tasks
 <p>DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<ul style="list-style-type: none"> • Discussed various facility requirements • Liaising, approving and follow-up on various facility project requests: Cemetery Row K Development and area
 <p>IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul 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>DEFINE & PRACTICE GOOD GOVERNANCE</p>	<ul style="list-style-type: none"> • 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

- 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 data-bbox="305 674 505 741">DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<ul data-bbox="634 453 1455 516" style="list-style-type: none"> • Assisting with newsletter creation for newcomers in collaboration with the AAIP Program.
 <p data-bbox="305 1142 505 1209">IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul data-bbox="634 777 1495 1388" 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 November Corn Husk Chronicles • Drafting December 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) • Released media release regarding triplicate international awards for ostrich response
 <p data-bbox="305 1625 505 1692">DEFINE & PRACTICE GOOD GOVERNANCE</p>	<ul data-bbox="634 1398 1474 1665" style="list-style-type: none"> • Organizing and executing public engagement for Trout Pond Recreation Area Master Plan, including two open houses in conjunction with Coffee with Council. • Completed two University of Alberta courses for Advanced Certificate of Leadership. • Attended Communicators Conference and workshops in Toronto • Preparing arrangements for annual Council trays for Administrative staff



ENHANCE
SENSE OF
COMMUNITY

- Executed messaging and digital materials for 2023 Holiday Market in collaboration with Economic Development.
- Preparing start of 2024 editorial calendar for communications content.

DEPARTMENT REPORT

Taber Memorial Gardens

Statistics Provided from: November 1, 2023 to November 30, 2023	
SERVICE PROVIDED	STATISTICS
Burials	5
Pre-Planning Purchases	0
Columbarium Transactions	0
Monument Permits	3
Disinter/Reinter	0
Transfer of Burial Rights	0
Public Concerns	0
Grave Searches from the Public	0
Grave Searches from Monument Companies	3
Inquiries from other Municipalities	1

Council Request for Decision

Meeting Date: December 18, 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: December 18, 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	Completed
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	Completed
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.	Traffic Committee	<i>In Progress</i>

Council Date	Resolution #	Resolution	Assigned To	Completed?
November 27, 2023	385/2023	MOVED by Councillor McLean that Council directs Administration to allow for a Strategic Planning Session to happen at one of the Council meetings for the month of January, and also going forward that we can have it every second month, to review the current Strategic Plan.	CAO	<i>In Progress</i>

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

Council Request for Decision

Meeting Date: December 18, 2023

Subject:

Delegation: Veteran Banner Donation Presentation to Royal Canadian Legion (Branch 20)

Recommendation:

That Council congratulates the Royal Canadian Legion Branch 20 on another successful veteran banner project season and awards a donation in the amount of \$2,170.35.

Background:

The 2023 Veteran Banner Project began taking applications on September 15 and was full with its 75 spots purchased prior to its October 23 deadline. After the Recreation staff prepared the banners, the Public Works started hanging the banners around the downtown area at midnight on November 1, where they hung proudly until the evening of November 16th.

We had 66 renewal banners and 9 new banners this year. This project continues to be seen very positively around town and Administration is excited that the project has earned \$2,170.35 to be donated to the Royal Canadian Legion Branch 20. Members of the Taber Legion will be on hand to receive the cheque from Council, at this meeting.

Legislation / Authority:

MGA Section 3

Strategic Plan Alignment:

To “Enhance Sense of Community”

Financial Implication:

The funds came from the Projects revenue less the purchase of the nine new banners.

Service Level / Staff Resource Implication:

Staff resources were used to administer the project through sales, preparation, and hanging of the banners.

Justification:

When the Project began, its framework stated the net revenues earned would be donated.

Alternative(s):

Not Applicable.



Attachment(s):

APPROVALS:

Originated By:
Marty Planger

Chief Administrative Officer (CAO) or Designate: _____

Council Request for Decision

Meeting Date: December 18, 2023

Subject:

Delegation: Naamiya Hoekstra, Request for Funding Support

Recommendation:

That Council thanks Naamiya Hoekstra for her presentation and wishes her the best with her fundraising efforts.

Background:

A request for financial support was submitted by Naamiya Hoekstra in order to attend the NBC travel basketball team travelling to Europe next summer.

The correspondence of request is attached for Council's information. Naamiya Hoekstra will be in attendance to present the request.

Legislation / Authority:

MGA, Section 3.

Strategic Plan Alignment:

Enhanced Sense of Community

Financial Implication:

This is not budgeted. Council can allocate from their Council Discretionary Fund if they see fit. The remaining balance for the 2023 Council Discretionary Fund is \$7,574.92.

Service Level / Staff Resource Implication:

Status Quo.

Justification:

A request was made of Council.



Alternative(s):

1. Council could approve the financial request from Naamiya Hoekstra in the amount of \$_____ to assist with expenses in playing basketball in Europe, from the 2023 Council Discretionary Fund.
2. Council could request further information.

Attachment(s): N. Hoekstra, Request for Funding Support

APPROVALS:

Originated By:
Kerry Van Ham

Chief Administrative Officer (CAO) or Designate: _____



Councillor

Mayor

Councillor

Council Presentation Submission Form

Name

Organization (if applicable)

Email (if applicable)

Phone Number

Council Meeting Date Requested

Please submit this form to the Town Administration Building, care of the Administrative Services Department (A - 4900 50th Street, Taber, AB, T1G 1T1) or email it to admin@taber.ca

Topic of Presentation

Please be specific, provide details, and attach additional information if required. If you are asking for a letter of support, please provide a draft of the proposed letter addressed to the appropriate body.





Councillor

Mayor

Councillor

Council Presentation Submission Form

Purpose of Delegation (please circle one)

Request Action/ Support/
Policy Change

Request Funds

Other (please specify)

Desired Resolution (please indicate the outcome you would like from Council)

Activities to date relative to the matter (fundraising, campaigns, other organizational support, etc.)

Financial Implications

To be used only if funding is being requested. Please identify amount and purpose for the funds.

Acknowledgements

Initial

I acknowledge that my presentation is limited to ten (10) minutes total, not including questions or deliberation from Council.

I acknowledge that I shall provide all the necessary information and presentation materials to Town of Taber Administration prior to the deadline* for inclusion in the agenda.

I understand that the information provided herein and in my presentation along with my name and contact information will become part of the public record and part of the Town's official documents and recordings of Council meetings. I also acknowledge that these materials are available for the public to access on various Town channels.

*The deadline for submissions is no less than seven (7) working days prior to the Council meeting you wish to attend.

